

REPORT

OF

THE SELECT COMMITTEE OF THE UNITED STATES SENATE,

APPOINTED

UNDER SENATE RESOLUTION OF MARCH 3, 1887,

TO

INQUIRE INTO AND EXAMINE THE METHODS OF BUSINESS
AND WORK IN THE EXECUTIVE DEPARTMENTS, ETC.,
AND THE CAUSES OF DELAYS IN TRANSACTING
THE PUBLIC BUSINESS, ETC.

The Department of State; the Department of Justice; the Department of War; the
Department of the Navy; the Post-Office Department; the Department
of Agriculture; the Government Printing Office.

MARCH 8, 1888.—Ordered to be printed.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.

1888.

THE DEPARTMENT OF STATE.

CORRESPONDENCE.

Mr. Cockrell to Mr. Bayard.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The select committee of the Senate, appointed in pursuance of the resolution of the Senate, adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, &c.," have instructed me, as chairman, to request you to furnish to the committee at your earliest convenience a detailed statement of the methods of transacting business in each Bureau of your Department, including one or more items of the principal business matters transacted in each of such Bureaus, beginning with the receipt of the business matter in the Department and then showing in consecutive order the various steps taken by each of such business matters, through the various Bureaus and employes, through whose hands the same passes, and by whom it is considered and acted upon and the action thereon had and taken by each, until the same is finally disposed of and notice thereof duly given to the proper party.

I have the honor to be, most respectfully, yours, &c.,

F. M. COCKRELL,
Chairman Senate Select Committee.

Hon. THOS. F. BAYARD,
Secretary of State.

Mr Cockrell to Mr. Bayard.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The select committee of the Senate, appointed in pursuance of the resolution of the Senate, adopted March 3rd, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, and the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report to the Senate the causes of the delay in transacting the public business said to exist in some of the Departments," have instructed me, as chairman, to request you to furnish to the committee at your earliest convenience a detailed statement showing the amount and character of business pending in each Bureau of your Department on the first day of January, 1884, and the amount and character of business received, and also transacted and disposed of in each Bureau of your Department during the said calendar year, 1884, and on hand, pending and undisposed of, on January 1, 1885; and the amount and character of business received, and also transacted and disposed of in each Bureau of your Department during the said calendar year, 1885; and also on hand, pending and undisposed of, on January 1, 1886; and the amount and character of business received and also transacted and disposed of in each Bureau of your Department during the said year 1886; and also on hand, pending and undisposed of, on January 1st, 1887, and received and also transacted and disposed of in each Bureau of your Department during the year 1887, up to March 1st, 1887, and on hand, pending and undisposed of, in each Bureau of your Department on said March 1, 1887; and also a detailed statement, showing the average amount and character of business performed, transacted, and disposed of by the employes in each Bureau of your Department, and

the average number of employes in each of such divisions during each month in said years 1884, 1885, 1886, and 1887, up to March 1, 1887; and also the maximum and the minimum amount of business transacted and disposed of by the employe doing the most and the employe doing the least in each of such Bureaus during each of said months of said years; and if no account has been kept of business performed and disposed of by each employe in any of such Bureaus during said years, or any part or parts thereof, then the reasons why such account has not been kept; and a statement showing the average number of days and the time and attention devoted to the consideration and transaction of business by the employes in each of the said several Bureaus, and whether in person or by proxy, during each of said calendar years 1884, 1885, 1886, and 1887, up to March 1, 1887, or during such parts of said years, or either of them, as such employes, or any of them, may have been receiving pay from the United States; and also the maximum and the minimum number of days during each of said years and up to March 1, 1887, so devoted to business by the employe in each of such Bureaus present for the greatest number of days, and also for the least number of days. If the data called for by calendar years cannot be given as readily by calendar as by fiscal years, then substitute for calendar named the fiscal years 1884, 1885, 1886, and 1887, up to March 1, 1887, and thus save as much unnecessary labor as possible.

I have the honor to be, &c.,

Hon. THOS. F. BAYARD,
Secretary of State.

F. M. COCKRELL,
Chairman Senate Select Committee.

Mr. Cockrell to Mr. Bayard.

UNITED STATES SENATE,
Washington, March 23, 1887.

MY DEAR SIR: The select committee of the Senate appointed in pursuance of the resolution of the Senate, adopted March 3, 1887, to inquire into and examine the methods of business and work in the Executive Departments of the Government, &c., have instructed me, as chairman, to request you to furnish to the committee at your earliest convenience a statement of the present legal organization of your Department, the number of officers and their designation, and of employes of the various classes and designations, the total of each class or designation, and the aggregate of the whole, and also a statement showing the grade and number of officers and employes in the diplomatic and consular service, so as to give correctly and concisely a bird's-eye view of your Department, and of the whole diplomatic and consular and also international service under your jurisdiction.

Yours, truly,

F. M. COCKRELL,
Chairman, &c.

Hon. THOS. F. BAYARD,
Secretary of State.

Mr. Bayard to Mr. Cockrell.

DEPARTMENT OF STATE,
Washington, May 16, 1887.

SIR: In response to your letters of the 18th and 23d of March, I have caused to be prepared and now transmit a statement of the organization and administrative history and practice of this Department.

I have endeavored to supply an accurate and specific statement of all the matters inquired of by you and the resolution of the Senate under which your committee was authorized. The field of supervision of this Department is broad and varied, embracing all foreign countries with whom we are in intercourse, and their different races, languages, laws, and institutions, and the interests to be considered are infinite in their diversity.

I transmit copies of communications heretofore made by me to the Congress, because they relate to and are descriptive of the business needs and business force of the Department under my charge, and which are touched by your inquiry.

It may be well to remark that the bulk of manuscript or mere number of letters received and answered can give but an inadequate idea of the actual diligence and labor necessarily expended.

The care and study requisite to prepare a single document or to decide properly the contents of a note of instruction oftentimes demands more time than a car-load of routine correspondence.

Should any point of your inquiries be found to have been obscurely or insufficiently answered, I shall be pleased to supplement my present communication.

I will ask the attention of your committee to that part of the report of the chief of the Bureau of Indexes and Archives which has reference to a communication made by me to Congress on October 1, 1886, a copy of which is also communicated to you in print, by which it will appear that the arrears of necessary work are very serious, and that prior to January, 1836, no index is in existence. This is such an obvious gap in the essential continuity of the history of the Government, that I desire now to emphasize my opinion of the necessity for an increase by Congress of the clerical force, to bring the records into the proper shape.

I have the honor to be, sir, your obedient servant,

T. F. BAYARD.

Hon. FRANCIS M. COCKRELL,
Chairman, &c., United States Senate.

List of inclosures.

1. Report of chief clerk.
2. Report of the chief of the diplomatic bureau.
3. Report of the chief of the consular bureau.
4. Report of the chief of the bureau of indexes and archives.
5. Report of the chief of the bureau of accounts.
6. Report of the bureau of the of rolls and library.
7. Report of the chief of the bureau of statistics.
8. Report of the solicitor.
9. Report of the translator.
10. Report of the commission and pardon clerk.
11. Report of the passport clerk.
12. Report of clerk in charge of certain miscellaneous papers.
13. Register of the Department of State.
14. Senate Report No. 1387, 49th Congress, 1st session. (Extract.)

[*Note by Committee:* Inclosure 13, as above, is a printed pamphlet of 68 pages, being the Register of the Department of State, corrected to November 30, 1886, and being already in print and accessible; is therefore not printed herein. Inclosure 14, as above, Senate Report No. 1387, 49th Congress, 1st session, is a report by Senator Allison's of Committee on Appropriations, made June 28, 1886, to accompany bill H. R. 8974, and is a printed and accessible document, and is not therefore printed herein.]

REPORTS OF BUREAUS, &c.

REPORT OF THE CHIEF CLERK.

[Inclosure No. 1.]

DEPARTMENT OF STATE,
Washington, April 26, 1887.

HON. THOMAS F. BAYARD,
Secretary of State:

SIR: In accordance with your direction I have the honor to make the following report:

The organization of the Department of State, as established by law, is as follows:

- A Secretary of State.
- An Assistant Secretary of State.
- A Second Assistant Secretary of State.
- A Third Assistant Secretary of State.
- A Solicitor, who is an officer of the Department of Justice, detailed for duty in the Department of State.
- A chief clerk.
- Six chiefs of Bureau.
- One translator.
- A stenographer to the Secretary of State
- Eleven clerks of class 4.
- Four clerks of class 3.
- Seven clerks of class 2.
- Fourteen clerks of class 1.
- A telegraph operator.
- Four clerks at \$1,000 each per annum.
- Ten clerks of \$900 each per annum.
- One packer, one messenger, two assistant messengers.
- Ten laborers.

The chief clerk of the Department of State is its executive officer under the direction of the Secretary of State. He has the general supervision of the clerks and employes and of the business of the Department. Each clerk is required to record the daily time of his arrival at and departure from the Department, and at the end of each month these reports are filed with the chief clerk. No clerk is allowed to leave the building during office hours without the express permission of the chief clerk, who is thus in a position to know at all times what force he has available for the extra work that the exigencies of the service may at any time call for. All absences from the Department on the part of each clerk or employe without sufficient excuse are deducted from his annual leave of thirty days allowed by law.

After the daily mail is received at the Department, opened, and indexed in the index room, as more particularly set forth in the report of the chief of the Bureau of Indexes and Archives hereto annexed, it is placed upon the chief clerk's desk, read by the chief clerk, and distributed among the Assistant Secretaries for their action. During the day the chief clerk receives and transacts the business of all persons having interests connected with the Department of State, other than those whose business is of such a character as to require the personal hearing of the Secretary of State or the Assistant Secretaries. It not unfrequently happens that the chief clerk is able to save the Secretary of State from much needless interruption by ascertaining and disposing of the business of visitors who would otherwise think it necessary to see the Secretary. Business of this character involves inquiries relative to matters connected with late International Claims Commissions, whose records are deposited in the Department of State; inquiries in regard to passports, extradition of criminals, publications of this and other Departments; inquiries in regard to the applications for free entries by foreign ministers; inquiries on all subjects from members of the press;

inquiries bearing on historical questions contained in the Revolutionary archives of the Department, and, in brief, all questions naturally connecting themselves with the Department of State of the United States.

After the several Assistant Secretaries have given (usually by written memorandum) their directions as to what action is to be taken by the Department upon the various written communications addressed to it, the mail is returned to the chief clerk's desk, and again by him distributed to the Bureaus charged with the execution of the Assistant Secretaries' instructions.

In the afternoon the mail prepared for the signature of the Secretary or the Assistant Secretaries, and embodying the latter's instructions, is delivered to the chief clerk, by him carefully read and sent to the Secretary, or distributed among the Assistant Secretaries, for whose signature it is prepared. The chief clerk is, besides, constantly ready to answer the call of the Secretary or the Assistant Secretaries, and inquiries from chiefs of Bureaus or clerks when more particular directions are asked as to the disposition of work. It is for the chief clerk to generally supervise the sending of the foreign mails from the Department, and to guard the privacy of the closed pouches, and to enforce discipline in matters looking to the efficiency of the laborers and inuring to the general comfort of the occupants of the building.

The current work of the Department is not behindhand in any important particular, all business receiving attention with such promptness as is possible in accordance with its character.

The chief clerk has one clerk in his room, who assists him in such manner each day as his services may seem to be most useful in the transaction of the public business.

Respectfully submitted.

SEVELLON A. BROWN,
Chief Clerk.

REPORT OF THE CHIEF OF THE DIPLOMATIC BUREAU.

[Inclosure No. 2.]

DEPARTMENT OF STATE,
Diplomatic Bureau, April 26, 1887.

SIR: I have the honor to report, in reply to the inquiries contained in the letter of the Hon. F. M. Cockrell of the 23d ultimo, that as regards the work performed in this Bureau, there is at present no avoidable delay in the attention given to it.

There is no record kept in the Bureau of the incoming and outgoing correspondence, such details, in my opinion, pertaining to the Bureau of Indexes and Archives, where all the correspondence of this Bureau is indexed. Any such registry in this Bureau would merely amount to duplicating the work of another Bureau, and demand extra clerical labor to very little purpose. The peculiar business of this Bureau is the attention and replying to such of the foreign correspondence of the Government as is not consular, both with our legations abroad and with the legations of foreign nations at this capital. The work divides itself, *first*, into the examination, consideration, and discussion of diplomatic questions, such as treaties, claims, interpretations of statutes, &c.; and, *second*, the purely routine matters, such as forwarding communications, exequaturs, free-entries, authentications, &c. The responsibility of the first class of work falls mostly on the Secretary and his assistants, and as a rule comes to the Diplomatic Bureau in the shape of drafts of notes, instructions, or replies to be put into proper shape for eventual signature. The details incident to the preparation of treaties alone demand much time and the attention of one special clerk.

For the performance of its work this Bureau has one chief, three divisional clerks, among whom the correspondence of all the countries is as equally divided as possible, and five copying clerks. This supply, supposing each person to be well selected for his work and interested in its thorough execution, is sufficient for efficiency, though allowing little margin for absences on leave or from sickness. Owing to the number of documents in foreign languages, the translation of which is far beyond the time at the disposal of the single translator attached to the Department, it daily becomes more important that the clerical force of this Bureau should be conversant with the languages in which the correspondence allotted to them is written, and thus avoid the delay of having the translation made by others. There is much room for improvement in this respect, and the defect has been publicly commented on by writers on our diplomatic system.

There is at present in this Bureau no work unfinished through lack of clerical force. Such work as is pending is so only while awaiting necessary details, or information for intelligent and conclusive reply, or because it is dependent on the future action of the legislative branch of the Government.

Each paper on reaching this Bureau is dated, and when disposed of is indorsed with the date of the reply. It is believed that an inspection of these endorsements would show a promptness in attention which would compare favorably with that of any correspondence bureau, either political or commercial.

A record of the actual number of days and hours devoted to work is made individually by the clerical force, and filed with the chief clerk of the Department.

As regards reporting the exact number of letters written by each division clerk, I am of opinion that such a practice is both productive of an artificial emulation which causes an unnecessary amount of routine writing, and likewise gives a false impression of the relative amount of work done, inasmuch as a day's work of one person not infrequently results in one letter only, which would be credited to him against perhaps a number of purely routine letters written by another during the same time. During the past year it has not been found necessary in this Bureau to resort to any extra or evening work, even during the session of Congress. The present office hours are, with a careful distribution and subdivision of work, as long as is consistent with efficiency without any increase of the present force, and yet sufficient for the thorough performance of the ordinary work.

The work of this Bureau would be greatly facilitated by means of a subject index or card catalogue embracing the principal matters apart from purely routine details claiming its attention.

It would not be practicable, within any moderate limits, to detail the history of any one important piece of work from its beginning to its completion, as many questions require the action of several of the Assistant Secretaries and Bureau, and often a report from the solicitor of the Department, the result of the whole being, perhaps, only a draft instruction to be copied in the Diplomatic Bureau. Among the cases which are managed by this Bureau are those where some American abroad is molested by the authorities of the country where he is traveling. His relatives in America report the occurrence to the State Department. After this letter is indexed in the Bureau of Indexes the complaint is referred to one of the Assistant Secretaries who instructs the Diplomatic Bureau to send the case to the proper diplomatic representative for investigation and action. The accompanying documents, if any, are copied, an instruction embodying the points in the case is prepared for the Secretary's approval and signature, the relatives or friends, if necessary, being written to to obtain sufficient facts on which to base our intervention; and the instruction, after having been read by the Secretary and amended by him, if necessary, in which case it returns to the Diplomatic Bureau for alteration, goes to the Index Bureau to be indexed, returns to the Diplomatic Bureau to be press copied, put up, addressed, and sent to the post-office room for the dispatch bag. The parties interested are informed what action has been taken, and eventually the reply of the foreign government communicated in substance to them. This process may have to be repeated several times in complicated cases. The volumes of the Foreign Relations give much of the diplomatic work of the Department, and the list of papers concerning foreign relations published by order of the 44th, 45th, 46th, 47th, and 48th Congresses, and printed in the Register of the Department of State for 1884, contains many important examples of the work transacted by this Department. Much of the correspondence, owing to the unwearied assiduity of dissatisfied claimants, is spread over many years and causes much repetition of the same work.

The ordinary daily routine of this Bureau is much as follows: From 9 to 1 the heads of the Divisions A, B, and C are preparing the correspondence of their different countries, which had been distributed to them the previous afternoon, or such as may come up any moment from the chief clerk for immediate attention. The chief of the Bureau in the mean time verifies the copies of the preceding day's mail; checks them off on the papers to which they are replies, sending both to the Index Bureau to be filed; reads over, distributes, and gives directions concerning the new matter which is constantly arriving, and performs such personal duties as are necessary to avoid interrupting the heads of divisions too much in their work, besides investigating and reporting upon such matters as are directly referred to him by the Assistant Secretaries. By 1 o'clock the mail for the day is ready for the Secretary's attention and signature and is sent to the chief clerk for that purpose. It returns signed about two hours later, in sufficient time, as a rule, to be press-copied and put up for the evening mail at 4; each head of division attending to the correspondence of his respective countries. The hours of the afternoon are occupied in preparing the mail for the following morning. The copying clerks, some of whom are also employed as translators, are steadily occupied all day in copying and comparing the work allotted to them, with occasional assistance from copyist in other Bureaus.

Respectfully submitted.

H. SIDNEY EVERETT,
Chief of Bureau.

The SECRETARY OF STATE.

REPORT OF CHIEF OF THE CONSULAR BUREAU.

[Inclosure No. 3.]

ORGANIZATION.

The members of the Consular Bureau and their salaries are as follows :

One chief	\$2, 100
Two clerks	1, 800
Two clerks	1, 600
One clerk	1, 400
One clerk	1, 000

The Bureau is divided into three divisions as follows :

Division A, correspondence with consulates within the dominions of France, Germany, and Great Britain, and miscellaneous correspondence relating thereto.

Division B, correspondence with consulates within the dominions of the Argentine Republic, Austria-Hungary, Belgium, Brazil, Chili, Denmark, Greece, Italy, Netherlands, Paraguay, Peru, Portugal, Russia, Spain, Sweden and Norway, Switzerland, Uruguay, and miscellaneous correspondence relating thereto.

Division C, correspondence with consulates within the dominions of the Barbary States, Bolivia, Central America, Colombia, China, Ecuador, Egypt, Friendly and Navigator's Islands, Hawaiian Islands, Hayti, Japan, Liberia, Madagascar, Mexico, Muscat, San Domingo, Siam, Turkey, Venezuela and other countries not assigned, and miscellaneous correspondence relating thereto.

Besides the three heads of the above-named divisions the Bureau includes a law clerk, whose duty is to examine questions of law involved in the work of the Bureau ; a recording clerk, whose duty is to transcribe all instructions to consular officers in permanent record books ; a mail clerk, who is charged with the forwarding of all mail matter originating in the Bureau, writing letters, editing new Department Registers, making Bureau reports, &c., and a copyist and type-writer.

CHARACTER OF WORK.

The work of the Consular Bureau consists principally of correspondence with consular officers in regard to their official duties and with the several Departments of the Government and individuals on the same subject. The correspondence is of such a varied character that it is next to impossible to give a description of it, but it may be said generally to cover instructions to consuls in regard to commercial matters. Seamen's accounts and difficulties, estates of deceased Americans, sanitary reports and inspections of vessels, undervaluation of goods, certification of invoices, accounts for salary and miscellaneous expenses, &c., and correspondence with Departments and individuals on similar subjects. Besides this work, much time is taken up in giving to new consuls and consuls on leave verbal instructions in regard to all matters pertaining to their offices.

METHODS OF WORK.

Dispatches from consuls, and letters from Departments and individuals on reaching the desk of the chief of the Bureau are by him examined and sent to the proper division for reply, the nature of the reply being indicated by indorsement of the Secretary or one of the Assistant Secretaries, or the chief of the Bureau. If necessary, a report showing the previous history of the case or the law bearing thereon is made and the mattersubmitted for decision. Replies are written by the heads of divisions and submitted to the chiefs of the Bureau for approval, and are then sent to be signed and indexed, when they are returned to the Bureau to be press-copied and forwarded. Attached hereto is a copy of a dispatch, a report covering the same, and the reply or final action, which will serve as an example of the work performed and the manner of performing it. It is believed that the system employed is the best that can be devised for the rapid handling of the large mass of correspondence that is received in the Bureau.

AMOUNT AND CONDITION OF WORK.

The following statement shows the number of instructions and letters written and pages of copying done during the years 1884, 1885, 1886, and January and February, 1887:

Year.	Communi- cations.	Copying.
1884	6, 904	14, 713
1885	8, 074	13, 912
1886	8, 089	14, 238
1887 (two months)	1, 103	2, 086

It is proper to remark that while the above statement is a fair indication of the amount of work done each year, it is by no means to be accepted as an absolutely correct comparison, for the reason that in the enumeration of communications written an instruction or letter that may have required several days to prepare counts for no more than one that is written in a few minutes. A more accurate idea of the amount of work required to conduct the business of the Bureau may be obtained from the following statement of officers in the consular service, all of whom are within its jurisdiction:

Consuls-general	38
Consuls	243
Commercial agents	39
Vice officers	320
Consular agents	414
Consular clerks	13
Interpreters	26
Marshals	9
Office clerks	102
	1,204

The work of the Bureau is not in arrears, and is at all times in a satisfactory condition.

Respectfully submitted.

F. O. ST. CLAIR,
Chief of Consular Bureau.

CONSULAR BUREAU, May 5, 1887.

No. 75.]

CONSULATE-GENERAL OF THE UNITED STATES,
Shanghai, December 3, 1886.

Mr. Kennedy, to the Department of State.

Subject: Chinese servants accompanying travelers to the United States.

Abstract of contents: Refers to cases of Americans temporarily residing in China who return to the United States for business or recreation, and of British subjects residing there who return to England via the United States, and who not unfrequently desire to take a Chinese servant or nurse; asks to be informed whether such servants or nurses will be permitted to land at San Francisco.

No. 57.]

CONSULATE-GENERAL OF THE UNITED STATES,
Shanghai, December 3, 1886.

SIR: Our citizens having a temporary residence in China from time to time have occasion to return to the United States for business or recreation. It not unfrequently happens that a family so returning desire to take a Chinese servant, and it can be readily seen that very often it is a matter of great convenience, if not necessity, that a nurse should accompany an invalid or a family of small children on the tedious voyage to America. I am frequently asked if, in view of the act suspending the emigration of Chinese to America, this is permissible.

Further, it is becoming more and more popular for British residents in China to return to England via the United States. A case in this connection has been referred to me to-day, and I am asked if an amah, or female nurse, will be permitted to land at San Francisco, for the purpose of continuing the journey to Europe.

I respectfully request the Department to instruct me how to reply to such questions. I am informed that in some instances this class of servants are allowed to land at San Francisco, while at other times they are not.

I believe an act was passed in 1884 touching this subject, but copies of the public acts subsequent to 1883 have not been received at this consulate-general; therefore, I do not know how far the original act has been amended, or what effect it gives to the decisions of the Treasury Department given in a letter to Mr. Frelinghuysen, dated December 27, 1882, at the instance of an inquiry from here.

I have the honor to be, sir, your obedient servant,

I. D. KENNEDY,
Consul-General.

Hon. JAS. D. PORTER,
Assistant Secretary of State, Washington, D. C.

REPORT.

Subject: Admission of Chinese nurses into the United States when accompanying foreign or non-resident American visitors. (See dispatch No. 57, dated December 3, 1886, from Shanghai.)

CONSULAR BUREAU, *January 10, 1887.*

The consul-general at Shanghai states that "our citizens having a temporary residence in China from time to time have occasion to return to the United States for business or recreation. It not unfrequently happens that a family so returning desires to take a Chinese servant; and it can be readily seen that very often it is a matter of great convenience, if not of necessity, that a nurse should accompany an invalid or a family of small children on the tedious voyage to America."

It is also becoming more and more popular for British residents in China to return to England via the United States, and the consul-general is frequently asked if this class of servants will be permitted to land under the act suspending the immigration of Chinese laborers into the United States.

The text of the act referred to, that of July 5, 1884 (23 Stat., 115), provides: "That from and after the passage of this act, and until the expiration of ten years next after the passage of this act, the coming of Chinese laborers to the United States shall be, and the same is hereby, suspended, and during such suspension it shall not be lawful for any Chinese laborer to come from any foreign port or place, or having so come, to remain within the United States."

If the nurse or servant is a *laborer* within the meaning of this statute, she, or he, as the case may be, cannot lawfully be admitted into the territory of the United States, as the statute does not contemplate, in terms, the temporary sojourn of a Chinese laborer, or even his transit across the continent while engaged in the occupation of laborer.

Is a nurse or body servant a laborer sought to be excluded by this statute?

Blackstone (1 Com., 425 to 427) divides servants into four distinct classes, viz: 1. Menial servants, so called from being *intra mœnia*, or domestics; 2. Apprentices; 3. Laborers, who are only hired by the day or week, and do not live *intra mœnia*, as part of the family; 4. Stewards, bailiffs, &c.

The distinction between household servants and out-door laborers was observed in the ancient Roman law. The former were denominated *familia*, *famuli* or *famulæ*, men or maid servants; the latter were called *servi*, and were employed in husbandry or manufacturing. *Ex parte Meason*, 5 Binney (Pa.), 180. See also *Boniface vs. Scott*, 3 Serg. and Rawle (Pa.), 354, which recognizes the same distinction.

The English law applicable to the employment of domestic servants was in Blackstone's time; if not now, different from that which regulated the hiring of "laborers." (1 Bl. Com. *supra*.)

A statute of Pennsylvania preferring debts due by a dead person to his "servants" was held not to apply to laborers in a factory owned and run by the deceased. (*Ex parte Meason*, 5 Binney, 180). A bar-keeper employed by the deceased was held to be a "servant" within the meaning of the statute. (*Boniface vs. Scott*, 3 Serg. and Rawle, 354.) "One who subsists by physical toil is a laborer." (*Wey vs. Sanborn*, 43; *New Hampshire Reports*, 173.)

The term laborer, as I understand its import, is not applicable to any one who does not earn his living by the work of his hands; as by plowing, hoeing, mowing, ditching, carrying a hod, feeding the fire of an engine, &c. (*Benning, J.*, dissenting in *Caraker vs. Mathews*, 25 Ga., 375.) The majority of the court were opposed to this sentiment only as it is limited to actual hard labor. They held that a farm overseer was a laborer within the meaning of the Georgia statute giving to laborers a lien for their wages.

The suspension act of July 5, 1884, is amendatory of the act of May 6, 1882 (22 Stat., 58), which was itself enacted to execute the supplementary treaty of November 17, 1880, between the United States and China. (*In re Low Yam Chow*, 7 Sawyer, 5, 46; *in re Ah Lung*, 9 Sawyer, 308.)

Article I of the treaty provides that "whenever in the opinion of the Government of the United States the coming of Chinese laborers to the United States, or their residence therein, affects or threatens to affect the interests of that country, or to endanger the good order of the said country or of any locality within the territory thereof, the Government of China agrees that the Government of the United States may regulate limit, or suspend such coming or residence, but may not absolutely prohibit it. The limitation or suspension shall be reasonable and shall apply only to Chinese who may go to the United States as laborers, other classes not being included in the limitations."

Article II provides that Chinese subjects, whether proceeding to the United States as teachers, students, merchants, or from curiosity, together with their body and

household servants * * * shall be allowed to go and come of their own free will and accord, and shall be accorded all the rights, privileges, immunities, and exemptions which are accorded to the citizens and subjects of the most favored nation.' (22 Stat., 826 and 827.)

This treaty thus plainly puts beyond the pale of legislation the exclusion of body and household servants of traveling Chinese subjects, and impliedly recognizes the distinction between that class of servants and "laborers," which is common to the Roman and the English law as above shown, and admitted to be a part of the common law of the several States of the United States. It is not contended that the acts of 1832 and of 1834 are confined in their operation to the limits provided by the treaty, but they are expressly in pursuance of it and presumptively in conformity with it.

"An act of Congress upon a subject within its legislative power is as binding upon the courts as a treaty on the same subject. Both are binding, except as the latter one conflicts or interferes with the former. Whether a treaty has been violated by our legislation, so as to be the proper occasion of complaint by a foreign government, is not a judicial question. To the courts it is simply the case of conflicting laws, the last modifying or superseding the earlier. (Field, justice, in the case of *Ah Lung*, 9 Sawyer, 306.) But the language of the act of Congress should be construed, if possible, in harmony with the objects of the treaty. It will not be inferred that Congress intends to disregard its stipulations." (Field, justice, in case of *Low Yam Chow*, 7 Sawyer, 547.)

"The act of May 6, 1832, was framed in supposed conformity with the provisions of this supplementary treaty * * * 1830. In the inhibitions which it imposes upon the immigration of Chinese, there is no purpose expressed in terms to go beyond the limitations prescribed by the treaty. And we will not assume, in the absence of plain language to the contrary, that Congress intended to disregard the original treaty of 1833, which remains in full force except as modified by the supplementary treaty of 1830. This latter treaty only authorizes suspensive or restrictive legislation with respect to the importation of *Chinese laborers*. It provides in express terms, as seen above, that the limitation or suspension shall apply only to their other classes not being included in the limitations." (S. C., 7 Sawyer, 550; *in re George Moncan*, 8 *ib.*, 352.)

These remarks apply to the statute of 1832, but the amendatory act of 1834 uses the same language in describing the class excluded, and this opinion of Justice Field is equally applicable to the latter act, as are the remarks of Deady, J., in the following opinion:

"The term 'laborer' is defined by Worcester as follows: One who labors; one regularly employed at some hard work; a workman; an operative; often used of one who gets a livelihood 'at coarse manual labor as distinguished from an artisan or professional man;' and the definition given by Webster is to the same effect.

"The term 'laborer' is used in the supplementary treaty with China of November 17, 1830, and also in the act of May 6, 1832, by section 15, of which it is made to include both skilled and unskilled laborers in its popular sense, and includes only persons who perform physical labor for wages, or with a view to make gain from the products thereof. It does not, therefore, include an actor any more than it does a merchant or teacher. In the matter of *Lee Yik*, lately decided by Mr. Chief Justice Greene, of Washington Territory, and reported in the *Senate Chronicle* of January 4, 1833, the learned judge, in speaking of the word 'laborer' as used in this treaty and act, says: 'The term has been used in common English speech time out of mind, and in the statutes of English-speaking peoples from the first statute of laborers of 23 Edward III till to-day, to denote a comprehensive, varied, and varying class in society, rather difficult accurately to define. There is nothing in the treaty to indicate that it is used in other than that presumptive sense. That is the sense, therefore, that should be given it both in the treaty and in the statute. This sense is a much narrower one than etymologically belongs to the word. Etymologically a laborer is any one who labors. He may labor physically or mentally, gratuitously or for reward for himself or for another, freely or under control. However he labors he is in that broad sense a laborer. But that sense is never imputed in ordinary speech or writing unless there is something in the context or the circumstances to imply that it is intended. * * * A laborer in the sense of this statute and this treaty is one that hires himself out or is hired out to do physical toil. Physical toil is essential to the definition. So also is a contract, express or implied, to submit for wages the person who is to do the toil to him for whom it is to be done. * * * He is not a laborer who works with his hands in his own business; but he is one who is hired out, or hires himself out to that in another business.'

"But I think it will be found that the term 'laborer' as used in the treaty and act must receive a somewhat broader interpretation than this. The object of both is to prevent the competition of Chinese labor with the other labor of this country. To do this, the term 'laborer' must not only be taken to include such Chinese as work for wages, but also those who engage in physical toil, with a view of disposing to others the products or result of such toil." (*In re Ho King*, 8 Sawyer, 439 and 440.)

This decision indicates that the acts of 1882 and 1884 are not to be construed by technical rules or historical definitions. The object of the acts was to suspend the right of Chinese laborers to come and be within territory of the United States "for the purpose of laboring therein, and thereby competing with the labor of its citizens for the local means of livelihood." (*Re Moneau, ante.*)

Whether or not the jealousy which gave rise to these enactments extended to household servants cannot be readily ascertained. Field, Justice, says in the case of *Low Yum Chow, 7 Sawyer, 549*, "Chinese laborers, including in that designation not merely those engaged in manual labor but those skilled in some art or trade, in a special manner interfered in many ways with the industries and business of this State."

It is very doubtful if in the light of these decisions, which are indirect reflections of the sentiment of the Pacific slope, a Chinese man or woman could gain admittance into the port of San Francisco or of Portland upon a certificate that he or she was not a laborer technically speaking, but a menial servant, a cook, nurse, or housemaid. Cooks, nurses, and housemaids might easily and readily abandon their employment *intra mœnia*, and enter into competition with the less servile class of American laborers. The line of distinction might well be considered, in giving a liberal construction to the statute, as too artificial and indefinite for practical application.

But a Chinese tourist may clearly bring his nurse or body servant with him into the United States, and there is nothing in the letter or the intent of the act to prevent a European or other traveler bringing a Chinese servant with him for a temporary sojourn. And so might a non-resident American, coming from China on a visit home, bring along a nurse or other family servant of Chinese nationality upon certificate of the facts, and of the intention to take the servant back on leaving the United States.

This is the opinion arrived at on principle covering the whole ground, but it is expressed as an opinion only. Nothing but adjudication or an opinion of the Attorney-General can settle the question beyond doubt or controversy.

So much for the question as a whole. The right of Chinese, whether laborer or not, to transit across the territory of the United States was referred to the Attorney-General in 1883, and again in 1884 after the passage of the act of July 5, 1884, and his opinion was rendered in both cases in favor of that right.

"In the view of the Attorney-General the act of May 6, 1882, being intended to carry into effect the stipulation of the treaty, is to be construed in the light thereof, and has reference only to the Chinese who come here to stay as laborers. It is only with *immigrants* and with those who *come as laborers* that the treaty and the statute deal. Looking therefore to the mischief and the remedy, and to the treaty and the act taken together, this Government, adopting the conclusion of the Attorney-General, does not think that a Chinese laborer coming to this country merely to pass through it can be considered as within the prohibition of the law, he being neither an immigrant nor a laborer coming here as a laborer." (Department circular dated January 6, 1883; see also Treasury circular addressed to collectors of customs, January 23, 1883.)

The consul-general at Shanghai may, therefore, be instructed that persons passing through the United States may bring with them Chinese servants. He may be referred to the circular of January 6, 1883, for particulars in respect of certificates, evidence, &c.

Persons coming on a visit to the United States, with intention to return to their foreign residence, come within the principle of the Attorney-General's ruling, and the previously expressed opinion that such visitors are entitled to bring Chinese servants into this country receives additional weight from the above-quoted opinion of the Attorney-General.

True, persons in transit are expected to pass straight through without tarrying longer than necessity requires, and those coming on a visit home expect to remain a longer or a shorter time; but neither have come to *stay*, the servants of neither are *immigrants*, and they are alike not within the intent of the act of exclusion.

On the ground that domestic servants are not laborers (which is not insisted upon in reference to their right to come to the United States as immigrants), and on the ground that whether laborers or not they are not immigrants, and not as such within the prohibition of the law excluding immigrant laborers, the opinion is ventured that both the consul-general's inquiries may be answered in the affirmative.

And it is suggested that the Treasury be requested to issue instructions accordingly to customs officers.

An opinion of the Attorney-General upon this point, followed by circulars from this Department and the Treasury, would put the matter beyond controversy and perhaps secure more harmonious action.

Respectfully submitted.

F. O. St. CLAIR,
Chief of Bureau.

No. 38.]

DEPARTMENT OF STATE,
Washington, February 12, 1887

SIR: I have to acknowledge the receipt of your dispatch No. 57, dated the 3d of December, ultimo, relative to the right of American residents in China when returning home on a visit, to bring with them Chinese nurses or body servants for temporary sojourn, and also of Europeans returning home via the United States to carry with them across our territory the same class of servants.

In reply, the Department authorizes you to say to inquiries that the act of Congress suspending immigration of Chinese laborers does not prohibit nurses or body servants of that race from passing through the United States in transit with their employers to some other country, nor from coming here with their employers on a visit; provided, that in the first case they pass through without stopping, and in the second, that they continue in the same service during the sojourn in the United States, and go away with their employers on the departure of the latter for their homes or elsewhere at the end of the visit.

The collector of customs at San Francisco has been instructed through the proper channel to admit the above-described class of Chinese servants into that port.

I am, sir, your obedient servant,

JAS. D. PORTER,
Assistant Secretary.

JOHN D. KENNEDY, Esq.,
Consul-General of the United States. Shanghai.

REPORT OF THE CHIEF OF THE BUREAU OF INDEXES AND ARCHIVES.

[Inclosure No. 6.]

DEPARTMENT OF STATE,
BUREAU OF INDEXES AND ARCHIVES,
Washington, April 25, 1887.

SIR: In answer to the inquiries of the select committee of the Senate, appointed under the resolution of the Senate of March 3, 1887, to examine the methods of work in the executive department, I have the honor to give the following description of the working of the Bureau under my supervision:

The personnel of the Bureau of Indexes and Archives consists of a chief, three indexing clerks, three recording clerks, and three clerks employed in various ways as the exigencies of the Bureau require.

The Bureau may be said to be divided into four divisions, the diplomatic, consular, miscellaneous, and recording divisions.

The daily routine may be described as follows:

The mail of the Department is received in the Bureau each morning from the chief clerk and distributed among the different index clerks. The diplomatic index clerk takes all correspondence received from United States diplomatic officers abroad, from foreign ministers accredited to this country and from foreign sovereigns and secretaries of state; the consular index clerk, all correspondence from American consular officers abroad and from foreign consular officers in the United States; the miscellaneous index clerk, all other communications, including those from Congress, the Executive Departments, and from private individuals and corporations. The communications are then opened by the proper index clerk, carefully read and full abstracts, under appropriate "catch-words," made in large books labeled, respectively, "diplomatic," "consular," and "miscellaneous register"—"*To the Department.*" These registers are arranged under convenient heads, and from them the writer, the subject, or the date being known, any communication can be found and its contents fully noted.

The incoming mail being thus daily indexed as soon as received, is sent to the chief clerk, who, after instructions are given by the Secretaries, distributes it to the proper Bureaus for action and reply.

The letters written by the Department are, in turn, after being signed by the Secretaries, sent to the Index Bureau, where they are carefully read by the chief and the index clerks, and full abstracts entered in a set of books corresponding to the incoming registers, which are labeled "*From the Department.*"

After being indexed the outgoing mail is sent to the Bureau from which it emanates, where it is press-copied and sent to its destination.

Press copies are then sent to the Index Bureau, where they are distributed among the diplomatic, consular, and miscellaneous recording clerks, who copy them into blank books, which become the permanent records of the Department. The press-copies are for a certain number of years kept for convenient reference and are then carefully stored away, it being the practice of the Department to destroy none of its records of whatever nature.

The record-books before being permanently filed are carefully compared with the original press-copies and are then inventoried and numbered, so as to be readily found, and placed on the proper shelves. Each letter is also verified by a comparison with the index (or abstract) of the registers, on which the volume and page of the record-book are noted. It is thus possible to turn at once from the abstract to the complete letter itself.

To return to the incoming mail, which we have seen has now been indexed and answered. This is again returned to the Index Bureau, where it is filed in pigeon-holes conveniently arranged for ready reference. These pigeon-holes are 532 in number. Almost the entire time of one clerk is daily consumed in filing away papers, as delay in their arrangement would entail serious loss of time.

It may be here stated that the indexing of the current correspondence is completed daily; and the recording and comparing of the current outgoing letters is practically completed up to date. Thus it will be seen that the current work of the Bureau is never in arrears.

As soon as the pigeon-holes contain a sufficient number of communications, the communications are arranged chronologically in their proper divisions and bound in book form. There are numerous series of volumes; one for each American legation abroad, one for each foreign legation in this country, one for each consulate, &c. The miscellaneous letters make a series of volumes by themselves.

The incoming correspondence for the last five years shows an average annual increase of 123 volumes, and the number of communications passing through this Bureau annually is over fifty thousand, which, in order to meet the exigencies of the Department as to accessibility, require to be handled many times incidentally to their proper and accurate indexing, abstracting, recording, filing, collating for binding in volumes, &c., so that no one of these many papers shall fail to be obtained at a moment's notice whenever needed.

As the Index Bureau is the repository of the Department records and the means of keeping trace of its correspondence, it naturally receives constant calls upon it from the Secretaries, the chief clerk, and the various Bureaus for data on any subject under consideration. The duty of answering calls for information in response to resolutions of the two Houses of Congress usually devolves upon it, and often involves laborious searches of the records extending over a long series of years. Few, if any, publications are made by the Department which do not call for searches for material filed in the Bureau.

Another duty is the examination of all Congressional documents as they appear, and from which are collected all papers relating in any way to foreign affairs. A collection of these papers since the foundation of the Government has been made and bound.

This Bureau was instituted June 1, 1870. Before that time the duties which now devolve upon it were distributed among at least six divisions of the Department. Upon the reorganization of the Department (June, 1870) these duties were assigned to this Bureau, and soon additional ones were imposed upon it. Subsequently it was found that it was not enough to keep a mere chronological index of the communications, and an attempt was made to introduce an index of subjects, so that a ready reference to all the papers in the Department relating to a particular subject might, with very little trouble and at small expense of time, be made. A subject index was commenced, the entries being made in a large register. This register became a great auxiliary to the usefulness of the Bureau, and as time went on, and the period over which it ranged extended, it became a very important aid to the Bureau. In 1874 experience proved the inadequacy of the book form of subject index, and the card system was introduced. This latter system has a great advantage over the other, as it always permits the arrangement of the subjects in alphabetical order. The correspondence of the Department increased to such an extent that with the limited clerical force at its command it was impossible to keep the subject index up with the current work, and it gradually fell behind in spite of constant efforts to prevent. Notwithstanding this, an index according to subjects has been completed from June 1, 1870, to 1882.

Whenever it becomes necessary to make a search for the correspondence upon any one subject (covering this period) all the papers can be collated in a very short time, giving very little additional labor to the Bureau. A search covering the period previous to the introduction of this system, and subsequent to the date of its completion, entails upon this Bureau a great deal of extra labor, frequently involving the loss of days and sometimes weeks in the collation of the correspondence. Calls of

this character are constantly being made, and no record can be kept that will convey any adequate idea of the labor and time involved in these searches. Congress on several occasions has been requested to make provision for additional index clerks to bring up to date and carry on this very important branch of the Bureau. A memorandum of the Secretary of State, dated October 1, 1886, presented to the Committee on Appropriations of the House of Representatives for its consideration, states:

"Although seven or eight of the clerks of highest intelligence and largest experience are assigned to this Bureau it is impracticable to do more than keep up the entry registers. The work of the Department is rapidly and continually increasing; the amount of correspondence has doubled within the past four or five years. The constant labor of the entry and recording clerks is inadequate to keep up the synoptical and subject indexes, which are now some five years behind. This entails much loss of time, and many pages of entry must be gone over to find a paper which could be placed in a moment were the subject indexes brought up to date. To accomplish this only the most skilled and experienced aid would be serviceable. The few men who are competent, through training and linguistic knowledge, to conduct this work cannot be taken from the other Bureaus of the Department unless their places can be filled by equally competent and intelligent clerks." (H. E. Doc. No. 5, 49th Cong., 2d sess.)

The subject index I consider to be one of the most important branches of the work of the Bureau, requiring the most intelligent and experienced clerks for its proper prosecution.

After the Department moved (in 1875) to the building it now occupies a careful examination of the archives was made, which developed the fact that the earlier records were in a very unsatisfactory condition. Many of the papers which should have been bound in their proper volumes were unbound, and those that were bound were so badly arranged that it was found necessary to rearrange the bound papers, introduce those unbound, and rebind them properly. None of these papers, covering a period from 1789 to January, 1836, were indexed. As a matter of fact very little of the early correspondence of the Department, covering a most interesting period of the history of the Government, is indexed.

Efforts have been made from time to time to remedy this condition of things, and some progress has been made towards that end, but little can be done, owing to the want of additional force.

The "miscellaneous letters," being those received by the Department from the year 1789 to July 1, 1818, have been collated, rearranged, and indexed; and those up to 1815, inclusive, have been bound, leaving the papers covering the period from July 1, 1818, to December 31, 1836, to be similarly collated, rearranged, indexed, and bound for permanent preservation.

The "miscellaneous letters" to the Department from January 1, 1837, down to the present date are indexed and bound; but the indexes of those prior to June 1, 1870, are very indifferent, particularly the earlier ones. It appears from an examination of these indexes that the Department learned by experience the necessity of having a good index to its correspondence, and a visible improvement manifests itself from year to year. These papers should be reindexed. My experience teaches me that clerks become discouraged when, in making searches after correspondence, they are compelled to refer to these old indexes, which necessitate wading through a great mass of matter to find the object of their search.

There are no indexes of dispatches received from consuls prior to 1828.

The indexes of instructions to consuls begin about 1833.

Prior to 1828 there are no indexes to notes received from foreign ministers.

The indexes of notes from the ministers from Great Britain, France, the Netherlands, and Russia commence about 1828. Those of all other countries, including Spain, Portugal, Austria, Belgium, Denmark, Venezuela, Peru, &c., do not begin until 1850 or 1853.

There are no indexes of "miscellaneous letters" from the Department from the foundation of the Government to June, 1870, except a mere page index giving the name of the persons written to, and the page of book upon which the letter is recorded. The subject is not given, and, consequently, each must be read to learn its contents. These indexes should be completed, as we are often compelled to make searches among the papers to which they relate.

The work of this Bureau is intended to be so divided among the employes that each and every one shall be constantly employed during office hours in the performance of the duties assigned to him. It often happens that the incoming mail belonging to one branch of the Bureau is extraordinarily large. In that case, in order to have the mail indexed promptly, so that the information contained in the dispatches received may come early to the attention of the Secretary or Assistant Secretaries, clerks from other parts of the Bureau are detailed to render temporary assistance until the exigency is over. The same may be said of the outgoing mail, it being important that the incoming and outgoing mail of each day should be indexed on the same day.

Constant demands are made upon the Bureau for information which necessitates an examination of the archives covering periods of from one day to over one hundred years. This duty is not performed by any particular clerk, but is imposed upon any one who at the time can be the more readily spared from the work he may have in hand. It not infrequently happens that nearly all the clerks attached to the Bureau, including the chief, become engaged in these searches.

From the above it will be seen how nearly impossible it would be to keep an account of the business performed and disposed of by each employé of the Bureau, and none has been kept. For a similar reason it will be seen how impossible it would be to present "a statement showing the average number of days, and the time and attention devoted to the consideration and transaction of business by the employés in" this Bureau.

But this much can be said, that the gentlemen connected with the Bureau have been continuously engaged in the work allotted to them during the years 1884, 1885, 1886, and part of 1887, with the exception of the time usually allowed for absences during each year, and when, on account of sickness, they were detained at their homes.

In order to convey a general idea of the manner in which the correspondence of the Department is indexed examples illustrative of the character of the various "registers" and indexes in use in the Bureau are annexed, marked "A" to "M," inclusive. Respectfully submitted.

JOHN H. HASWELL,
Chief of Bureau.

Hon. THOS. F. BAYARD,
Secretary of State.

A.—*Diplomatic Register. Correspondence from the Department. Spain.*

To whom.	No.	Date.	Subject.	Record.	
				Vol.	Page.
J. L. M. Curry, E. E. and M. P.	47	1885. Dec. 28..	Claim of J. J. May vs. Spain for seizure and sale of his vessel, "Morning Star," by customs authorities at Cardenas. The condemnation and sale were made on a technical violation of customs regulations. Instructed to present the case and urge the payment of indemnity. Inclosure 10th ultimo, from J. J. May, and 10th instant from consul at Cardenas.	16	125
	48	Dec. 30..	Barcelona: Recognition of W. M. Hanford as consul at, desired.		129

B.—*Diplomatic Register. Correspondence to the Department. Spain.*

From whom.	No.	Date.	Subject.	Received.
J. L. M. Curry	92	1886. Jan. 8...	Claim of J. J. May vs. Spain for seizure and sale of his vessel, "Morning Star," at Cardenas. Refers to depositions 47 and previous correspondence, and states Spain offers \$20,000 in full settlement.	6-20
	93	Jan. 15..	Imprisonment without trial of Thomas Greene, an American sailor, at Malaga. He is charged with larceny. Minister foreign affairs promises investigation of the delay and a fair trial. Inclose letter from consul at Malaya and note from foreign office.	6-27

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C.—*Consular Register. Correspondence from the Department. Spain.*

To whom.	No.	Date.	Subject.	Record.	
				Vol.	Page.
Cardenas. W. H. Tracy, consul.	51	1885. Nov. 15	Claim of J. J. May <i>vs.</i> Spain for seizure and sale of his vessel, "Morning Star," by customs authorities at Cardenas for error in manifest. Inclosure 10th instant from J. J. May, relative to, instructs him to investigate and report facts.	117	201

D.—*Consular Register. Correspondence to the Department. Spain.*

From whom.	No.	Date.	Subject.	Received.
Cardenas. W. H. Tracy, consul.	72	1885. Dec. 10..	Claim of J. J. May <i>vs.</i> Spain for seizure and sale of his vessel, "Morning Star," by customs authorities at Cardenas. Reports result of investigation. The case one of great hardship; the seizure and sale were made on a technical error.	12-26
	73	Dec. 25..	Wreck of American ship "Ocean Pearl" reported.....	1-11

E.—*Miscellaneous Register. Correspondence from the Department.*

To whom.	Date.	Subject.	Record.	
			Vol.	Page.
J. J. May....	1886, June 23,	Claim <i>vs.</i> Spain growing out of seizure and sale of his vessel, "Morning Star," by customs authorities at Cardenas. Refers to his November 10, and subsequent correspondence. Spain offers \$20,000 in settlement; asks if this is satisfactory.	150	26

F.—*Miscellaneous Register. Correspondence to the Department.*

From whom.	Date.	Subject.	Received.
May, J. J.....	1885. Nov. 10	Claim <i>vs.</i> Spain growing out of seizure and sale of his vessel, "Morning Star," by customs authorities at Cardenas for technical error in manifest. Inclosure papers showing absence of fraudulent intent, and requests intervention of United States.	11-12
Mason, J. B., & Co ..	Nov. 25	Rescue of crew of their vessel, "Minnie Warren," by British vessel, "Salamander," calls attention to the heroism of the crew, and recommends a suitable acknowledgment by the Department.	11-26
Maryland Geological Society.	Dec. 12..	Geological explorations in Crete. Requests that minister at Constantinople aid them in obtaining a firman from Sultan of Turkey to enable them to continue.	12-3
Marshal at Salt Lake City.	Dec. 26..	Fate of Rufus Ruddy, an Englishman. Is unable to obtain information relative to.	12-31
Memphis, judge of orphans' court of.	1886. Jan. 3...	Legacy left Hans Böller, a German, residing at Hamburg; asks if Department will undertake to forward same.	1-8
Mint of United States at Philadelphia.	Jan. 9...	Japanese coin. Return same with result of assay made at instance of Japanese minister, acknowledged 2d instant.	1-11

G.—Subject index.

[The following will give an illustration of the manner in which the correspondence of the Department upon any particular subject is collated by means of the card system of subject indexing. In practice each card represents a communication, and therefore each paragraph in the following illustration is intended to represent a card.]

MAY, J. J.—Claim *vs.* Spain growing out of seizure and sale of his vessel, "Morning Star," by customs authorities at Cardenas for technical error in manifest. Encs. papers showing absence of fraudulent intent, and requests intervention of U. S. From May, J. J., Nov. 10, 1882.

Consul at Cardenas instructs him to investigate and report facts. Enc. 10 inst. from J. J. May. To consul, No. 51, Nov. 15, 1885.

Consul at Cardenas reports result of investigation. The case one of great hardship; the seizure and sale were made on a technical error. From consul at Cardenas, No. 72, of Dec. 10, 1885.

Minister to Spain instructed to present the case and urge payment of indemnity. The condemnation and sale made on a technical violation of customs regulations. Enc. 10 Nov., '85, from J. J. May, and 10 Dec., '85, from consul at Cardenas. To min. to Spain, No. 47, Dec. 23, 1885.

Minister to Spain reports action taken, and that Spain offers \$20,000 in full settlement. Refers to Dept's 47 of Dec. 28, 1885. From minister to Spain, No. 92, Jan. 8, 1886.

Claimant informed that Spain offers \$20,000 in settlement. Asks if this is satisfactory. Refers to his Nov. 10. To J. J. May, June 23, 1886.

"Morning Star," claim of owner of, *vs.* Spain. See May, J. J.
Spain, claims of United States citizens against. See May, J. J.

H to K.—Forms of cards.

May, J. J., claim of, *v.* Spain for seizure and sale of his vessel "Morning Star" by customs authorities at Cardenas. The condemnation and sale were made on a technical violation of customs regulations. Instructed to present the case and urge the payment of indemnity. Inc. 10, Nov., '85, from J. J. May, and 10 of Dec., 1885, from consul at Cardenas.

H.—Diplomatic, from department B to minister to Spain, No. 47, Dec. 28, 1885.

I.—Diplomatic, to department A from _____, 188—.

J.—Consular, to department E from _____, 188—.

K.—Consular, from department F to _____, 187—.

L.—Miscellaneous, to department D from _____, 188—.

M.—Miscellaneous, to department C from _____, 188—.

REPORT OF THE CHIEF OF THE BUREAU OF ACCOUNTS.

[Inclosure No. 5.]

The clerical force of this Bureau consists of one chief and four assistants.

Its work is of such a nature as to require separation into three distinct divisions, viz:

1. Matters of accounts relating to the Department proper;
2. Matters relating to international indemnities; and
3. Examination and regulation of diplomatic and consular accounts.

The character of the work is essentially such as does not admit of being behind-hand, and, while being continuous, it can never be at any one time finished; it nevertheless never partakes of the nature of unfinished business. The line of reply, therefore, marked out by the inquiry of the Committee of the United States Senate, as to unfinished and completed business, cannot be accurately followed in making a report on the work of this Bureau, but I presume the object of the inquiry will be substantially met by a report upon the work done here in the different divisions and in the order above indicated.

1. The Department proper.

All disbursements on account of the Department of State are made by the chief of this Bureau, who is the disbursing clerk of the Department. The amount of labor entailed thereby, *annually*, may be manifested thus:

300 full pages of book-keeping entries;

800 formulated vouchers; and

140 sheets of amounts and abstracts rendered to the Treasury Department.

The nature and accounts of these expenditures for the fiscal years 1884, 1885, and 1886 appear in the accompanying appendices marked A, A¹, and A². (See note.)

2. *International indemnities.*

These indemnities amount in round figures to a cash value of about \$1,000,000, and their management devolves upon this Bureau. The origin, nature, object and amount of each of them was reported to the President by the Secretary of State on the 29th July last, and this report was sent to the House of Representatives by the President with a message of the same date. A copy of the message is hereto appended, marked B. (See note.)

Statements of the condition of these indemnities at the periods mentioned in Senator Cockrell's letter, viz., the beginning of 1884, 1885, 1886, and 1887 are annexed hereto, marked B¹, B², B³, B⁴.

A nidea of the mere work of book-keeping attendant upon the management of these indemnities may be gathered from a report on one of them (the *Virginius* indemnity), which was submitted to the Senate on February 14, 1887, of which a copy is subjoined, marked B⁵.

It should be added, however, that one of the indemnities is managed by the Secretary of State in person and apart from the Bureau, save in the matter of recording the transactions. This is the Mexican indemnity. Its management entails a vast amount of correspondence and very careful consideration. Some four hundred checks are issued annually in making payments from it, and brief memoranda of the transfers of interest in it alone fill a large volume.

3. *Diplomatic and consular accounts.*

The accounts of ministers for salary and contingent expenses, the salary accounts of secretaries of legation and chargés, the accounts of consuls for contingent expenses, clerk hire, compensation of interpreters, and guards, &c., and all special accounts of ministers and consuls for expenses incurred in pursuance of special authorization or by reason of emergencies in the service, are required to be approved by the Secretary of State before being admitted to settlement by the accounting officers of the Treasury. The Secretary's approval is not given until he has ascertained by means of an examination in this Bureau that the accounts are in every detail in accordance with law and regulations, and he further requires this examination to aid him in effecting economy in expenditures abroad and to furnish him with data for disallowing improper and excessive charges. The nature of this work sufficiently indicates that its proper performance requires constant, careful, and experienced attention, and the amount of labor it involves may be estimated in part by the consideration that the number of *consular* accounts alone, for contingent expenses, examined annually is about 1,068, each consulate rendering four. The character and pecuniary amounts of these accounts are shown in the annexed schedule marked C. This schedule relates to the fiscal year 1886 alone. Schedules of other years have not been prepared for this report, their preparation being deemed unnecessary in view of the fact that the expenditures for the contingent expenses of consulates for any one year are about the same as for any other. But the work on these accounts is not confined merely to their examination. Every one of them is recorded in detail, and their record annually covers 700 pages. Moreover, the most of them are paid from this Department by requisitions of the Secretary of State upon the Secretary of the Treasury, upon drafts drawn by the consular officers. These drafts and the drafts of ministers received here annually amount in number to about 2,000. For these corresponding requisitions have to be prepared in this Bureau after an examination of the drafts as to correctness of form, amount, and indorsement, and each of these requisitions has to be recorded fully, and every one of the 2,000 drafts is similarly recorded. The mere mechanical labor necessary, therefore, for these requisition payments, can readily be seen to be very great.

MISCELLANEOUS WORK OF THE BUREAU.

In addition to the regular duties incident to the three main divisions of the work of this Bureau, as above set forth, there are others of importance. Two of these, involving considerable labor, deserve special mention.

1. *Sale and distribution of the laws.*

This Bureau is the agent of the Secretary of State for the fulfillment of statutory requirements as to the sale and distribution of the laws of each session of Congress, the Statutes at Large, and the Revised Statutes. It would be difficult to put in tabulated form a statement of the work involved in the distribution of the laws among the different States and Territories, but I have prepared a statement of the sales of laws during the years 1884, 1885, and 1886, which I subjoin, marked D. These sales are made in small quantities, and hardly a day passes without one or more small sales, being made.

2. *Telegraphy and electrical business.*

The entire telegraphic correspondence of the Department of State is conducted by the clerks of this Bureau. This correspondence amounts in the course of a year to about 5,000 messages. The greater portion of these messages in quantity, though not in number, is in cipher, and the reception and transmission of it requires more than ordinary skill and care. Notwithstanding, however, the pressure of their other duties, there never has within my knowledge been found the slightest fault with the gentlemen conducting this large telegraphic correspondence in any particular of accuracy, efficiency, and promptness. These same gentlemen are also charged with the regulation and management of all the electrical apparatus of the Department pertaining to the proper working of electrical call bells, watch, clock, &c.

In brief it may be stated that this Bureau performs all the clerical work pertaining to the execution of the directions of the Secretary of State as to the expenditures of all moneys appropriated by Congress for the Department of State and the conduct of foreign intercourse. These appropriations aggregated for the fiscal year 1884, \$2,332,534.13; for the fiscal year 1885, \$1,454,298.41; for the fiscal year 1886, \$2,167,191.22. In addition to this it conducts the disbursements and management of international indemnities, which work involves reports to Congress, investigation of claims, and special book-keeping; it is charged with the examination, regulation, and payment of diplomatic and consular accounts, and the conduct of the entire telegraphic correspondence of the Department, the sale and distribution of the laws, and the preparation of the annual estimates for appropriations for the Department and the diplomatic and consular service. Besides this there is quite an extensive correspondence attendant upon the discharge of the duties of this Bureau, the letters which emanate from it annually requiring, for the purpose of being copied, 1,200 pages of copy book.

The entire work of the Bureau is performed, as above stated, by five men.

Respectfully submitted.

F. J. KEECKHOEFER,
Chief of Bureau.

APRIL 23, 1887.

[*Note by Committee*: Appendices hereinbefore referred to, marked A, A¹, and A² are Executive Documents, H. R., No. 33, Forty-eighth Congress, second session. No. 12, Forty-ninth Congress, first session, and No. 27, Forty-ninth Congress, second session, and contain the items of expenditures for contingent expenses, foreign missions, and diplomatic service, &c., disbursed by disbursing clerk State Department; and marked B is Executive Document No. 362, H. R., Forty-ninth Congress, first session, being a message of the President transmitting a report of the Secretary of State "upon the various international indemnities" which were then in the custody of that Department; and marked B⁶ is Executive Document No. 82, Senate, Forty-ninth Congress, second session, being message of President transmitting report of Secretary of State as to "Virginian fraud," are printed documents easily accessible and are, therefore, not printed. B¹, B², B³, and B⁴ are "reports of the chief of the Bureau of Accounts as to trust and other funds" for 1884, 1865, 1886, and 1887; and C is a statement of expenditures for contingent expenses of consulates for 1886; and D is a statement of "laws" sold during 1884-'85, and '86, and contains many items and columns of figures, and not deemed sufficiently important to print.]

REPORT OF THE CHIEF OF THE BUREAU OF ROLLS AND LIBRARY.

[Inclosure No. 6.]

Report of the transactions of the Bureau of Rolls and Library during the years 1884 to 1886, inclusive, and the first quarter of the year 1887, compiled in response to the request of the chairman of the Select Committee of the Senate, appointed under the resolution of the Senate of March 3, 1887.

DEPARTMENT OF STATE,
BUREAU OF ROLLS AND LIBRARY,
April 26, 1887.

The persons assigned to the Bureau of Rolls and Library are charged with duties in two distinct divisions of the work of the Department. In the division of the rolls are employed two clerks of class two; the division of the library is served by one clerk of class three, one of class one, and one who receives a salary of \$1,000 per annum. The laborer who serves this Bureau deserves to be especially mentioned, as he performs certain duties of a clerical nature in addition to his proper work.

The rolls division is charged with the custody of the laws and treaties of the United States, the proclamations of the President, the files and records of the several International Claims Commissions, and the historical archives of the nation.

The library division is charged with the work usual to libraries, the care and distribution of the larger number of the publications of the Department, and the management of the publications of Congress apportioned to the Department.

As to the character of the work performed, first, in the rolls division; the first duty to which all other business gives precedence, is that which relates to the promulgation and exemplification of the laws of the United States. At times of special stress, following the close of each session of Congress, when the larger number of the acts and resolutions are received, the entire force of the Bureau, so far as necessary, is employed day and night in the preparation of the records, of the copy for the printer, in the revision of the proof, and in the distribution of the printed copies.

The laws having been published in what is commonly called "slip-form," the work of preparing the matter for publication in pamphlet form is then undertaken, the chief of the Bureau being responsible for the text only of that publication.

Of late it may be said that these duties engross nearly six months of every year and require for about three weeks the steady application of two persons from twelve to eighteen hours per day. At no time is the service in either division of this Bureau limited to the ordinary official hours of the Department; the clerks employed never hesitate to extend those hours for any purpose which the work of the Bureau may require them.

In order to show the great increase of the work required for the prompt publication of the laws, and to show the increase of legislation, I have prepared a statement with notes to be appended to this report.

The ordinary business of the rolls division, which is interrupted only for a few weeks during the execution of the work in publishing the laws above referred to, is that of preparing the treaties of the United States for publication; conducting the correspondence relative to subjects requiring searches in the historical archives and in the files of the International Claims Commissions, and the indexing of the archives.

The clerks employed in this division have been called upon to devote a very great amount of time since 1882 to the examination of papers filed in this Department concerning the so-called French spoliation claims, to the neglect of their regular occupations. I also add copies of the two editions of the document presented to Congress, in obedience to a resolution of the Senate concerning the French spoliation claims, which embody much of the labor of these clerks; also a document made up of other material relative to that class of claims to which the Secretary of the Treasury made a contribution, this having been projected and executed by the persons connected with this division of the Bureau.

A larger force is urgently required for these important duties of this division, which relate to the preservation of the invaluable archives of the Continental Congress, the annals of the war of the Revolution, and the papers of the patriots Washington, Hamilton, Jefferson, Madison, and Monroe. These papers should be reclassified, indexed, and copied; in some cases bound or rebound, as the condition of the respective series particularly demand, in order that they may be made useful for the purposes of historical scholars of to-day, and that they may be saved for those who shall come after us. It would be in the highest degree inexpedient to assign clerks for this work who have not been trained in the best methods for handling such papers. The Journals of the Continental Congress should at once be copied or reproduced in some permanent form, as there has never been prepared an absolutely accurate version of these priceless records. Among the papers of Thomas Jefferson, without enlarging instances of the needs of the work I suggest, are many press-copies of his State papers and of his letters which are slowly fading and will be lost to history unless very soon copied. I earnestly recommend that suggestions be given, to the end that a corps of competent clerks be secured and trained to do the work necessary to the preservation and restoration of these historical documents.

As to the work accomplished in the library division I subjoin special statements as to the details of the work of this division of the Bureau. These statements show the number of publications received and distributed by the clerks assigned to the library, so far as records have been kept, the number of the books added to the collection, the amount of cataloguing done, and the number of books issued to those who have the privilege to borrow the same. It should be observed that the most efficient help that I received in the publication of the laws is given by the clerks who have been trained to my systems, from the library division.

The greater part of the service of the clerks who are in attendance in the library cannot be tabulated or recorded, as it is for the most part given in answering inquiries, providing material, rearranging and caring for the books and periodicals.

The clerk whose time is largely taken up in cataloguing is also concerned, as well as his two associates, in the ordinary calls for books and information.

The work of this division has always taxed the strength of the persons attached to it, and the work is increasing to such an extent that it will be necessary for our relief either to transfer to some other Bureau some part of the duties now assigned to us or to increase the number of clerks for the discharge of them in this Bureau.

It would be impossible to discriminate between my five associates as to the value of their services. None could be more faithful or more interested, or could have more at heart the high character of the work of the Bureau and of the Department.

The foregoing is a general summary of the work done in the Bureau of Rolls and Library from January, 1884, to March, 1887.

Very respectfully submitted.

THEODORE F. DWIGHT,
Chief of Bureau.

SUBREPORTS HERETO ATTACHED.

Rolls Division.—(1) Statement concerning the publication of the laws of the United States; (2) Report of S. M. Hamilton concerning the work done by him; (3) report of Walter Manton.

Library Division.—(4) Report of G. L. Scarborough; (5) Report of Charles McCarthy and William McNeir.

Submitted herewith are:

(1) Printed report relative to papers on file in the Department of State concerning French spoliation claims.—48th Cong., 1st sess., Senate Ex. Doc. 205.

(2) Printed report, being a revised edition of the foregoing—49th Cong., 1st sess., Senate Ex. Doc. 102.

(3) Statement showing the payments of awards of the commissioners appointed under conventions with France and under a treaty with Spain.

[*Note by Committee:* These three documents having already been published for use and distribution are therefore not printed herein. They contain 600 printed pages octavo and 202 pages quarto, in all 802 printed pages.]

SUBREPORT No. 1.—*Statement concerning the work incident to the publication of the laws, with a table showing the number of acts and resolutions passed between 1789 and 1887 by the Congress of the United States, prepared to exhibit the increase of legislation, and consequently of the work required to be done to put the latter acts and resolutions in type.*

The details of the work of publishing the laws require the keeping of records of the titles and designations and dates of approval of the acts and resolutions; of the preparation of the printers' copy, with the times of receiving and returning the proof; a current index of the bills passed which are likely to become laws; an index of the bills which have become laws, and an index of the laws themselves; also a current record of the chapter designations of the same, and a file of copies of the requisitions on the Public Printer for printing laws.

At the Forty-eighth Congress there were passed 969 laws and resolutions, of which 413 were passed at the first session and 556 were passed at the second session.

Of the 413 passed at the first session, 239 were received from the President at this Department between July 4 and 8, 1884. These laws, when printed in the pamphlet form, cover 259 pages; the copy for the same was prepared, the proof read and returned, and the printed copies were distributed within twelve days.

Of the 556 laws and resolutions passed at the second session, 225 were received from the President between March 3 and 6, 1885. These laws, when printed in the pamphlet form, cover 211 pages; the copy for the same was prepared and the necessary revision of the press, the printing, and distribution of the same was accomplished within thirteen days.

The matter which forms considerably more than half of the 705 pages of the acts and resolutions of the twenty-third volume of the Statutes at Large was placed before the Government and the public in accurately printed form within twenty-five days from the time the originals came to the Department of State.

At the Forty-ninth Congress there were passed 1,456 acts and resolutions, of which 973 were passed at the first session and 483 were passed at the second session.

Of the 973 acts of the first session, 338 were received from the President between August 1, and August 6, 1886. These laws, when printed in the pamphlet form, cover 317 pages; the copy for the same was prepared and the proof read and returned within eight days.

Of the 479 laws passed at the second session of the Forty-ninth Congress, 151 were received between the 1st and 4th of March, 1887. When printed in the pamphlet form these laws cover 260 pages; the copy for same was prepared, the necessary revision of the proof accomplished and the printed copies were issued within eleven days.

In preparing the copy, the laws are read twice before going to the printer; twice the proof is compared with the original rolls before printing; and the text of the pamphlet, made up from the type of the slip-form, is also read twice with the original rolls. In reading for the copy and for every proof, and for the pamphlet, the points, capital letters are called, proper names are spelled, and all amounts are distinctly called twice.

Statement of the number of acts and resolutions passed by the Congress of the United States 1789 to 1887, the First to the Forty-ninth Congresses, showing the number of printed pages of the Statutes at Large covered by the same.

Congress.	Session.	Acts.		Resolutions.		Pages in print.		Total pages.
		Public.	Private.	Public.	Private.	Public acts and resolutions.	Private acts and resolutions.	
1	1	26	1	3	1	76	1	77
1	2	39	8	4	1	89	4	93
1	3	28	0	5	0	38	0	38
2	1	36	8	1	0	61	5	66
2	2	25	7	0	0	54	2	56
3	1	48	17	8	0	62	5	67
3	2	40	13	1	0	42	4	46
4	1	47	7	1	0	51	7	58
4	2	24	4	2	0	24	2	26
5	1	17	0	0	0	16	0	16
5	2	74	15	1	0	77	5	82
5	3	43	5	1	0	143	2	145
6	1	62	9	5	0	85	3	88
6	2	30	6	1	0	40	2	42
7	1	42	11	2	0	71	4	75
7	2	35	5	0	0	46	2	48
8	1	51	10	1	0	62	5	67
8	2	38	9	2	0	41	3	44
9	1	48	7	1	0	63	4	67
9	2	36	13	1	0	39	4	46
10	1	55	12	1	0	55	16	71
10	2	34	2	0	0	42	1	43
11	1	15	2	0	0	7	1	8
11	2	36	14	2	0	60	9	69
11	3	36	11	1	0	53	7	60
12	1	111	27	4	0	120	13	133
12	2	50	13	3	0	45	4	49
13	1	44	16	0	0	87	7	94
13	2	53	41	5	0	55	18	73
13	3	69	32	13	0	108	11	119
14	1	95	78	8	4	93	27	120
14	2	67	47	3	0	57	14	71
15	1	77	53	13	0	76	19	95
15	2	57	50	7	0	61	20	81
16	1	69	68	5	0	71	18	89
16	2	37	25	3	0	38	9	47
17	1	61	68	4	0	71	16	87
17	2	68	35	2	0	70	10	80
18	1	84	127	2	0	78	30	108
18	2	51	69	2	0	56	57	113
19	1	90	68	5	0	61	18	79
19	2	54	48	1	0	48	13	61
20	1	80	81	7	1	125	24	149
20	2	45	20	2	0	46	7	53
21	1	77	158	7	0	60	48	108
21	2	63	62	2	0	64	19	83
22	1	118	185	11	0	112	57	169
22	2	57	85	6	0	59	24	83
23	1	83	190	4	0	74	50	124
23	2	36	74	3	0	46	15	61
24	1	91	73	10	0	134	63	197
24	2	42	34	5	3	65	16	81
25	1	9	1	1	0	7	1	8
25	2	87	177	7	1	113	42	155
25	3	44	196	9	5	55	91	146
26	1	30	70	5	2	42	22	64
26	2	20	20	1	0	26	6	32
27	1	23	2	6	0	31	1	32
27	2	101	187	14	4	116	50	166
27	3	54	128	7	2	54	30	84
28	1	29	99	18	3	70	55	125
28	2	46	32	15	3	81	8	89
29	1	72	115	16	9	116	33	149
29	2	41	84	8	7	91	25	116
30	1	84	126	21	7	121	39	160
30	2	49	137	12	10	80	45	125
31	1	55	36	16	5	144	13	157
31	2	30	18	7	2	83	7	90
32	1	63	53	13	4	148	15	163
32	2	48	105	11	10	115	30	145
33	1	81	196	16	9	330	58	388
33	2	79	134	11	14	127	30	160

Statement of the number of acts and resolutions passed by the Congress of the United States, 1789 to 1887, the First to the Forty-ninth Congresses, &c.—Continued.

Congress.	Session.	Acts.		Resolutions.		Pages in print.		Total pages.
		Public.	Private.	Public.	Private.	Public acts and resolutions.	Private acts and resolutions.	
34.....	1	72	100	12	6	146	32	178
	2	3	27	4	0	6	8	14
	3	51	139	14	5	103	41	144
35.....	1	59	113	18	6	114	27	141
	2	40	62	11	3	70	16	86
36.....	1	77	137	14	13	120	42	162
	2	32	67	12	8	132	19	151
37.....	1	61	7	4	1	73	4	77
	2	72	33	62	8	301	13	314
	3	99	29	26	18	201	13	214
38.....	1	212	44	60	18	417	19	436
	2	106	34	34	7	185	30	215
39.....	1	293	25	80	28	371	35	406
	2	112	104	41	31	202	32	234
40.....	1	30	4	38	3	31	3	34
	2	120	274	65	22	232	19	251
	3	85	113	24	9	85	30	115
41.....	1	26	7	20	0	57	3	60
	2	197	120	95	47	334	66	400
	3	90	108	41	18	206	30	236
42.....	1	24	8	3	1	21	3	24
	2	277	206	4	1	373	62	435
	3	213	262	8	0	242	86	328
43.....	1	255	280	16	1	289	90	379
	2	134	161	7	2	234	60	294
44.....	1	173	156	19	5	217	83	300
	2	78	137	8	3	192	55	247
45.....	1	5	1	1	1	4	2	6
	2	143	230	34	6	249	91	340
	3	105	201	11	6	233	81	314
46.....	1	53	12	20	4	57	3	60
	2	141	130	37	21	250	68	318
	3	94	108	27	3	211	53	264
47.....	1	248	236	60	23	395	99	494
	2	82	81	29	2	246	63	309
48.....	1	113	252	44	4	278	89	367
	2	108	426	21	3	242	181	423
49.....	1	183	752	35	3	349	228	577
	2	183	274	21	1	299	92	391
								16,513

The treaties and proclamations of the United States.

Volume.	Nos.	Treaties. (pages).	Proclamations. (pages).	Total pages.
9.....	29-31	183	8	191
10.....	32-33	203	3	206
11.....	34-35	176	49	225
12.....	36-37	327	14	341
13.....	38	124	48	272
14.....	39	162	11	173
15.....	40	228	16	244
16.....	41	516	14	530
17.....	42	163	10	163
18.....	43	154	15	169
19.....	44	101	9	110
20.....	45	126	6	132
21.....	46	135	4	139
22.....	47	214	4	218
23.....	48	119	13	132
24.....	49	46	10	56

Volumes 1 to 17 of Statutes at Large, from which the above data has been taken, are of Little, Brown & Co.'s edition.

Volumes 18 to 24 are of the Governmental edition, compiled and published by the Secretary of State.

MEMORANDUM OF WORK DONE BY S. M. HAMILTON TO ASSIST IN REPLYING TO RESOLUTION OF THE SENATE OF MARCH 3, 1887, TO INQUIRE INTO AND EXAMINE THE METHODS OF BUSINESS AND WORK IN THE EXECUTIVE DEPARTMENTS OF THE GOVERNMENT.

To Mr. DWIGHT:

The arrangement of the papers on file in this Bureau, distinctively classed as "French spoliation claims," and the preparation of an index to them, was begun by me in 1882, and was completed in April, 1883. I then began the work of rearranging and indexing the official files of all treaties, conventions, and agreements between the United States and other powers.

January 1, 1884 (the date at which the present report begins), found me still engaged on that work, which continued until receipt of French spoliation resolution.

With these preliminary remarks I respectfully submit in detail, so far as in my power, a report on the work accomplished by me from January 1, 1884, to March 1, 1887, such being the period covered by resolution of the Senate as above.

REPORT.

On February 11, 1884, the Senate, by resolution of that date, called on the Secretary of State for certain information touching the French spoliation claims, so called.

Upon the receipt in this Bureau of that resolution, Mr. Manton and I were instructed to prepare the material necessary to enable the Department to respond to said resolution. We found the card index, to which I refer in the preface to this report, far from being an index to all the papers concerning French spoliations, although at the time it was prepared it embraced *all papers distinctively classed as such and which had always been so considered by the Department.*

The work then before us necessitated the examination of 438 bound folio manuscript volumes; a large mass of unbound manuscript, a great portion of which was almost illegible, in foreign languages of a technical nature, and of obsolete phraseology.* The facts required by the resolution of the 11th February, which were extracted from those papers, representing at least 6,300 index cards or slips, are comprised in Senate Ex. Doc. 205, Forty-eighth Congress, first session, a pamphlet in large 8vo of 276 pages. A glance at the contents of that pamphlet may convey, to a certain extent, an idea of the work accomplished; but to comprehend fully the entire amount of work involved, an inspection of the original papers examined and indexed is necessary.

The time occupied in the preparation of the report in question covered February 11 (perhaps a few days later) to July 3, 1884, on which day it was transmitted to the Senate. It was ordered to be printed, and, in accordance with custom usual in such cases, the proof was returned to us for comparison and revision. To accomplish all this, I estimate, required fully six months of most diligent application (I include in this estimate the preparation of the report as well as proof-reading), and for several weeks we worked long after the regular office hours in the revision of printers' proofs.

This last was duly accomplished and ended my work in connection with the preparation of the report. (Sen. Ex. Doc. 205, 48th Cong., 1st sess.)

All subsequent editions, &c., were prepared by Mr. Manton.

EXPLANATION IN CONNECTION WITH ITEMS OF ENTRY IN ACCOMPANYING SCHEDULE.

Replies by letter and otherwise to French spoliation claimants: A mere statement as to the number of such letters written conveys a very inadequate idea of the amount of work. And it must be borne in mind that in order to afford the information desired by such applicants, and which, under rules established, they were entitled to, careful and discriminating examination of each particular case asked about was required.

Of course, in replying to correspondents and others no assumption was made by the Department as to the judicial or legal weight of the papers or evidence in any case, yet the facts afforded by the papers as to capture, condemnation, shares, percentage, &c., as well as full reference to any and all preceding legislation or official action bearing on such case or cases, were furnished in an absolutely digested form.

To satisfy the demands of a single applicant required often several hours, and in some cases a whole day's work.

Under the head of personal examinations by claimants or attorneys: I refer here to those cases in which personal examinations by claimants who came to Washington for that purpose or by their attorneys resident here. Upon presentation by such persons of their authority in the premises, they were, by permission of my superiors in office,

*French Republican calendar, terms naval and commercial

permitted access to the files. The recorded cases of this nature, which I give in the schedule, do not show half of the applications. Scores were, by direct order from the Secretary, Assistant Secretaries, or chief clerk admitted to the files. Of the impossibility of keeping accurate tally of all such inquiries, you know.

Calls from the Court of Claims: These calls emanated from the chief justice of the Court of Claims and were for papers, documents, and information in regard to individual cases on the docket of the court, and were made under the act of January 20, 1885. Response to all such calls was attended to by me. An exact record of all those responses, and of the books and papers withdrawn from our files, has been kept in each and every case.

Revolutionary archives: Many of the letters answered are from eminent historical scholars and societies, and involve questions in dispute touching matters of general and particular historical interest and importance. Of the appreciation expressed for this class of work done by us, I can refer, if necessary, to letters acknowledging receipt of our work. In addition to foregoing, other letters were from individuals from all parts of the Union, and contained requests for records of services of Revolutionary ancestors, &c., &c., &c., matters of purely personal and private interest; but in every case where any individual or individuals complied with the rules governing the archives, equal pains and care were taken to afford every facility to satisfy their wishes, whenever the same did not conflict with established regulations or rules.

Treaties, &c., prepared for the printer: I mean, under this title, the treaties, conventions, and agreements, which, so soon as proclaimed by the President, are sent to you for publication. I have in these cases prepared under your direction, caption, proof, and have attended to other details incident to such work.

Miscellaneous: Under this heading I include letters asking for public documents, copies of laws, &c., &c., &c. They are mostly very unimportant, and involved merely the time required to transfer to paper the answers to them.

I cannot specify the month during which I performed the greatest amount of work, nor that during which I did the least, and, as from the varied nature of our work, no record (in a rigid sense) has been possible, I can only state that if in any portion of the time included in this report it is thought that no adequate showing is made, I can at any point asked about afford explanation.

In the foregoing I have not spoken of the time required to answer calls from other Bureaus of the Department for papers filed here. Such calls have been for treaties, conventions, records of claims commissions, proclamations, historical papers, &c., &c., &c. This only involved the getting out of the papers and the proper charging of the same, and upon their return crediting them. Still, it is proper it should be mentioned.

All of which is respectfully submitted.

STANISLAUS M. HAMILTON.

THEODORE F. DWIGHT,
Chief of Bureau Rolls and Library.

Schedule or statement exhibiting letters &c., of which record has been kept.

[Accompanying report of S. M. Hamilton of April 7, 1887.]

Months.	French spoliation claims.				Archives of the Revolution.		Treaties &c., prepared for printer.	Miscellaneous.		Remarks.
	Letters written.	Aggregate number of pages.	Personal examinations by claimants.	Calls from Court of Claims.	Letters written.	Number of pages.		Letters.	Pages.	
1884.										
Jan.....	2	2	1	2	9	14	The principal work accomplished in January was the rearranging and indexing the original treaties and conventions between the United States and other powers. In February was begun the work of preparing the list of French spoliation claimants (see statement).
Feb.....	11	17	1	4	1	10	12	
Mar.....	3	10	1	3	4	
Apr.....	1	
May.....	1	2	2	
June.....	2	
July.....	1	1	2	
Aug.....	1	11	12	
Sep.....	2	
Oct.....	1	
Nov.....	1	7	
Dec.....	2	4	
1885.										
Jan.....	10	12	3	5	20	4	4	During this month the material for Broadhead & Tuck, special agents to search for archives in France, &c., was prepared and forwarded.
Feb.....	20	33	9	4	8	2	
Mar.....	8	12	15	6	13	5	6	
Apr.....	19	26	10	4	4	1	
May.....	14	18	17	1	1	2	
June.....	45	58	9	6	31	1	1	
July.....	42	59	12	3	3	5	
Aug.....	25	42	8	1	2	
Sep.....	16	21	26	1	2	
Oct.....	17	31	48	15	3	6 ⁷	1	9	10	
Nov.....	1	1	10	1	4	15	
Dec.....	26	29	5	9	1	2	3	5	
1886.										
Jan.....	44	60	23	2	4	8	
Feb.....	11	22	13	4	3	6	1	
Mar.....	31	40	10	2	1	3	21	25	
Apr.....	24	35	15	3	4	7	1	6	13	
May.....	29	42	11	1	1	2	1	2	
June.....	49	63	26	20	2	3	1	3	
July.....	34	39	10	7	11	16	1	1	
Aug.....	22	25	6	2	6	7	8	8	
Sep.....	6	7	6	24	7	13	1	
Oct.....	27	32	8	23	2	2	1	
Nov.....	37	55	12	14	2	3	1	1	
Dec.....	24	31	23	9	2	2	1	1	
1887.										
Jan.....	20	30	19	1	5	5	
Feb.....	23	25	4	16	3	3	1	

Schedule or statement exhibiting letters, &c., of which record has been kept—Continued.

RECAPITULATION FOR 1884.

Date.	Nature of work performed.
Jan	Arrangement and index of treaties and conventions finished; 12 letters written, 18 pages.
Feb	Began French spoliation report; 23 letters written, 33 pages; 1 treaty prepared for printer.
Mar	French spoliation report continued; 6 letters written, 14 pages; 1 treaty prepared for printer.
Apr	French spoliation report continued; 1 treaty prepared for printer.
May	French spoliation report continued; 1 letter written; 2 treaties prepared for printer.
June	Still on French spoliation report; 1 letter written; 2 treaties prepared for printer.
July	Concluded French spoliation report; 1 letter written; 2 treaties prepared for printer.
Aug	French spoliation report being printed; 11 letters written, 12 pages; 1 treaty prepared for printer.
Sept	On leave part of month; 2 letters written, 2 pages.
Oct	On leave part of month; 1 treaty prepared for printer.
Nov	1 letter written, 7 pages.
Dec	2 letters written, 4 pages.

Total.—In conjunction with Mr. Manton prepared French spoliation report; wrote 59 letters, aggregating 92 pages; prepared 11 treaties for the printer. In addition to which I spent a very considerable time in duties incident particularly to French spoliation, of which I could not keep record.

RECAPITULATION FOR 1885.

Date.	Letters written.		Personal examinations by claimants recorded.	Calls from Court of Claims.	Other work performed.
	No.	Pages.			
Jan	19	36	3		
Feb	24	41	-9		2 treaties prepared for printer.
Mar	19	31	15		
Apr	23	30	10		1 treaty prepared for printer.
May	15	19	17		2 treaties prepared for printer.
June	52	90	9		
July	45	64	12	3	
Aug	26	44	8		
Sept	17	23	26		
Oct	29	47	48	15	1 treaty prepared as above.
Nov	5	16	10	10	
Dec	30	36	9		
Total ..	304	487	175		

Prepared proclaimed treaties for printer to number of three, and responded to 28 calls from Court of Claims.

RECAPITULATION FOR 1886.

Date.	Letters written.	Personal examinations by claimants recorded.	Calls from Court of Claims.	Other work performed.	
Jan	48	68	23	2	
Feb	14	28	13	4	1 treaty for printer.
Mar	53	68	10	2	
Apr	34	55	15	3	1 treaty.
May	31	46	11	1	
June	52	69	26	20	
July	46	56	10	7	
Aug	36	40	6	2	
Sept	13	20	6	24	1 treaty.
Oct	29	34	8	23	1 treaty.
Nov	40	59	12	14	
Dec	27	36	23	9	
Total ..	423	579	163	112	

Prepared and proclaimed treaties for the printer, 4.

Schedule or statement exhibiting letters, &c., of which record has been kept—Continued.

RECAPITULATION FOR 1887.

Date.	Letters written.		Personal examinations by claimants recorded.	Calls from Court of Claims.	Other work performed.
	No.	Pages.			
Jan.	25	35	19	1	1 treaty.
Feb.	26	28	4	16	

Total.—Letters written, 837; aggregate pages, 1,221; personal inquiries, 361 (recorded); calls from court, 157; treaties, &c., 22

To the above number of letters written I have to add all others which in the course of my examination I found recorded in library press-copy books and other places (memoranda, &c.).

Month.	1884.		1885.		1886.		1887.	
	Letters.	Pages.	Letters.	Pages.	Letters.	Pages.	Letters.	Pages.
Jan.	72	100	62	89	89	115	59	77
Feb.	79	105	67	94	60	76	56	69
Mar.	30	86	66	93	92	110		
Apr.	11	12	78	89	47	71		
May.	55	76	58	65	58	83		
June.	26	32	73	104	77	115		
July.	8	12	89	122	60	77		
Aug.	17	26	80	133	56	65		
Sept.	5	5	54	72	18	30		
Oct.			64	93	34	41		
Nov.	21	39	10	23	64	88		
Dec.	13	17	62	71	66	74		
Total.	337	502	768	1,038	731	945	115	146

Grand total.—Number of letters, 1,951; aggregate pages, 2,631.

WALTER MANTON'S REPORT OF WORK DONE IN THE DIVISION OF ROLLS, BETWEEN MARCH, 1884, AND MARCH, 1887.

On the 1st of March, 1884, I was transferred from the Bureau of Indexes to the Bureau of Rolls and Library, where, in conformity with a resolution of the Senate of February 11 of that year, I undertook, in conjunction with Mr. Hamilton, the preparation of a list of papers on file in this Department touching the unsettled claims of citizens of the United States on account of spoliations by the French prior to July 31, 1801.

The time required for this work was six months of incessant occupation. The labor of selecting the facts published from mutilated and almost illegible manuscripts, many of which were in foreign languages, cannot be appreciated by any who has not performed a similar work. When completed the list comprised the names of the claimants, their heirs and representatives, their residences, with separate mentions of the names of the vessels in which they were interested which had been seized, and of the character of their losses when other than that of vessels. In addition to these annotations a careful series of cross references was provided of names mentioned incidentally in the papers. The time specified also covered the comparison and correction of printers' proofs, which required much careful work to insure accuracy.

The preparation of the list having been completed and the copies distributed, incessant applications from members of Congress, representatives of claimants, attorneys, and persons not mentioned in the list, but who supposed themselves interested in claims, whether of this or any other class, kept me fully occupied in making searches for information to satisfy such applicants, who came personally or who addressed the Department by letter. No record was or could have been kept of such demands, but it is fair to say that one day of every week was consumed in answering personal applications. This low estimate would result in a showing that 73 days, or a little more than 2½ months, were devoted to such inquirers.

The amount of my correspondence exclusively upon French spoliation claims, as proved by retained press-copies, is shown in the following table :

Date,	Letters.	Pages.	Date.	Letters.	Pages.
1885.			1886.		
February	29	50	March	48	86
March	50	79	April	12	21
April	19	28	May	1	2
May	1	1	July	44	70
June	24	45	August	13	24
July	32	58	October	15	29
August	40	71	December	1	2
September	19	33	Total	403	670
November	8	11			
December	47	60			

In addition to these letters I furnished on application by letter and verbal, to persons authorized to receive them, descriptive lists of papers on file in the Department concerning these claims, 300 pages of 25 line paper, these lists requiring in all instances a careful search among the aforesaid manuscripts, bound and unbound.

I compute the time occupied in searching for the matter for correspondence on this subject and the preparation of descriptive lists of evidence as six and one-half months. Several days, in many instances, would be spent in procuring the information to be given in a page or two of descriptive list or letter.

In 1885 the additional evidence obtained from Europe and the West Indies required the revision, amplification, and correction of the first published report, and the publication of another which would afford the persons interested all the data the Government could supply. Accordingly, it was my task to review the entire work already published, to make such additions, rejections, and explanations as our larger material and greater experience made proper and necessary.

In accordance with the advice and concurrence of Mr. Dwight, I also prepared an alphabetical list of awards made by the commissions under the conventions with France of 1803 and 1831, and the treaty with Spain of 1819, to sufferers from the French spoliations. These were collected from the registers of those commissions, and were afterwards published in connection with a report prepared under the direction of the Secretary of the Treasury in a document of quarto form. This report comprised the names of the persons to whom the awards were made, the amounts of awards, names of the vessels from the seizure of which the claim arose, and of all persons incidentally mentioned as concerned in the claims. This occupied three months of time.

I afterwards examined and arranged alphabetically and indexed the evidence sent to the Department by the consul-general at Paris of original and certified copies of papers from the archives of France relating to French seizures. This occupied one month.

I also arranged and indexed a quantity of papers relative to old individual claims on various commissions. This required a month of time.

On the completion of the special work concerning the French spoliation claims, I prepared an index to certain historical papers of considerable value relative to the early administrations of this Government, which are deposited in the Bureau of Rolls. This has consumed all my time when not otherwise employed in the ordinary routine of the work of the division of rolls. It involved the reading, classification, and indexing of upwards of 6,000 letters and drafts of letters. Many of these manuscripts were found to be very difficult to decipher, owing to their worn condition and to the fact that many were in foreign languages. I have kept no record of this work, but I estimate that seven months have been devoted to it.

Recapitulation of the duties in which I have employed my time in the division of rolls during 1884, 1885, and 1886, and to March, 1887 :

	Time.	
	Months.	Days.
French spoliation lists	6
Answering applications for information as to such claims	2	15
Correspondence and descriptive lists	6	15
Preparation of revised list	6
Preparation of list of awards	3
Abstract of papers from Paris	1
Miscellaneous claims	1
Classification and indexing historical manuscripts	7
Absence on leave (annual)	3
Total	36

This statement, to the best of my belief, is correct in every particular.

REPORT OF GEORGE L. SCARBOROUGH.

Mr. DWIGHT: Our records show that between January 1, 1884, and April 1, 1887, there have been catalogued 5,704 books. You are aware that during this period several hundred books and pamphlets, which were uncatalogued at the time of the reorganization of the library in 1875, and others which were stored in the upper floors of the building, turned over to the War Department in 1882, had numbers assigned them at these times, and have since been catalogued whenever the current work would permit of time being given to do so, but as no record has been kept it is impossible to give an exact estimate of the number of them. For these 5,704 books at least 10,590 cards have been made, that is, allowing two for each new book and one for those old volumes of which we have a record.

Manuscript has been prepared for catalogues of 220 printed pages, proof read and revised.

The amount of money expended by the library during the years 1884, 1885, 1886, and proportionately during the first three months of 1887, is \$9,000. Our library accounts show that the expenditure of this amount of money represents a total of 583 invoices presented to the library and a total of 233 vouchers sent to the disbursing officer for payment. As the majority of our books are purchased abroad, and the price of each in the invoices presented to the library is given only in the currency of the country from which they are purchased, which must be converted into the American equivalent for record in each case in the catalogue, it will be seen that to accurately keep these accounts requires no little time.

I have assisted in the preparation for binding at the Government bindery of 2,387 volumes. That is, in selecting, collating, and writing the direction slips for each volume. Several volumes have been bound by the Department binder of which no record has been kept.

The large collection of maps possessed by the library was during the year 1886 arranged and partially classified.

The preparation of certified copies of over some hundred odd memorials presented to the French and American Claims Commission occupied several weeks in the year 1885.

In the year 1885 I was occupied in the office of the solicitor for several weeks upon legal work. I also in the same year made the index for the Foreign Relations, the volume containing 933 printed pages, and in the year 1886 I made the index for another publication of the Department of 440 pages.

The examination of current periodicals for articles relating to international law and diplomacy and the cataloguing of such as may be found require much of my time.

I have been engaged frequently by Mr. Adee and the chief clerk upon some special work, in collecting data, or searching for information, or in the preparation of some report, and have assisted when a pressure of work required the different members of the Bureau. A very large portion of my time has been occupied in shifting and arranging the books upon the shelves of the library, and in endeavoring to answer the numerous inquiries and requests for information of various character which are always and continually made of any one who is connected with a library and which one may do in ten, twenty minutes, or a week.

My work in the Bureau is necessarily of such a varied and desultory nature that it is impossible to accurately apportion my time. I have attempted to do so, however, to some extent upon the annexed sheet.

It may not be out of place to describe the course taken with regard to these 5,704 volumes in order to make them a part of the library collection. The work of selection requires the examination of journals, reviews, and a very large number of publishers' and book-dealers' catalogues. Our shelves must be examined in order that no book thought desirable shall be purchased which we already have. A list of such as are thought, from time to time, to be needed is sent to the Assistant Secretary for approval, and such as meet with his approval are then ordered of the dealer by letter. When the books are received each volume is stamped with the date of its receipt, a number assigned to it, and the volume entered in a register of accessions. The full title of the work is then copied upon cards under an author, title, and subject, a separate card being used for each. The size, place, and date of its publication, the publisher, number of its pages and illustrations, the date of its receipt, from whom purchased and the price paid for it, such price when in foreign money being converted into the American equivalent, are also recorded upon the cards. The volumes are then arranged in the library, each being assigned its proper alcove and shelf. This, with constant accessions, involves necessarily repeated shifting and rearrangement of the contents of the alcoves and shelves. The cards, when made, are added to the card catalogue, strict alphabetical order being preserved in their arrangement. The putting away of these cards in their cases is no inconsiderable task.

The original invoices of the dealers are carefully preserved in the library for record, an itemized voucher for their payment being made out in the library, approved by

the Assistant Secretary, sent to the dealer by letter for signature, and when returned turned over to the Bureau of Accounts for payment.

	1884.	1885.	1886.	1887.	Old.	Total.
New books catalogued	No. 1,370	No. 2,113	No. 1,112	No. 291	No. 818	} 5,704
Old books catalogued					No. 818	
Cards made for new books, at least 2 for each book	2,740	4,226	2,224	582		} 10,590
Cards made for old books, at least 1 for each book					818	
Pages of catalogue prepared and printed			154	63		
Pages of Department publications indexed		933	440			1,373
Volumes prepared for binding	832	1,236	319			2,387
Invoices received by the library	116	174	235	58		563
Vouchers made by the library	60	81	83	9		233

STATEMENT CONTRIBUTED BY MESSRS. CHARLES MCCARTHY AND WILLIAM MCNEIR.

Publications of the Department of State and of Congress distributed from the Bureau of Rolls and Library during the years 1884-1886, and the months of January to April, inclusive, of 1887.

Year.	Papers relating to the foreign relations of the United States transmitted to Congress with the annual message of the President.	Laws of the United States in slip form.*		Congressional documents received.		Senate and House bills received and filed.†	Miscellaneous public documents issued.
		Received.	Distributed.	Unbound volumes or pamphlets.	Bound.		
1884	1,258	} 485,800 {	8,520	108,590	} 1,050 {	} 11,443 {	} 1,550 {
1885	1,100		2,240	45,240			
1886	992		29,250	283,210		} 15,002 {	} 1,244 {
1887	855		22,332	47,610			
Total	4,205	485,000	92,342	484,650	1,050	26,445	4,466

Grand total, 983,088.

*Address labels are required for each of the volumes and for the larger number of the copies of the laws referred to above.
 †15 copies each.

Concerning the foregoing statement it may be said that the 983,088 volumes, pamphlets, and slip laws received and issued during the years 1884-1887 were handled and distributed mainly by the two clerks regularly occupied in the library and by the messenger, in addition to their other multifarious duties.

Duplicate and surplus books sent from the Bureau to the Library of Congress and to the Navy Department:

1884-1887

Books appertaining to the library prepared for the binder, each having been handled at least three times:	694
1884	832
1885	1,236
1886	319

2,387

Concerning the work in the library, it should be said that every year the books are removed from the shelves and dusted and the shelves perfectly cleaned and the books restored to their places; that during the last four years the larger number of the books have been labeled inside with distinctive numbers; and that to provide for the growth of the collection it has been necessary to remove several thousand volumes

from one part of the library room to another, and that the larger part of this work has been done without assistance by the library force, and chiefly by the library messenger.

Time cannot be given for the compilation of data as to the work involved in registering numbers of periodicals and the special care of the same.

Statement as to the books received, catalogued, shelved, labeled, and issued.

Year.	Books received and catalogued.	Catalogue cards made, two for each book.	Catalogue cards for old books.	Books issued and recorded.	Books returned and credited.
1884.....	1,370	2,740	2,251	2,173
1885.....	2,113	4,226	2,592	2,383
1886.....	1,112	2,224	818	2,359	2,133
1887.....	291	582	286	259
Total.....	4,886	9,772	818	7,588	6,946

*January and February.

As to printing done for the library.

Year.	Number of pages of catalogue prepared and printed.	Number of pages of Department publications indexed.	Number of invoices received by the library.	Number of vouchers made by the library.
1884.....	116	60
1885.....	963	174	81
1886.....	154	440	235	83
1887.....	63	58	9
Total.....	217	1,373	583	233

REPORT OF THE CHIEF OF THE BUREAU OF STATISTICS.

[Inclosure No. 7.]

The Bureau of Statistics is charged with the editing and publication of the reports prepared, voluntarily or at the instance of the Department, by the consular officers of the United States.

The personnel of the Bureau consists of:

A chief of Bureau, salary.....	\$2,100
1 clerk, 4th class.....	1,800
1 clerk, 1st class.....	1,200
3 copyists.....each..	900

The reports, in original, are received from the Consular Bureau and are printed as rapidly as a sufficient number accumulates to make one of the issues, which vary in size from 100 pages to 300 pages. Where a general circular has been issued calling upon the consular service for reports upon a special subject, a period of from nine to twelve months is allowed to elapse between the issue of the circular and the printing of the reports. This period has been found amply sufficient to obtain a full series of reports.

As soon as the reports, in original, are received they are given to the copyists, and after editing are sent to the printer. From ten to twenty days are consumed in the printing, according to the size of the number or the presence or absence of illustrations. The edition printed has been 6,000 copies of each number, but in future 6,500 copies will be needed to meet the increasing demands. The average cost per number

is about \$900. All but 200 or 300 of the edition are mailed, as soon as received, to the following classes of receivers:

Members of Congress, 5 copies each.

Press.

Boards of trade, 5 copies each.

Libraries, domestic and foreign.

Consular and diplomatic officers.

Individuals and firms, chiefly industrial and commercial.

The envelopes and labels for mailing occupy the entire time of one clerk.

The work of the Bureau is not in arrears, and has not been since 1885. The reports, in original, when copied, are placed in the files of the Department.

During the current fiscal year thirteen numbers of the Consular Reports have been issued, and the fourteenth is in press. In addition, a bulky volume of reports on Cattle and Dairy Farming (illustrated); another on Emigration and Immigration, and the annual volumes of Commercial Relations have been prepared, edited, and sent to the printer, and are in course of publication. An index of the first fifty-nine issues of the Consular Reports has also been prepared during the current fiscal year, and is nearly ready for distribution. A statistical abstract of foreign nations, on the general plan of the statistical abstract for the United States, issued by the Treasury Department, has also been compiled and will soon be printed. The labor of editing, proof-reading, and indexing this amount of matter has only been accomplished by the Bureau working after office hours and at night, a subject to which the Secretary has already respectfully called the attention of Congress.

In addition to its regular work, the Bureau is called upon by individuals for information as to the commerce, industry, and general economy of foreign countries, and not infrequently by Congress. These inquiries are disposed of as soon as possible, and none are now in the Bureau awaiting a reply.

WORTHINGTON C. FORD,
Chief of Bureau.

REPORT OF THE SOLICITOR.

[Inclosure No. 8.]

LAW BUREAU, *April 30, 1887.*

The SECRETARY OF STATE:

SIR: The head of the Law Bureau of the Department of State, as it is sometimes called, bears, in the chapter of the Revised Statutes relative to the Department of Justice, the title of "Examiner of Claims," and is nominally an officer of that Department. In one or two independent sections of the statutes he is entitled "Solicitor of the Department of State," and this is, unquestionably, the proper title. The office of the undersigned includes the examination of all claims by or against foreign governments through diplomatic process; but it includes a good deal more. The head of the "Law Bureau of the Department of State" has necessarily brought before him all questions of law arising in the Department. It would be a confusion of the two Departments to assume that in these matters, most of them involving questions of international law and diplomatic precedents, the Department of State should be classed as being under the control of the Department of Justice. Such is practically not the case. The "Law Bureau of the Department of State is entirely severed in practice and by its duties from the Department of Justice; nor has its head at any time been subject to the directions of the Attorney-General."

The business of the Bureau consists in part in the examination and reporting on claims or other questions specially referred to it by the Secretary, and in giving advice as to all matters passing through the Department which involve points of law.

The head of the Bureau, also, is charged by the Secretary, from time to time, with the preparation of drafts of reports and other documents.

Of formal reports about three hundred have been made during the present administration. But informal reports, consisting of memoranda for the preparation of papers in the Diplomatic and Consular Bureaus, are far more numerous, and as a rough estimate, these average about five a day. There is no accumulation of unfinished business in the Bureau.

The present head of the Bureau has had the assistance of a single clerk of class one, salary \$1,200. But he has been also authorized to call for assistance from time to time on the chief clerk, who, in many cases of pressure, has supplied him with additional clerical aid as it was needed.

All of which is respectfully submitted.

FRANCIS WHARTON,
Head of the Law Bureau.

REPORT OF THE TRANSLATOR.

[Inclosure No. 9.]

With regard to the work of this Bureau, I have the honor to state that during the years 1884, 1885, 1886, and thus far in 1887, it has averaged close upon three thousand foolscap pages per annum. The bulk of the work consists in the translation of Spanish documents, next comes French, and next to that German, but there is almost constantly more or less of Italian, Portuguese, Dutch, Swedish, and Danish, with a slight sprinkling of Greek and Hebrew (letters from Jews in various parts of the world). All the commissions of foreign consuls in the United States are, moreover, recorded by the translator.

The current work of the State Department is not, however, all that he is required to perform; a considerable portion of his time is occupied in translating foreign communications addressed to the President of the United States, and he is not unfrequently called upon to act as interpreter for foreign ministers and other parties having business with the Government. Senators and Representatives in Congress receiving letters in foreign languages pretty often apply to the State Department for translations of the same, and these are never refused. Work is sometimes done, furthermore, for other Departments, more particularly, of late, for the Office of Internal Revenue. Finally, the translator revises and compares all the treaties that are concluded at Washington in foreign languages, which is often a time-consuming task.

It is, of course, important that the work of this Bureau should not be allowed to fall behind. The work is not now in arrears, nor has such been the case since the beginning of the year 1884.

Very respectfully,

HENRY L. THOMAS,
Translator to Department of State.

WASHINGTON, April 12, 1887.

COMMISSIONS AND PARDONS.

[Inclosure No. 10.]

Report of the commission clerk, showing the character and amount of work done from the 1st of January, 1884, to 1st January, 1887.

Receiving and examining application for office; indorsing, entering, and preparing briefs thereof, when required; also answering all correspondence connected therewith; preparing nominations, issuing commissions, exequaturs, pardons, and warrants of extradition, all of which a proper record is kept.

	No.
Of applications for office received (estimated that each application is accompanied by about ten letters of recommendation, making over 40,000 letters indorsed, &c.)	4,050
Diplomatic commissions issued, &c	111
Consular commissions issued, including marshals to consular courts, &c	763
Exequaturs to foreign consuls issued	201
Commissions of foreign consuls recorded	37
Warrants of extradition issued, &c	109
Nominations issued, &c	315
Commissions, miscellaneous character, issued, &c	254
Commissions issued upon the requisition of the Secretary of the Treasury, Auditors, Comptrollers, Assistant Treasurers, Mint officers, &c	115
Commissions issued upon requisition of the Postmaster-General	9
Commissions issued upon the requisition of the Department of Justice, judges, attorneys, marshals, &c., also pardons	494
Pardons (which are prepared and recorded in manuscript)	368

In addition to the above duties, frequent calls are made to search and examine the records and files of papers and to furnish authenticated copies thereof and answer correspondence relative thereto.

Respectfully submitted.

GEORGE BARTLE,
Clerk of Commissions and Pardons.

DEPARTMENT OF STATE, April 24, 1887.

REPORT OF THE PASSPORT CLERK.

[Inclosure No. 11.]

DEPARTMENT OF STATE,
Washington, April 13, 1887.*Duties of the Passport Division.*

To examine carefully all applications for passports, a large proportion of which come by mail, addressed "Department of State, Passport Division."

To prepare and mail the passports upon such applications as can be granted.

To notify, promptly, by printed circulars and written explanations, every applicant whose papers are defective, informing him definitely what is required to perfect his application.

To respond, by printed instructions, and written communications when necessary, to all requests for information in regard to passports.

To prepare applications and administer affidavits for such parties as apply in person at the Department for passports.

To keep record of citizens' passports and account of fees therefor, making full monthly reports of the same.

To prepare and keep record of special passport issued to Government officials and persons proceeding abroad upon public business.

To prepare certificates for authenticating copies from the records and files of the Department; also for verifying papers bearing the seals of Government Departments; papers under seals of the different States; papers under the seal of the District of Columbia; papers under the seal of the Smithsonian Institution; papers signed by diplomatic or consular officers of the United States; papers signed by judges of United States courts; papers signed by notaries public or justices of the peace of the District of Columbia, and papers signed by foreign ministers accredited to this Government. In each case the certificate is attached to the document by a tape, both ends of which are secured under the seal of the Department.

The business with the public in regard to passports is of such nature that it needs always to be up to date. It is, therefore, kept so, hence there is no business pending at any time except the records. These fall behind occasionally at those seasons of the year when there is the greatest demand for passports, but they are brought up to date as soon as a less demand for passports gives opportunity. It so happens that there is no business of any kind pending at the beginning of any calendar year.

Herewith is a statement of the number of passports and authentications issued each month during the period from January 1, 1884, to March 1, 1887.

For an average of nine months in each year the work in this division has all been performed by one person; during the other three months (April, May, and June) in each year the work has been performed by two persons.

NEWTON BENEDICT,
*Passport Clerk.**Statement of the number of passports and authentications issued during the period from January 1, 1884, to March 1, 1887.*

	1884.			1885.			1886.			1887.		
	Citizen's passports.	Special passports.	Authentications.	Citizen's passports.	Special passports.	Authentications.	Citizen's passports.	Special passports.	Authentications.	Citizen's passports.	Special passports.	Authentications.
January	284	6	42	303	6	56	336	5	70	384	9	111
February	322	7	50	335	2	45	350	15	67	410	6	92
March	452	11	61	453	16	119	448	28	30
April	689	13	45	718	33	208	680	37	64
May	805	17	64	822	41	211	339	17	52
June	671	20	66	577	46	89	790	24	112
July	306	25	65	277	18	72	370	27	55
August	203	11	33	197	10	47	241	10	64
September	178	19	65	241	13	61	239	8	106
October	197	11	58	226	30	78	251	14	74
November	179	6	54	210	25	49	265	14	95
December	178	4	61	183	8	73	248	7	104

REPORT OF CLERK IN CHARGE OF CERTAIN MISCELLANEOUS PAPERS.

[Inclosure No. 12.]

Memorandum of services rendered by Mr. Haywood during the years 1884, 1885, 1886, and 1887.

Since 1878 I have been engaged on miscellaneous duties not connected with any particular Bureau. At that time I was placed in charge of the awards rendered in favor of American citizens by the late American and Mexican Claims Commission, appointed under the convention of July 4, 1868, between this country and that of Mexico. This Department receives annually from Mexico \$300,000, which is distributed as soon as received among upwards of three hundred claimants scattered throughout the United States and Mexico. I make out receipts which, in most cases, I send by mail to the parties in interest for their signature. Upon the return of those receipts, properly executed, I draw up checks for corresponding amounts, which are signed by the Secretary of State and which are also sent by mail with a letter in each case. These letters are indexed and recorded, but not, however, by me. I keep a docket in which I record the name of each claimant, together with a digest of each communication addressed to the Department affecting his claim, in order that assignments of interest (which are frequently occurring) may be protected in subsequent payments. After each annual payment is made I record in this docket the names of the payees, the dates of payment, the amounts paid, the numbers of the checks, the names of the parties to whom delivered, and the dates of delivery when sent by mail. Many of these claims have been in litigation since the distribution began in 1878, and I have had to prepare certified copies of the papers filed in their support for use in the courts.

I have also the custody of the Territorial and guano papers, and often I have to make long and tedious searches to enable the Department to make suitable replies to correspondents.

On the 1st of July, 1886, this Department received from the Court of Commissioners of Alabama Claims, re-established under act of Congress of June 5, 1862, all the records, dockets, and papers emanating from that court. These were all placed in my charge. They came to the Department in a sadly mixed up state, but I have succeeded (without any aid) in putting them in such shape that I am now able to furnish, without delay, any information that is desired. This court rendered over nine thousand judgments and the Treasury Department issued a corresponding number of drafts. When these drafts are presented for payment they are brought over to this Department by a Treasury clerk and a comparison is made of the signatures of the payees, as indorsed on the drafts, with their signatures as affixed to their depositions filed with the papers. In cases where discrepancies arise I have to make out certificates showing how the names are written on the docket, and also how they are written in the depositions. In making searches of this kind great care has to be exercised, as the Secretary of State, by his official signature under the seal of the Department, becomes responsible for the acts of his subordinates. My time has been occupied almost entirely during the past year in attending to these files. In addition to these particular files I have charge of all the records, dockets, and papers of the first court, which, together with the papers which were filed here by the claimants themselves during the period of the late civil war, form a complete history of all the losses suffered by American people growing out of the depredations on the high seas by the Alabama and her consorts.

In mentioning the foregoing as my principal duties, I might properly add that many minor matters come to me for my action thereon which it would be impossible to particularize.

Respectfully submitted.

EDWARD HAYWOOD.

DEPARTMENT OF STATE.

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THE DEPARTMENT OF JUSTICE.

CORRESPONDENCE.

Mr. Cockrell to Mr. Garland.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report to the Senate the causes of the delay in transacting the public business said to exist in some of the Departments," have instructed me, as chairman, to request you to furnish the committee, at your earliest convenience, a detailed statement showing the amount and character of business pending in each division of your office and each division of each Bureau of your Department on the first day of January, 1884, and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said calendar year 1884, and on hand, pending, and undisposed of on January 1, 1885; and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said calendar year 1885, and also on hand, pending, and undisposed of on January 1, 1886; and also the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said calendar year 1886, and also on hand, pending, and undisposed of on January 1st, 1887; and received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during said year 1887 up to March 1, 1887, and on hand, pending, and undisposed of in each division of your office and in each division of each Bureau of your Department on said March 1, 1887; and also a detailed statement showing the average amount and character of business performed, transacted, and disposed of by the employés in each division of your office and in each division of each Bureau of your Department, and the average number of employés in each of such divisions, during each month in the said years 1884, 1885, 1886, and 1887 up to March 1, 1887; and also the maximum and the minimum amount of business transacted and disposed of by the employé doing the most, and the employé doing the least, in each of such divisions during each of said months of said years; and if no account has been kept of the business performed and disposed of by each employé in any of such divisions during said years or any part or parts thereof, then the reasons why such account has not been kept, and also a statement showing the average number of days and the time and attention devoted to the transaction and consideration of business by the employés in each of the said several divisions, and whether in person or by proxy, during each of the said calendar years 1884, 1885, 1886, and 1887 up to March 1, 1887, or during any such parts of said year or either of them, as such employés or any of them may have been receiving pay from the United States; and also the maximum and minimum number of days during each of said years and up to March 1, 1887, so devoted to business by the employé in each of such divisions present the greatest number of days and also the least number of days. If the data called for by calendar years cannot be given as readily by calendar years as by fiscal years, then substitute for the calendar years named the fiscal years 1884, 1885, 1886, and 1887 up to March 1, 1887, and thus save as much unnecessary labor as possible.

I have the honor to be, most truly, yours,

F. M. COCKRELL,
Chairman Senate Select Committee.

Hon. A. H. GARLAND,
Attorney-General.

Mr. Cookrell to Mr. Garland.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a detailed statement of the methods of transacting business in each of the divisions of your office and in each division of each Bureau of your Department, including one or more items of the principal business matters transacted in each of such divisions, beginning with the receipt of the business matter in the Department, and then showing in consecutive order the various steps taken by each of such business matters through the various divisions of your office and the various Bureaus and divisions of such Bureaus, and employes through whose hands the same passes, and by whom it is considered and acted upon and the action thereon had and taken by each, until the same is finally disposed of and notice thereof duly given to the proper party.

I have the honor to be, most respectfully, yours, &c.,

F. M. COCKRELL,
Chairman Senate Select Committee.

Hon. A. H. GARLAND,
Attorney-General.

Mr. Cookrell to Mr. Garland.

UNITED STATES SENATE,
Washington, D. C., March 23, 1887.

DEAR GEN'L: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., have instructed me, as the chairman, to request you to furnish to the committee, at your earliest convenience, a statement of the present legal organization of your Department, showing the number of officers and employes of each class, the total of each class, and the aggregate of the Department, and also the number of United States district attorneys and assistants and special attorneys and of United States marshals.

Yours, truly,

F. M. COCKRELL, Chairman, &c.

Hon. A. H. GARLAND, Attorney-General.

Mr. Garland to Mr. Cookrell.

DEPARTMENT OF JUSTICE,
Washington, April 6, 1887.

SIR: Your letters of the 18th and 23d ultimo request me to furnish the committee of the Senate appointed in pursuance of the resolution of the Senate adopted March 3, 1887, with information as follows:

1. A statement of the present legal organization of the Department of Justice.
2. A detailed statement of the methods of transacting business in each of the divisions of the Department, illustrated by briefs of the action taken upon one or more items of business in each division, showing the progress of the matter through the Department from its receipt until its final disposition.
3. A detailed statement of the amount and character of business pending in each subdivision of the Department at the beginning of the several years from 1884 to 1887, and of the amount and character of business received, transacted, and disposed of within the same years, with information as to the average amount and character of business disposed of by each employe; the maximum and minimum amounts so disposed of, and other minor particulars.

In reply to these requests I submit the following:

The Department of Justice has a total force employed within the District of Columbia of 89 officials and employes of various grades, from Attorney-General to charwoman, of whom 69 are employed in the Department proper, and 16 in the office of the Solicitor of the Treasury—the only regular division in the Department—and 1 each at the State, Treasury, Interior, and Post-Office Departments.

There are also employed in the judicial districts throughout the country 70 attorneys of the United States and 70 marshals of the United States, appointed by the President and confirmed by the Senate. Assistants, either regular or special, to the attorneys of the United States are appointed by the Attorney-General at his discretion, and their number varies with the exigencies of the service. There are now 65 regular assistants at annual salaries, and 39 special assistants whose compensation is determined by the Attorney-General according to the amount and character of the services performed.

The duties of the head of the Department, of the assistant attorneys-general, and of the assistant attorneys are of a character hardly within the scope of your inquiries, and not to be measured by the same standard as manual or clerical labor. There are no established Bureaus or divisions in this Department, other than the office of the Solicitor of the Treasury, except such as are informally created by delegating different classes of work to different officials to prevent confusion and to systematize and facilitate the transaction of business. These divisions have never been created by special order of the Attorney-General, nor are they called divisions or Bureaus in the Department or in its correspondence; nevertheless the duties of the officials in charge of the various classes of business submitted to them are well understood and defined in the practice and every-day work of the Department, and in this report such names are given to these practical divisions as will clearly show the work done in each.

The annual report of the Attorney-General shows each year the amount of business transacted before the Supreme Court, the Court of Claims, and the courts of the United States throughout the country, and a repetition of the statements in regard to that class of work does not seem to be called for by your inquiry.

The reports of the heads of divisions inclosed herewith answer your questions as far as practicable.

Very respectfully,

A. H. GARLAND,
Attorney-General.

Hon. F. M. COCKRELL,
Chairman of the Select Committee of the Senate, &c.

REPORTS OF DIVISIONS, &c.

DEPARTMENT OF JUSTICE,
Washington, April 7, 1887.

SIR: I have the honor to submit the following:
Statement showing present legal organization of the Department of Justice.
General statement of the method of transacting business in the Department of Justice.

Statement of the method of transacting business in the chief clerk's division, and of the amount of business transacted therein during the years 1884, 1885, 1886, and months of January and February, 1887.

Very respectfully,

CECIL CLAY,
Chief Clerk.

The ATTORNEY-GENERAL.

The following statement shows the present legal organization of the Department of Justice, number of officers and employes, number of attorneys, assistant attorneys, special attorneys, and marshals:

List number.	Officers and employes.	Number.	Remarks.
1	Attorney-General	1	
2	Solicitor-General	1	
3 to 6	Assistant attorneys-general	4	One each at Post-Office and Interior Departments.
7	Examiner of claims	1	At State Department.
8	Solicitor of Internal Revenue	1	At Treasury Department.
9	Solicitor of the Treasury	1	Do.
10	Assistant Solicitor of the Treasury	1	Do.
11	Law clerk and examiner of titles	1	
12 to 17	Assistant attorneys	6	
18	Chief clerk	1	
19	General agent*	1	
20 to 26	Examiners*	7	
27	Special agent*	1	
28 and 29	Law clerks	2	
30	Stenographer	1	
31 to 35	Clerks of class four	5	Including pardon and disbursing clerks.
36 to 39	Clerks of class three	3	
39 and 40	Clerks of class two	2	
41 to 45	Clerks of class one	5	
46 to 52	Copyists	7	
53	Telegraph operator	1	
54	Engineer	1	
55	Messenger	1	
56 to 59	Assistant messengers	4	
60 to 62	Watchmen	3	
63 to 65	Firemen	3	
66 and 67	Conductors of elevator	2	
68 to 70	Laborers	3	
71 to 75	Charwomen	5	
	Total	75	

* Appointed by the Attorney-General, and the number determined by him.

The following is the present organization of the office of the Solicitor of the Treasury:

List number.	Officers and employés.	Number.
1.....	Chief clerk	1
2 to 5	Clerks of class four.....	4
6 to 8	Clerks of class three.....	3
9 and 10.....	Clerks of class two	2
11 and 12.....	Clerks of class one	2
13.....	Assistant messenger.....	1
14.....	Leborer.....	1
	Total	14

Attorneys of the United States.....	70
Assistants to the attorneys of the United States*.....	65
Special assistant attorneys*.....	39
Marshals of the United States.....	70

The business of the Department of Justice comes before it, almost without exception, in the shape of written communications. These, however received, are handed in the first instance to the chief clerk for examination and such briefing or entry upon the records as may be necessary, and for distribution, in accordance with the practice of the Department and the nature of the business, or by direction of the Attorney-General, to the proper officials for action. The manner in which the business is disposed of after distribution is shown by the reports of the officials in charge of the divisions hereinafter mentioned. The general files of the Department are in charge of the chief clerk. There are separate files kept by the divisions of accounts, of pardons, and of appointments, and in the office of the Assistant Attorney-General, charged with the defense of suits against the United States. Upon the official disposition of any particular item of business the papers relating thereto are returned to the chief clerk to be placed upon the general files, or are placed upon such before-mentioned or special files as they may belong to.

The following divisions are recognized in the Departmental work: (1) Chief clerk's division. (2) General agent's division. (3) Division of examiner of titles. (4) Appointment and disbursement division. (5) Pardon bureau. (6) Miscellaneous cases. (7) Division of accounts.

The number of employés in each division is as follows:

Chief clerk's division.—Chief clerk (No. 18); one clerk class four (No. 34); one clerk class three (No. 38); one telegraph operator (No. 53); one clerk class three (No. 36); in the record room entering letters sent; one clerk class four (No. 35); entering term reports of United States attorneys in criminal cases and employed on general work; one copyist (No. 50), keeping the appropriation books and disbursing clerk's accounts current; one clerk class two (No. 39), librarian, in charge of the Department library, and the receipt and issue of books and Government publications; three clerks of class one (Nos. 42-45), employed in writing out opinions in proper form for signature, in assisting the appointment clerk, and in general clerical work; five copyists (Nos. 46, 47, 48, 49, 51), general work, letter-writing from rough copy, copying papers and documents, copying opinions in record books, &c.

General agent's division.—General agent (No. 19); one clerk class four (No. 33); one clerk class three (No. 37); one clerk class two (No. 40); seven examiners of accounts (Nos. 20-26); one special agent (No. 27).

Division of examiner of titles.—Examiner of titles (No. 11).

Appointment and disbursement division.—Fourth class and disbursing clerk No. 32 (appointment clerk); one clerk class one (No. 44); one copyist (No. 52).

Pardon bureau.—Fourth class and clerk of pardons (No. 31).

Miscellaneous cases division.—One law clerk No. (29).

Division of accounts.—One law clerk (No. 28).

CHIEF CLERK'S DIVISION.

The chief clerk is charged with the receipt and distribution of all the official correspondence entering or leaving the Department of Justice. Upon the receipt of official communication it is examined, and if it need no record upon the general

* This class is constantly changing. The number is increased or diminished as the exigencies of the public service may require.

files, or if it belongs properly to one of the subordinate or divisional files, it is delivered to the official having charge of the proper division. If it belongs to the general files the chief clerk notes upon it, in pencil, the initials or name of the person to whom it is to be charged. A clerk (class four, No. 34) briefs it, inclosing it in a jacket,* showing whence written, when written, the date of receipt, from whom received, a brief of the subject, and to whom charged. After briefing it is entered in the book of letters received, the entries corresponding to the items upon the jacket, by a clerk (class three, No. 37), who gives it a number. Communications entered in the books of letters received, are numbered in consecutive order, beginning with 1 on the 1st of January in each year. If the communication be in relation to any matter already on file, it receives, in addition to its own number, the file number in red ink of the original communication in the case with which it is to be filed.† After entry and numbering it is delivered to the head of the proper division. When returned to the chief clerk after action, the action is noted on the book of letters received and the paper placed in its proper file-box. Should a subsequent communication make it necessary for the papers in the case to be again delivered to the head of a division, they are taken from the files and transmitted to him with a new letter, and there is placed in the file-case a blue card‡ showing the material facts stated on the jacket of the original file number, by whom taken from the files, and when. Upon the return of the papers to the files this card is destroyed and the papers placed in the proper case.

Opinions of the Attorney-General, and other communications of special importance, are signed by the Attorney-General at his discretion, and the regular daily outgoing mail matter of the Department is signed by the Attorney-General at 3 p. m. Official communications so signed are copied in the letter-press books immediately after signature, are placed in the proper envelopes in the chief clerk's room, and carried in a mail-pouch by one of the messengers of the Department to the post-office. From the letter-press books the outgoing letters are copied into record-books, divided, for convenience, into—

Executive: Containing letters to the President, Houses of Congress, and heads of Departments.

Judges and clerks: Containing letters to judges and clerks of courts.

Instruction: Containing letters to United States attorneys and marshals.

Miscellaneous.

Communications are also received from other Departments by special messenger, or occasionally by delivery in person by parties interested in matters before the Department. These are treated in the same manner as those received by ordinary mail.

Opinions of the Attorney-General, and letters upon subjects of special importance, are frequently sent from the Department by special messengers. Occasionally cases are retained in the chief clerk's division, and the correspondence conducted by the direction, or at the dictation of, the Attorney-General. Various steps through which such a case passes are shown by the accompanying copies of jackets in case No. 5736 of 1886.

Two books of letters received are in use at the same time upon alternate days. The entries in the book of one day are indexed upon the succeeding day, each communication being indexed by the name of the writer, the subject-matter, the district or Department whence received, and as many other titles as may seem necessary. The index is kept by the telegraph operator when not employed at his primary work.

There have been received and placed upon the general files of the Department of Justice since the 1st day of September, 1884, the following number of communications:

September 1 to December 31, 1884	1,865
January 1 to December 31, 1885	7,595
January 1 to December 31, 1886	8,741
January 1 to February 28, 1887	1,673
Total	19,874

There have been within the same period 762 working days, showing an average of 26 communications placed upon the general files each day. No count is made of the total number of communications received and sent by the Department each day, but the reports of the different divisions will show how much matter was distributed to or sent out by each. In the record-room a clerk (class three, No. 36) copies into the books before mentioned letters sent. This work occupies his whole time.

A clerk of class four (No. 35) is charged with the custody of the term reports of United States attorneys, and enters them in proper books. When there is time to spare from these, he is employed on general work, and during July and August in

* See Jacket No. 1 among forms.

† See Jacket No. 2 among forms.

‡ See Jacket No. 3 among forms.

§ See Jackets Nos. 1, 2, and 3 among tables.

each year is engaged in preparing tabulated statements, made up from the returns of the attorneys, to be placed in the annual report of the Attorney-General.

A copyist (No. 50) keeps the books of the Department, entering requisitions for funds in a journal, and posting these entries in an appropriation ledger. A statement of the amount and nature of his work is appended.

A clerk of class two (No. 39) has charge of the library of the Department, keeps the same in order, and receives and issues all the books and Government publications.

There are also, under the direction of the chief clerk, three clerks of class one, one of whom writes out opinions for the Attorney-General in proper form for signature, one of whom assists the appointment clerk, when necessary, in briefing papers, &c., and all of whom are kept occupied in clerical work of various kinds. Five copyists (Nos. 46-49, and 51) are engaged in writing original letters from notes and copying papers to be sent as inclosures to letters; writing out reports of the general agent, examiners, or other officials of the Department to the Attorney-General; copying documents to be placed upon the files when the originals cannot be retained; copying opinions in record-books, and other general clerical work.

An order-book is kept, in which is entered upon the form following* the directions to the clerk or copyist as to the work to be done, similar instructions being entered upon the stub. Upon the return of the work, with the order, the return is noted upon the stub and the order destroyed.

The limited force of clerks and copyists available for general work makes it necessary to distribute any work to be done, of whatever kind, to such clerk or copyist as may at the moment be disengaged, and makes it impracticable to keep any one of them employed constantly upon one particular kind of work. The work done by these clerks and copyist is of so varied a character as to prevent the adoption of any standard of piece or page work by which to measure the amount of work done by each employé or as a means of comparing the amount of work done by all of them. The whole work of the Department is done upon the basis of requiring from each and every official or employé the same measure of industry, faithfulness, and ability that a careful man of business would require from his employés in the conduct of his affairs. The rules of the Department require employés principally engaged upon clerical work, whenever out of employment to occupy their time, to notify the chief clerk, who will assign them work. Under this rule (see Rule 9, Rules and Regulations of the Department of Justice) care is taken to see that the clerks and copyists on general work are kept constantly occupied.

The working hours of the Department are, in general terms, from 9 o'clock a. m. to 4 o'clock p. m., but whenever a press of business makes it necessary work is done later than 4 p. m., and by some employés almost constantly later than 4 p. m.

A statement is appended showing the number of working days in each month of the years 1884, 1885, and 1886, and in the months of January and February, 1887, with the number of days in each of said months when each employé in this division was present and performed duty.

The clerk of class four (No. 34) employed in this division, when not occupied in briefing official communications, is engaged in writing out occasional opinions for the Attorney-General, letters for the Attorney-General and chief clerk, in making entries in the index to books of letters received, and in sending and receiving telegrams in the absence of the telegraph operator upon other duty.

The clerk of class three (No. 38), in addition to keeping the books of letters received, is charged with the placing within, taking from, and returning to, the proper file boxes papers belonging to the general files.

The telegraph operator (No. 53) sends and receives telegrams, examines and corrects, if necessary, the accounts of telegraph companies when presented to the disbursing clerk, and when not occupied with telegraphic work, makes entries in the index to books of letters received, and writes opinions and letters at the dictation of the Solicitor-General and chief clerk. To properly post the index to books of letters received requires the whole time of one clerk each and every day. The three employés in this division are employed, therefore, primarily at the particular work hereinbefore mentioned; but each, when unemployed at such work, takes up the work of either of the others, as occasion demands, so that no time shall be left unoccupied.

* See Form No. 4 among tables.

THE DEPARTMENT OF JUSTICE.

Statement showing the number of working days in each month of 1886 and January and February, 1887, with the number of days in each month when each employé was present and performed duty.

Room, &c.	Employés, &c.	1886.												1887.					
		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total.	January.	February.			
	Days	31	28	31	30	31	30	31	31	30	31	30	31	30	31	365	31	28	
	Sundays	5	4	4	4	5	4	4	5	4	5	4	5	4	4	52	5	4	
	Holidays	1	1	1	1	1	1	1	1	1	1	1	1	7	1	1	
	Working	25	23	27	26	25	26	26	26	26	26	26	26	24	26	306	25	23	
Chief clerk's ..	Chief clerk	25	23	21	26	25	26	26	26	6	26	24	26	280	23	24			
	(34) Class 4	21	23	27	26	25	25½	25½	25	26	26	6	23½	279½	24	22			
	(36) Class 3	23½	23	27	26	19½	26	21½	25	19½	19	16½	273½	24	23				
	(53) Telegraph operator	25	22	25	26	25	26	25	26	8	25	24	21	278	25	122			
Record	(36) Class 3	25	11	27	26	24	23	22	18	23	23	24	24½	271½	25	23			
Criminal records	(35) Class 4	25	23	15	25	13	26	26	26	26	23	24	26	278	25	20½			
Book-keeper's	(50) Copyist	24½	23	26	26	25	26	8	26	25	20	24	21	280½	19	18			
Librarian's	(39) Class 2	25	23	27	26	25	...	23	26	26	13	10	249	25	23				
	(42) Class 1	25	22	24	26	25	26	...	14	26	26	24	26	264	24	22			
	(43) Class 1	22	27	25	25	22	24	21	4	25	10	23	25	249	25	20			
	(45) Class 1	25	22	27	26	24	25	...	26	26	25	17	26	269	25	23			
	General work	(46) Copyist	24	22	27	25½	22	26	26	...	20	26	24	16	258½	22	23½		
		(47) Copyist	24	20	26	24	23	23	...	26	25	23	23	26	260	24½	23		
		(48) Copyist	24	22	27	25	24	26	26	12	14	26	23	26	275	23	22		
		(49) Copyist	25	23	27	26	25	26	10	26	4	26	24	22½	264½	23	22		
	(51) Copyist	25	19	25	24	24	21	26	9	3	...	4	21½	202½	25	21½			

During the year 1886, 4,276 requisitions were entered in the journal and posted in the appropriation ledger. These requisitions are received from the Treasury Department, with the exception of advances made to United States marshals and to the disbursing clerk of the Department of Justice which issue from this office.

The requisitions received from the Treasury Department are usually entered in the following form :

Date.	Name.	Office.	District.	Nature of account.	Period covered.
Nov. 5 .	Hamiton C. Jones ..	Attorney .	Western, N. C	Attendance, travel, &c.	July to Oct. 23, 1886.

Report.	Where sent.	Requisition.	Appropriation.	Amount.
99,576...	Charlotte, N. C .	51,140	Fees of district attorney United States courts.	\$1,296 40

These requisitions are also indorsed, showing the amount, the appropriation out of which the same is payable, the number of the requisition, and the date.

The following is the usual form of advance made to the United States marshals :

Date.	Name.	Office.	District.	Nature of account.
Nov. 6, 1886 ..	N. D. Bates	Marshal	Connecticut	Advance.

Where sent.	Requisition.	Appropriation.	Amount.
Norwich, Conn.	51,155	Fees of jurors, United States courts, 1887	\$1,300 00

Per his letter of November 2, 1886 :

Fees of witnesses, November 2, 1887	\$1,080
Support of prisoners, November 2, 1887	220
Miscellaneous expenses, November 2, 1887	400
Fees of marshals, November 2, 1887	900

Total 3,900

Statements showing the condition of the appropriations under the control of the Attorney-General, are made weekly from the entries in the appropriation ledger. (See Form No. 1, inclosed.)

The amount of funds received on requisitions from the Treasury Department, and payments made by the disbursing clerk are entered in the quarterly account-current book, and weekly detailed statements are made therefrom, showing the amount of funds of each appropriation in his hands. (See Form No. 2, inclosed.)

No. 1.

Statement of the condition of the appropriations under the control of the Attorney-General, October 9, 1886.

Disbursing clerk.	Appropriations.	Subject to requisition.		
		1885.	1886.	1887.
1884.				
\$0, 639 67	Fees of marshals, United States courts.....	\$11, 877 98	\$23, 618 32	\$479, 434 00
17 51	Fees of attorneys, United States courts.....	3, 284 57	25 22	331, 402 42
10, 116 88	Fees of clerks, United States courts.....	11, 695 64	12, 178 30	172, 493 30
1, 701 09	Fees of commissioners, United States courts.....	849 80	19, 122 05	99, 947 45
60, 295 57	Fees of jurors, United States courts.....	13, 156 85	1, 907 20	265, 181 00
20, 346 95	Fees of witnesses, United States courts.....	9, 027 53	95 24	295, 607 00
73 00	Support of prisoners, United States courts.....	63, 016 22	1, 163 92	183, 607 34
82, 159 88	Rent of court-rooms, United States courts.....	807 80		46, 958 34
	Miscellaneous expenses, United States courts.....	34, 824 99	9, 214 76	225, 297 40
	Salaries, Department of Justice.....	1, 759 00	864 20	105, 579 78
	Salaries of employes, court-house, District of Columbia.....	523 90		8, 770 00
	Salary of warden of jail, District of Columbia.....			1, 350 00
	Prosecution of crimes.....	7, 347 46	8, 131 40	20, 526 00
	Defending suits, &c.....		2, 708 55	15, 982 00
	Repairs to court-house, District of Columbia.....			6, 500 00
	Support of convicts.....	8, 637 90	7, 098 56	4, 500 00
	Punishing violations of intercourse acts, &c.....	1, 439 04	1, 713 50	3, 882 00
263 04	Prosecution and collection of claims.....	460 00	81 69	500 00
	Expenses of Territorial courts in Utah.....	40 25	408 45	21, 508 00
	Prosecution of crimes in Utah.....			5, 000 00
	Building, &c., Department of Justice.....			5, 100 00
11 59	Digest of opinions of Attorney-General.....		1, 000 00	
	Judgment and costs in suit of L. P. Mulligan.....			
	Traveling expenses, Territory of Alaska.....	700 00	1, 300 00	1, 500 00
	Compiling and printing laws of Alaska.....	96 62		
	Rent, &c., office of marshal of Alaska Territory.....		1, 000 00	1, 000 00
	Industrial Home, Utah Territory.....			40, 000 00
	Defense in French spoliation claims.....			4, 600 00
	Postage to Postal Union countries.....			75 00
	Relief of James Clifford.....		556 70	
	Contingent expenses, Department of Justice:			
	Furniture and repairs.....			750 00
	Books for Department library.....			700 00
	Books for office of solicitor.....			100 00
	Stationery.....			400 00
	Horses and wagons.....	100 00	1, 150 00	350 00
	Miscellaneous items.....			5, 660 00
	Uniform system of book-keeping for United States courts.....	10, 000 00		
	Support of insane convicts.....	11 57		

No. 2.

Statement of the condition of the appropriations for the week ending February 26, 1887.

Appropriations.	1885.	1886.	1887.
Salaries, Department of Justice.....		\$212 38	\$10,763 50
Salary of warden of jail, District of Columbia.....			140 00
Prosecution of crimes.....	\$411 66	209 67	1,007 22
Defending suits in claims against the United States.....	9 28	909 41	1,272 95
Repairs to court-house, District of Columbia.....	15 10	2 67	6 75
Punishing violations of intercourse acts and frauds.....		118 57	812 75
Support of convicts.....	141 30	111 87	185 00
Contingent expenses, Department of Justice:			
Furniture and repairs.....	9 33	1 05	463 63
Books for Department library.....			165 66
Books for office of solicitor.....			177 30
Stationery.....	5 69	29 21	188 89
Horses and wagons.....	103 44	102 45	79 95
Miscellaneous items.....	87 34	9 24	1,012 11
Building, Department of Justice.....		300 00	870 00
Defense in French spoliation claims.....			320 67
Postage to Postal Union countries.....			20 00
Uniform system of book-keeping for United States courts.....			2,000 00
Totals.....	783 14	2,066 52	20,386 43

JACKET No. 1. Dept. State, Jan. 23, 1886.			JACKET No. 2. Dept. State, Jan. 26, 1886.			JACKET No. 3. Dept. State.		
DEPARTMENT OF JUSTICE.			DEPARTMENT OF JUSTICE.			Number 573 1886. Received Jan. 25, 1886. Dated Jan. 23, 1886.		
Number 573	1886.	Received	Number 625	1886.	Received	The Secretary.		
File No.	188 .	Jan. 25, 1886.	File No. 573	1886.	Jan. 27, 1886.	SUBJECT:		
From the Secretary.			From the Secretary.			Ref. alleged expedition from Philadelphia against Cuba.		
SUBJECT:			SUBJECT:			By whom taken: Attorney-General. When: January 27, 1886.		
Ref. alleged expedition from Philadelphia, against Cuba.			Ref. to alleged hostile expedition against the peace of Cuba, about to leave Philadelphia, Penna.					
Charged to A. G.			Charged to A. G.					
ACTION:			ACTION:					
Ans. Jan. 27, 1886.			Ans. to U. S. Att'y, En. Pa., Jan. 27, 1886.					

FORM No. 4.

ASSISTANT ATTORNEYS.	No. 176.	Feb. 21, 1887.
	To Miss Morse, by Dulin.	
	Title: 1236, 84.	
	1327, 85.	
	Directions: 2 copies each to-day.	
	Repd 11.27 a. m., 2, 21, 87.	C. C.

ASSISTANT ATTORNEYS.	No. 176.	Feb. 21, 1887.
	To Miss Morse, by Dulin.	
	Title: 1236, 84.	
	1327, 85.	
	Directions: 2 copies each to-day.	
		C. C.

ASSISTANT ATTORNEYS.	No. 177.	Feb. 21, 1887.
	To Miss Smith, by Barry.	
	Title: Opinion. (File No. —).	
	Directions: By 2 p. m.	
	Repd 1.32 p. m., 2, 21, 87.	
	See note, p. 16.	C. C.

ASSISTANT ATTORNEYS.	No. 177.	Feb., 21, 1887.
	To Miss Smith, by Barry.	
	Title: Opinion (File No. —).	
	Directions: By 2 p. m.	
	See note, p. 16.	
		C. C.

Copies of jackets showing progress of Case No. 573.

DEPT. OF STATE, Jan. 23, 1886.

DELAWARE, Jan. 30, 1886.

DEPARTMENT OF JUSTICE.

DEPARTMENT OF JUSTICE.

Number 573.	1886.	Received
File No.	188.	Jan. 25, 1886.

Number 726.	1886.	Received
File No. 573.	1886.	Feb. 1, 1886.

From The Secretary.

SUBJECT:

Rel. alleged expedition from Phila. agst. Cuba.

Charged to A. G.

ACTION:

Ans. Jan. 27, 1886.

From J. C. PATTERSON, U. S. Atty.

SUBJECT:

Acknowledges letter rel. expeditions from Phila ag'st Cuba.

Charged to A. G.

ACTION:

File:

DEPARTMENT OF JUSTICE, *Mch.* 13, 1886.SO. FL., *Nov.* 19, 1886.

DEPARTMENT OF JUSTICE.

DEPARTMENT OF JUSTICE.

Number 1825.	1886.	Received
File No. 573.	1886.	Mch. 16, 1886.

Number 7815.	1886.	Received
File No. 573.	1886.	Nov. 24, 1886.

From FRANK STRONG, *Gen. Agt.*

SUBJECT:

Desires instructions relative to "City of Mexico" sent to him at Tampa.

Charged to A. G.

ACTION:

Ans'd March 15, 1886.

From L. W. BETHEL, U. S. Atty.

SUBJECT:

What am. compensation allowed Capt. Parker in "City of Mexico" case?

Charged to A. G.

ACTION:

Ans. Nov. 27, 86.

[*Note by Committee:* In addition to these four copies of jackets in "File No. 573," there were fifty other copies, relating to same case, showing all communications received; their date; when and from whom received; their subject-matter, and the disposition thereof. It is not considered necessary to print them, as these four will give a correct idea of the mode of procedure.]

Rules and regulations of the Department of Justice.

1. The office hours of the Department shall be from 9 o'clock a. m. to 4 o'clock p. m., with a recess of half an hour at noon. Any other necessary absence during the day must be by permission of the chief clerk.

2. The reading of newspapers or smoking by employes during office hours will not be tolerated.

3. Employes will be allowed leave of absence not to exceed one month in any calendar year, and any absence over this allowance, unless by special authority of the Attorney-General in case of sickness, will be without pay.

4. To prevent interruption and delay in the dispatch of public business, no person except an official of a Department will be permitted in any of the rooms of the Department of Justice without the authority of the Attorney-General or chief clerk.

5. Persons not employed in the Department will not be admitted into the building after 2 o'clock p. m. without an order from the Attorney-General or chief clerk.

6. No information respecting official business to be given to any one. All exceptions to this rule must be authorized by the Attorney-General or the chief clerk.

7. Original papers of every character and description must be carefully preserved; neither shall any original paper be allowed to pass out of the Department without an order from the Attorney-General, and a memorandum or receipt must be left in its place showing in whose hands it is and the substance of its contents.

8. No copy of any paper shall be furnished to private individuals except upon application to and with the previous consent of the Attorney-General, and no account, document, or paper of any kind in the Department shall, on any occasion, be withdrawn by agents or attorneys. Upon application for copies of papers on file, or of any record of the Department, the following rule must be strictly observed, to wit: Copies of accounts or other papers on file or of record in the Department only on the order of the Attorney-General to such persons as may be interested in them, or at their request, in writing; if they relate to suits in which the United States are interested, such copies must be transmitted to the United States attorney having charge of such suits, upon his written request therefor, to be used as he may see proper. *An affidavit showing the necessity of copies must be furnished in all cases by the person or persons claiming to need them*, other than the United States attorney, except when otherwise directed by the Attorney-General.

9. Whenever any of the copyists or other employes of the Department principally engaged upon clerical labor have no actual employment to occupy their time, they will immediately communicate the fact by messenger, or otherwise, to the chief clerk, who will assign them work.

These rules will be rigidly enforced, and no immunity from them will be granted to any person; if they are disobeyed dismissal will follow.

By order of the Attorney-General.

MARCH 14, 1885.

GENERAL AGENT'S DIVISION.

DEPARTMENT OF JUSTICE,
Washington, April 2, 1887.

SIR: I submit herewith the detailed statements, tables, &c., containing the information called for by the chairman of the select committee of the Senate in his letter to the Attorney-General of the 18th ultimo, relative to the business transacted in that branch of the Department of Justice under my charge, usually designated as the general agent's division.

In carrying out the instructions of the letter referred to, I have complied with its requirements as nearly as it was possible to do, considering the essential differences which exist between the methods of the larger Departments (to suit which, doubtless, the inquiries were framed) and the transactions of the Department of Justice, there being but comparatively a small amount of routine labor performed in the latter. Where hundreds of clerks commence the day's labor with stated tasks, and make certain entries or write so many pages, the minimum and maximum work of each and the aggregate of all can be readily ascertained; but where the employment is varied, and where much of it consists of investigation and research, the reverse is true, and a concise and tabulated report of labor and result is with difficulty prepared.

In the report following, I have adopted the plan of quoting the several requirements of the committee's letter in the order in which they occur, and have replied to them to the best of my ability, and in accordance with the actual facts.

Very respectfully,

FRANK STRONG,
General Agent,

The CHIEF CLERK.

DUTIES OF GENERAL AGENT AND EMPLOYÉES IN HIS DIVISION.

Among the most important are the supervision of the accounts of marshals, attorneys, clerks of courts, commissioners, supervisors, and special deputy marshals at elections, jailers, wardens, and other persons connected with the courts.

The great extent of territory over which these officers and persons are scattered, and the large number of officials, render this work very difficult—there being 70 marshals, 70 attorneys, over 182 courts, and 1,622 active commissioners, and many subordinate officers. Several examiners are employed constantly, much of whose time is frequently occupied in long journeys over the whole United States and its remote Territories.

In considering the accounts of court officers, many questions rise touching the necessity for the employment of assistants to attorneys, clerks to attorneys, clerks to marshals, deputies to clerks of courts, and other subordinate officers, and whether the manner of conducting the business of each district is economical and just; consequently the general agent and examiners must be familiar with the law and with the practice in each district. Personal examinations, therefore, become necessary throughout the country. Experience has shown that in this way the Government and private citizens can be largely protected from the abuses growing out of frivolous suits instituted by officers of the court to increase their fees. Combinations of professional informers, deputy marshals, and commissioners, to harass and extort money from private citizens by unwarranted arrests, have been discovered and broken up.

Except in the Territories, the western district of Arkansas, and the District of Columbia, the Government owns no place for the confinement of prisoners. It has been necessary to arrange for the support of United States prisoners in State and county institutions.

Great care has been taken to secure economy and the possible reformation of the prisoners. Their condition and treatment are inquired into, as far as possible, once in each year, by personal inspection and private interviews with the prisoners, by the general agent and his assistants.

Under the election laws there is appointed in each judicial district a chief supervisor of elections. At all elections for Representatives in Congress the circuit court may be called upon to appoint supervisors under the direction of the chief supervisor. The law fixes a per diem allowance for the supervisors, and allows chief supervisors certain fees for record, &c. Their accounts are usually referred by the Secretary of the Treasury to this Department for investigations the examiners being familiar with the manner in which supervisors' duties should be performed and with the law governing the same, and also because the appropriation has been disbursed by the Attorney-General. The lack of uniformity in the performance of their duties, and their disposition to multiply records to create fees, has made these examinations necessary to protect the Government against loss. Many irregularities have been corrected, and their recurrence, it is hoped, prevented. The amounts disallowed in a few cases have been considerable.

Under the Attorney-General are placed appropriations for specific purposes, such as investigations of violations of the intercourse acts, &c., and persons so employed have also been under the direction and supervision of the general agent.

He has examined all accounts for the transportation of prisoners to penitentiaries in districts other than where the convictions were had; examined and approved the accounts for expenses incurred by the United States jail in the District of Columbia, and contracted for the keeping of United States prisoners in jails throughout the entire country and supervised the expenses.

Many other similar services are daily required of the examiners and general agent, of which an important one is the instructions given to marshals and other court officers how to perform specific duties and render proper accounts.

CORRESPONDENCE REFERRED TO THIS DIVISION.

(1) All correspondence relating to the care and maintenance of the United States prisoners confined in penitentiaries, including questions as to the rate of compensation to be paid by the United States for such maintenance, the designation of the institutions to which such convicts are to be sent, the transfer of insane convicts to the Insane Asylum, accounts for transportation of such convicts, accounts for transportation of prisoners from place of conviction to penitentiaries in other districts, complaints from prisoners as to treatment, &c., and in general all matters relating to the subject of United States prisoners.

(2) All correspondence relating to United States prisoners confined in the various jails of the country, either awaiting trial or under sentence, including clothing, medical attendance, medicines, and compensation to jailers, with all the accounts for expenses incurred in this behalf. These accounts are examined—involving a large

amount of correspondence—passed upon and approved in this division in order that they may be paid by the marshals, and for the final action of the accounting officers of the Treasury.

(3) Correspondence relating to the investigation of the accounts and offices of United States Territorial judges, United States marshals, United States attorneys, United States commissioners, and clerks of United States courts.

(4) Correspondence relating to the sale of liquors to Indians, violation of the intercourse acts, &c.

(5) Reports of the examiners of the Department, on whatever subject.

(6) Correspondence from the various Departments, or others, relative to investigations by examiners and special agents made, or to be made, and all matters referring to the official duties of these examiners.

(7) Matters calling for the aid of experts or detectives properly coming within the jurisdiction of the Department.

(8) Miscellaneous matters not embraced in any of the above divisions.

The following detailed statement shows the average amount and character of business performed, transacted, and disposed of, &c., by years, since January 1, 1884, to March 1, 1887:

Year.	Relating to court officials.		Relating to compromise cases.		Relating to land entries.		Relating to prisons, jails, &c.		Relating to miscellaneous.		Relating to examiners and special agents.		Total.	
	Sent.	Received.	Sent.	Received.	Sent.	Received.	Sent.	Received.	Sent.	Received.	Sent.	Received.	Sent.	Received.
1884.....	492	520	287	279	63	63	489	1,043	786	333	373	527	2,490	2,763
1885.....	351	556	200	196	37	37	361	942	472	283	257	511	1,678	2,525
1886.....	100	167	262	255	16	16	377	794	225	88	394	702	1,377	2,022
1887.....	71	26	50	50	2	2	98	113	60	49	71	133	352	373

The following statement shows the jail accounts passed upon and the amount for which they were rendered and approved:

Fiscal year.	Number of accounts passed upon.	Rendered for.	Approved for.
1884.....	1,504	\$125,711 09	\$124,802 68
1885.....	1,865	188,634 33	187,149 95
1886.....	1,908	203,486 70	201,989 11
1887 (to March 1).....	1,450	150,376 54	149,036 96
Total.....	6,727	668,208 66	662,980 70

There is also received a criminal record from each marshal, containing a complete description of each prisoner convicted in the United States courts and sentenced to imprisonment in a penitentiary. These records are numbered consecutively and entered in a book kept for convenient reference.

From each penitentiary there is received monthly a report of the United States prisoners confined therein, the number received during the month, and the number discharged. These reports are entered in a book kept for the purpose.

The following statement shows the average number of employés in each month of years 1884, 1885, 1886, and up to March 1, 1887:

Month and year.	General agent.	Examiners.	Clerks.	Total.
Average number each month, 1884.....	1	8	3	12
Average number each month, 1885.....	1	6	3	10
Average number each month, 1886.....	1	7	3	11
Average number each month, 1887.....	1	8	3	12

Employés on March 1, 1887.—One general agent; 1 clerk, class 4; 1 clerk, class 3; 1 clerk, class 2; 7 examiners of accounts, and 1 special agent.

As to the maximum and minimum amount of business by employes doing the most and the employe doing the least, no record has been kept of the business transacted and disposed of by each employe in this division, for the reason that such account has not been required by the rules of the Department and because the character of the work has been such as to render the keeping of this record almost impracticable.

The following statement shows the average number of days, the time and attention devoted to the transaction and consideration of business by the employes, &c., during 1884, 1885, 1886, and up to March 1, 1887:

1884.

Name.	Office.	Days employed.												Total No. days employed.		
		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.			
Cameron	General agent	31	29	23												83
Stanton	do			7	30	31	30	31	31	30	31	30	31	30	31	282
Ballin	Examiner	31	29	31	30	7	20	31	31	30	31	30	31	30	31	332
Bowman	do	31	29	31	30	7	20	31	31	30	31	30	31	30	31	304
Stair	do		7													7
Nightingale	do		28	31	23		9	31	31	30	31	30	31	30	31	275
Hoffman	Examiner and special agent		2	31	30	31	30	6								130
Wiegand	Examiner		24	31	30	31	30	12								158
Haight	do	31	29	31	30	31	30	31	31	30	14					288
Boteler	do					19	30	31	12							92
Gould	do							9	31	30	31	30	31	30	31	162
York	do							15	15				21	31	82	
Simpson	do													30	30	
Fisher	do													2	2	
Wilson	Special agent	28		24												47
Allen	do	31	29	31	30	31	30	10								192
Smith	do							11	31	30	31	16				119
Wallace	Special agent									14						106
Titus	do										22	18				40
Perry	Fourth-class clerk	31	29	31	30	28	30	31	31	23	30	30	31	30	31	355
La Dow	Third-class clerk	31	29	31	30	31	30	31			30	31	30	31	30	335
Graves	Second-class clerk	31	29	31	30	31	30	31	14		19	31	30	31	30	338
Cameron	Special agent			8	30	28										66

1885.

Stanton	General agent	31	28	31	30	31	30									181
Strong	do								31	31	30	31	30	31		184
Simpson	Examiner	31	11													42
Nightingale	do	31	28	31	30	31	30	10	20							211
Ballin	do	31	28	31	30	31	30									181
York	do	31	28	31	30	31	30									181
Gould	do	31	28	31												90
Heiskell	do	27	28	31					31	31	30	31	30	31		270
Bowman	do	31	28	31	30	31	30									181
Fisher	do	31	28	31					31	31	30	31	30	31		274
Chalmers	do				16	31	3	31	31	30	31	30	31	30	31	234
Baker	do							23	31	30	31	30	31	30	31	176
McKenney	Special agent														11	11
Wallace	do	31	28								24	30	31	30	31	144
Perry	Clerk	31	28	31	30	29	25	31	25	30	31	27	31	30	31	349
La Dow	do	31	28	31	30	31	30	31	9	23	30	30	31	30	31	335
Graves	do	31	28	31	29	31	29	29	26	15	31	30	31	30	31	341

1886.

Strong	General agent	31	28	31	30	31	30	31	31	30	31	30	31	30	31	365
Chalmers	Examiner	31	28	31	30	31	30	31	31	30	31	30	31	30	31	365
McKenney	do	31	28	31	30	31	30	31	30	31	27	30	31	30	31	361
Heiskell	do	31	28	31	30	31	30	31	31	31	30	31	30	31	30	365
Fisher	do	31	28	31	30	31	30	31	31	30	31	30	31	30	31	365
Baker	do	31	28	31	30	31	30	31	31	31	30	31	30	31	30	365
Nightingale	do		28	31	30	31	30	31	30	31	30	31	30	31	30	334
Metzler	Special examiner							11	31	30	31	30	31	30	31	164
Williams	do					15	31	31	14							91
Hardin	Examiner									16	31	30	31	30	31	108
Wallace	Special agent	31	28	31	30	31	30	31	31	30	31	30	31	30	31	365
Perry	Clerk	31	28	31	28	31	30	31	31	31	30	29	30	30	30	360
La Dow	do	31	28	31	30	31	30	31	13	22	31	30	28	30	28	336
Graves	do	31	28	31	29	30	30	25	11	31	30	28	30	30	30	335

1887.

Name.	Office.	Days employed.											Total No. days employed		
		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.		December.	
Strong	General agent	31	28												59
Chalmers	Examiner	31	28												59
McKenney	do	31	28												59
Heiskell	do	31	28												59
Fisher	do	31	28												59
Baker	do	31	28												59
Nightingale	do	31	28												59
Hardin	do	31	28												59
Metzler	Special examiner	31	28												59
Wallace	Special agent	31	28												59
Perry	Clerk	31	28												59
La Dow	do	31	28												59
Graves	do	27	27												54

(1) Method of investigation by an examiner directed to proceed to Arizona and examine and verify the accounts rendered and books and records kept by the United States marshal and the United States attorney, and to proceed to California and make an investigation of the offices and accounts of the United States attorney, the United States marshal, the United States commissioners, and the clerks of the United States circuit and district courts; also the accounts of Clement Bennett, stenographer, for services in reporting the Chinese habeas corpus cases; also certain matters in connection with the Humboldt-California timber-land cases, which had been referred to the Department of Justice by the Secretary of the Interior.

Examiner proceeded to Arizona and made investigation. During the stay in that district various other matters from time to time were brought to his attention, which he was directed to investigate and report upon.

Examiner completed investigation and made reports on United States marshal and the United States attorney, and submitted the same to the Department, when they were referred to the general agent.

Copy of the report on United States marshal sent to the First Comptroller.

Examiner then proceeded to California to make investigations directed.

While at San Francisco he was directed before returning to Washington to proceed to Carson City, Nev., and confer with the United States attorney in relation to the suit against the bond of Augustus Ash, late marshal for that district.

Examiner completed investigations in California and Nevada and was directed to again proceed to Arizona and complete investigation there.

Upon returning to Arizona examiner was directed to return to San Francisco and Los Angeles, Cal., and make investigation of certain matters relating to the violation of law by deputy collectors of internal revenue, which subject had been submitted to this office by the Commissioner of Internal Revenue.

Examiner completed investigations in California and Arizona, and *en route* to Washington stopped in Iowa to make investigations directed by Department.

Examiner returned to Washington and submitted the following reports, all of which were referred to the general agent:

Report on L. S. B. Sawyer, clerk circuit court, California. Copy sent to the First Comptroller.

Report on Humboldt land cases, California. Copy sent to the Secretary of the Interior.

Report on accounts of United States Attorney Finch, southern district of Iowa. Copies were sent to the Secretary of the Treasury, to the First Auditor, to Hon. W. B. Allison, and to United States Attorney Finch.

Report on Clement Bennett, stenographer, San Francisco.

Report on allowance for clerk-hire, district court, California.

Report on deputy collectors as to witness fees and mileage before commissioner southern district Iowa.

Report on prosecutions in California, persons selling liquor to Indians.

Report on claim of bondsmen of late Marshal Ash, Nevada. Copies sent to Hon. J. G. Fair, United States Senate, and to the United States attorney for Nevada.

- Supplementary report relative to pre-emption land entries in California.
 Report on prosecution of Moore and Sepulveda, California. Copy to Commissioner of Internal Revenue.
 Report on Ex-Marshall Drew, California.
 Report on United States Attorney Hilborn, California. Copy sent to the Secretary of the Interior.
 (2) October 6, 1885, the general agent and Mr. Howard Perry were directed to make inspections of penitentiaries where United States prisoners are confined, their treatment, &c.
 They left Washington October 7, and inspected the following penitentiaries:

Date.	Name of prison.	Location.	No. U. S. prisoners.
Oct. 8 (a. m.)	Eastern State Penitentiary	Philadelphia, Pa.	29
8 (p. m.)	New Jersey State Prison	Trenton	20
9 (a. m.)	Ludlow Street Jail	New York	10
9 (p. m.)	Kings County Penitentiary	Brooklyn	11
10	Connecticut State Prison	Weathersfield	12
12	Massachusetts State Prison	Charlestown, Mass ..	5
12	Suffolk County Jail	Boston	6
13	Maine State Prison	Thomaston, Me.	6
14	New Hampshire State Prison	Concord, N. H.	15
15 (a. m.)	Vermont State Prison	Windsor, Vt.	2
15 (p. m.)	Vermont House of Refuge	Rutland, Vt.	3
16 and 17	Albany County Penitentiary	Albany, N. Y.	175
16	Elmira Reformatory	Elmira, N. Y.	8
18	Auburn State Prison	Auburn, N. Y.	24
19	Asylum for Insane Convicts	do	3
20 and 21	Attended sessions of Prison Congress	Detroit, Mich.	35
22	Indiana State Prison	Michigan City	12
23	Illinois State Prison	Joliet, Ill.	107
24	Southern Illinois State Prison	Chester, Ill.	11
26	Missouri State Penitentiary	Jefferson City	8
28	Arkansas State Penitentiary	Little Rock	75
29	United States Jail	Fort Smith	568
	Total prisoners		

The foregoing trip covered a period of 20 days; 568 prisoners, confined in 22 different institutions, were interviewed, and about 10,000 miles traveled.

VIOLATION OF INTERCOURSE ACTS, ETC.

- Letter from the Secretary of the Interior received, with inclosures from the Commissioner of Indian Affairs, calling attention to violations of intercourse acts by parties near White Earth Indian Reservation, Minnesota, and requesting the action of the Department in the matter. Referred to the general agent.
- Letter of instructions to a special agent of the Department assigned to work of this character, to proceed to the locality in question, make a thorough examination as to the facts, confer with United States marshal and United States attorney, and secure the arrest and punishment of the guilty parties.
- The special agent carries out these instructions (frequently involving considerable correspondence between Department and the United States attorney and marshal for the district in question) and makes his report; parties are arrested, witnesses obtained, and conviction had.
- Report of special agent filed and copy furnished the Secretary of the Interior for his information.
- Letter received from warden of penitentiary in Michigan, stating that a United States prisoner is insane, inclosing certificate of physicians to same effect, and requesting his removal to Insane Hospital at Washington, D. C. Letter referred to general agent.
- Letter to the Secretary of the Interior, inclosing copy of physician's certificate, stating facts as to offense, sentence, &c., of prisoner, and asking for authority to have transfer effected.
- Letter from the Secretary of the Interior, in reply, inclosing order to superintendent Government Hospital for the Insane to receive said prisoner.
- Letter is written to United States marshal for Michigan, directing him to proceed to penitentiary, take prisoner, and convey him to the hospital. Letter to the warden is inclosed in letter to marshal, directing him to deliver prisoner with his original warrant of commitment to the marshal. Letter of Secretary of the Interior to superintendent of hospital also inclosed to marshal, with directions to present it with prisoner.

DIVISION OF EXAMINER OF TITLES.

DEPARTMENT OF JUSTICE,
Washington, April 6, 1887.

SIR: Agreeably to your instructions I have the honor to submit the following statement, showing the character of the business of this Department intrusted to my charge and the method of transacting it.

The business assigned to me consists mainly in the examination of and preparing reports upon titles to lands sought to be acquired for the United States for public purposes, and in assisting the Attorney-General in the investigation of legal questions upon which he is asked to give opinions. It also embraces a variety of other matters, such as preparing responses to inquiries from district attorneys and also instructions to them, examining their accounts for services performed in connection with the examination of land titles, ordering law and other books for the library of the Department, &c.

Respecting the examination of titles, in case of a contemplated purchase, the method is this: First a letter is prepared and sent to the United States attorney in whose district the property is situated, accompanied by a description of the premises, the name of the proposed vendor, the price agreed upon, and such other information as may seem to be required, with instructions to examine the records and prepare an abstract of the title as directed and to forward the same, with the exhibits referred to therein, and also a deed of conveyance to the United States from the proposed vendor, to this Department, together with an expression of his (the attorney's) views upon the title. On receipt of these papers from the United States attorney, they are examined here and the title considered and passed upon. The Department charged with the purchase is then advised by the Attorney-General as to the validity or invalidity of the title, in a letter transmitting the title papers thereto.

In the case of an acquisition by condemnation the method is similar. Instructions to institute the proceedings, accompanied by the necessary information, are first given to the United States attorney in whose district the land lies; on the termination of which proceedings a transcript of the record thereof is forwarded by him to this Department. This undergoes examination here with a view to determine the regularity and sufficiency of the proceedings to pass title; after which the proper Department is advised by the Attorney-General of the result and the papers transmitted thereto.

Concerning the investigation of legal questions in calls for opinions, the method adopted depends much upon the nature of the case and the sources of information to be examined. The result of the investigation is placed before the Attorney-General in such form as he may desire.

Very respectfully,

A. J. BENTLEY,
Examiner of Titles, &c.

The ATTORNEY-GENERAL.

DIVISION OF APPOINTMENTS AND DISBURSEMENTS.

DEPARTMENT OF JUSTICE,
Washington, April 6, 1887.

SIR: I beg leave to submit the following report of the amount and character of business transacted in the division of appointments and disbursements during the period mentioned in the letter of Hon. F. M. Cockrell, chairman of the Select Committee of the Senate, dated March 18, 1887.

Owing to the character of the work in the division of appointments, no account of the business pending on the first day of any one year can be given, as the applications and testimonials on file are subject to the call of the President.

The division is organized as follows:

Appointment and disbursing clerk, 1 clerk of class one (No. 44), 1 copyist (No. 52), and one clerk of class one (No. 43), is detailed for the work of this division (appointments) when called upon by its chief.

In the year 1884 148 applications for appointment were received, stamped, jacketed, indexed, and filed in the year 1885, 1,839 applications were received, stamped, jacketed, indexed, and filed in the year 1886, 1,073 were received, stamped, jacketed, indexed, and filed from January 1, to February 28, 1887, there were received, jacketed, and filed 154 applications for appointment, making in all 3,214.

The number of letters received in support of these applications from day to day is as follows:

In 1884, 1,921; 1885, 24,291; 1886, 11,211; 1887 (January and February), 1,869; making an aggregate of 39,292.

Letters written during these years pertaining to appointments:

In 1884, 173; 1885, 656; 1886, 993; 1887 (January and February), 153; total, 1,976.

Commissions received from State Department for officials of the Department of Justice.*

For the year 1884, 128; 1885, 239; 1886, 262; 1887 (January and February), 38; total, 667.

The following is a detailed statement of method of transacting business in appointment division, Department of Justice:

Dec. 20, 1886.—Received various letters recommending Thomas P. Bashaw for appointment as United States district attorney for the eastern district of Missouri. The same were indexed, jacketed, and filed.

Dec. 22, 1886.—Letters recommending Mr. Bashaw were briefed, together with letters recommending other applicants for same place, and submitted to the Attorney-General and by him sent to the President.

Jan. 6, 1887.—Nomination drawn for the President's signature for Mr. Bashaw's appointment, and by him transmitted to the Senate.

Jan. 20, 1887.—Mr. Bashaw confirmed.

Jan. 21, 1887.—Resolution of the Senate confirming Mr. Bashaw received from the Executive Mansion, and a requisition drawn upon the Department of State for his commission. Commission drawn by Department of State, sent to the President for his signature, returned to Department of State for counter-signature of Secretary of State and seal of the United States.

Jan. 26, 1887.—Commission received at this Department from Department of State, and transmitted the same day to him at Saint Louis, with request that he furnish this Department with a certified copy of oath of office and qualification.

Jan. 31, 1887.—Received certified copy of Mr. Bashaw's oath and qualification, and the following officers of the Government were notified: The First Comptroller of the Treasury, the First Auditor of the Treasury, the Register of the Treasury, the Secret Service Division of the Treasury, the Solicitor of the Treasury, the Commissioner of Internal Revenue, the chief clerk and the pardon clerk of the Department of Justice.

DISBURSEMENTS.

The clerk of class one (No. 44) is constantly employed on work relating to disbursements, the same being sufficient to fully occupy his time. The copyist (No. 52), when not engaged on appointment work, is employed in copying into records prepared for that purpose verbatim copies of all vouchers paid from the eighteen appropriations disbursed under the direction of the Attorney-General.

There are 75 officers and employes on the Department rolls, 14 from the office of the Solicitor of the Treasury, 1 each in the Department of State, Treasury, Post-Office, and Interior Departments, who are paid on the 15th and last days of each month by the disbursing clerk of this Department.

The number of accounts received, adjusted, and paid for the following years, is as follows: In 1884, 766; 1885, 790; 1886, 791; 1887 (January and February), 143; total, 2,490.

The number of letters written in connection with the payment of these accounts during the time above mentioned, is as follows: In 1884, 365; 1885, 267; 1886, 228; 1887 (January and February), 50; total, 910.

The following is a detailed statement of the method of transacting business in division of disbursements of the Department of Justice:

For the purchase of supplies of various kinds for this Department, an order signed by the Attorney-General is sent to the dealer for the articles required. Upon the presentation of the account it is certified to by one of the employes of the Department who is cognizant of the receipt of the articles, then it is approved by the chief clerk, and forwarded to this division, whereupon, its correctness having been verified, a check is drawn and transmitted in payment therefor.

In the accounts for services and traveling expenses of officials of this Department, paid under the appropriations for prosecution of crimes and defending suits in claims against the United States, and others of similar nature, the accounts are first sent either to the general agent of the Department, or to the assistant attorney-general having charge of the suits against the Government in the Court of Claims, as the case may be, by him examined and certified to as to its correctness, and then sent to the Attorney-General for his approval, whereupon, if found correct and just, it is forwarded to this division, where it is again scrutinized, and, upon verification, a check is drawn and sent to the official at his post of duty.

Very respectfully,

JAS. M. EWING,
Appointment and Disbursing Clerk.

CRCIL CLAY, Esq.,
Chief Clerk.

* The commissions of all officers appointed by this Department are made out in the office of Secretary of State.

The following table shows the number of days devoted to business by the employes of the division of appointments and disbursements:

1884.

	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total.
Days	31	29	31	30	31	30	31	31	30	31	30	31	366
Sundays	4	4	5	4	4	5	4	5	4	4	5	4	52
Holidays	1	1			1		1				1	1	6
Working days	26	24	26	26	26	25	26	26	26	27	24	26	308
(32) class four	26	24	26	26	26	25	26	21	26	27	24	26	303
(44) class one	26	24	26	26	26	22	24	26	24	25	8	21	278

1885.

Days	31	28	31	30	31	30	31	31	30	31	30	31	365
Sundays	4	4	5	4	5	4	4	5	4	4	5	4	52
Holidays	1	1			1	2					2	1	8
Working days	26	23	26	26	25	26	25	26	26	27	23	26	305
(32) class four	26	23	26	26	25	26	25	26	26	27	23	26	301
(44) class one	26	23	26	26	24	25	22	26	26	7	23	25	279
(52) copyist							17	26	26	27	23	25	144

* Appointed July 9, 1886.

1886.

Days	31	28	31	30	31	30	31	31	30	31	30	31	565
Sundays	5	4	4	4	5	4	4	5	4	5	4	4	52
Holidays	1	1			1		1					2	7
Working days	25	23	27	26	25	26	26	26	26	26	24	26	306
(34) class four	25	23	27	26	25	26	26	26	26	26	24	26	306
(44) class one	24	23	27	26	25	23	24	19	25	8	24	26	274
(52) copyist	25	23	27	26	25	26	25	24	17	24	22	24	288

1887.

Days	31	28											59
Sundays	5	4											9
Holidays	1	1											2
Working days	25	23											48
(32) class four	25	23											48
(44) class one	24	21											45
(52) copyist	25	23											48

PARDON BUREAU.

DEPARTMENT OF JUSTICE,
Washington, April —, 1887.

SIR: The following statement of the method of transacting the business of the Pardon Bureau of this Department is respectfully submitted, in compliance with your request, for the information of the Select Committee of the Senate appointed in pursuance of a resolution adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, &c.

Every application for pardon addressed to the President is referred to the Attorney-General, and by him to the clerk of pardons for his prompt and appropriate attention. Whereupon, in order to a proper consideration of the case, it becomes necessary for the clerk of pardons to inclose the application to the United States district attorney of the district in which the case occurred, for the purpose of obtaining a statement of the facts in the case and an expression of his opinion, and likewise, if practicable, that of the judge of the district upon the question of the exercise of Executive clem-

ency in the premises, the following being the form of the circular letter in which the application is transmitted to the district attorney:

"DEPARTMENT OF JUSTICE,
"Washington, _____, 188-.

"SIR: The President has consulted the Attorney-General upon the application of _____ for Executive clemency.

"The petition and other papers are herewith inclosed for your examination.

"You are directed to report as to the facts of the case; and also to express your opinion upon the expediency and justice of clemency in the premises. You will communicate, if practicable, with the judge who presided at the trial with a view of obtaining such expression of his opinion in the matter as he may be disposed to make, and transmit such opinion, if any is expressed, with your report.

"And please furnish an abstract of the docket entries, stating the precise offense, sentence, date of sentence, and court by which imposed.

"By direction of the Attorney-General,

"_____,
"Clerk of Pardons.

"_____ inclosures, which please return.

"_____,
"United States Attorney,
"_____ District of _____."

It is also usual to submit the case to the head of the Executive Department under whose jurisdiction it occurred, which is done not only in deference to the courtesy existing between the co-ordinate departments of the Government, but also for the purpose of eliciting such further facts and expression of official opinion as may thereby be obtained concerning the character of the case and the propriety of recommending the offender's pardon.

For example, if the case under consideration is a violation of the postal laws, a letter is prepared by the clerk of pardons for the Attorney-General to sign, which is sent to the Postmaster-General, and which is in the form following:

"DEPARTMENT OF JUSTICE,
"Washington, _____, 188-.

"SIR: You will please find inclosed certain papers relating to an application for the pardon of _____, who was convicted of a violation of the postal laws in the State of _____.

"I have the honor to request an expression of your opinion upon the propriety of granting his pardon.

"Very respectfully,

"_____,
"Attorney-General.

"The POSTMASTER-GENERAL."

When the necessary information has been obtained to enable the clerk of pardons to make up a proper presentation of the case he prepares his report upon it for submission to the Attorney-General. In doing this he mentions all the material facts to show the character of the offense and the circumstances connected with its commission, being careful at the same time to accord to the convict all that he may be fairly entitled to have said in his favor, so that the Attorney-General will have an impartial representation of the case in making up his mind as to the merits of the application. After the Attorney-General has done this, and indorsed the report with his recommendation for pardon or otherwise, it is sent to the President for his action upon it in the exercise of his constitutional prerogative. If it be the pleasure of the President to grant the pardon asked for, he signifies the same by an autographic memorandum upon the report and returns it to the Department of Justice, whereupon the clerk of pardons prepares for the Attorney-General to sign a requisition upon the Secretary of State for a warrant for pardon, giving the recital to be transcribed therein, the requisition being substantially after the following form:

"DEPARTMENT OF JUSTICE,
"Washington, _____, 188-.

"SIR: I am directed by the President to request you to issue a warrant for the pardon of _____, with the following recital:

"Whereas at the _____ term, 188-, of the United States district court for the _____ district of _____, _____ was convicted on a charge of _____, and sentenced to _____ years imprisonment in the penitentiary at _____;

"And whereas it appears that the said ———, previous to the crime of which he was convicted, maintained a good character;

"And whereas it further appears that since his incarceration his health has become so impaired that the attending physician of the prison has certified that longer confinement will cost him his life;

"And whereas the United States district attorney and judge who officiated at his trial have recommended his pardon, which is asked for also by many respectable citizens: Now, therefore, &c.

"Very respectfully,

"_____,
"Attorney-General.

"The SECRETARY OF STATE."

The warrant for pardon having been prepared at the Department of State, is signed by the President, countersigned by the Secretary of State, and sent to the Department of Justice, when the clerk of pardons transmits it to its proper destination.

At every stage of these proceedings, in the progress of an application for pardon through the Department of Justice, a record is made in a book kept for that purpose, showing, in proper sequence, the name of the convict; the State and district where the case occurred; the nature of the crime; the sentence, and when imposed; the date when application for pardon was filed; when the case was referred to the district attorney; when district attorney's report was received; what the report was, favorable or unfavorable; when the case was reported to the Attorney-General; what his action was; when pardon was granted; when requisition was made on the Secretary of State; when the pardon was transmitted, and to whom.

Similar memoranda are also made on the jackets in which the papers in the case are filed for safe-keeping and future reference.

When the President declines to pardon, the parties are so informed, and the papers in that case filed away in the Department of Justice.

The time required for an application for pardon to get through the Department of Justice depends upon so many contingencies that it is difficult to state it with any degree of certainty. While, for instance, a district attorney to whom a case is referred may be able to report upon it within a week, because of his proximity to the seat of Government, &c., there are cases, sometimes, when the district attorney's residence is thousands of miles away; so that, by reason of that fact, or for mail interruptions, or because of his absence in attendance at court in a distant part of his district, and from other causes, he cannot be heard from for months. Consequently, action on said cases must be, in the mean time, suspended.

Then, too, it occasionally happens that the district attorney knows nothing of the case referred to him, because of its having occurred before the beginning of his term of service, and of the records not being immediately accessible to him.

While pardon cases are pending in the Department of Justice there is more or less correspondence concerning them, which, with personal interviews with regard to them, necessarily occupies much of the time of the clerk of pardons. Members of Congress who write or call to inquire as to the status of cases in which their constituents are interested; lawyers engaged as counsel in such cases; personal friends of the prisoners, and members of their immediate families, constitute the most of these correspondents and visitors. And when it is remembered that all of the duties of the bureau, as detailed in the foregoing statement, devolve upon a single person, it will readily be seen that some clerical assistance is required to aid him in their prompt performance, especially as applications for pardon are constantly increasing, notwithstanding the fact that during the last fiscal year fewer pardons were granted than during those immediately preceding it.

Respectfully submitted.

ALEX. R. BOTELER,
Clerk of Pardons.

The ATTORNEY-GENERAL.

MISCELLANEOUS CASES DIVISION.

DEPARTMENT OF JUSTICE,
Washington, D. C., March 25, 1887.

SIR: In response to the circular of Hon. F. M. Cockrell, chairman Select Committee United States Senate, dated the 18th instant, a copy of which has been referred to me for consideration and report, I have the honor to call attention to the follow-

ing cases as illustrative of the methods employed in the Department of Justice for the transaction of a portion of the public business confided to its care :

FILE No. 7308 of 1885.

Letter from the Secretary of the Interior to the Attorney-General, dated July 27, 1885, with accompanying documents from the General Land Office, relative to depredations alleged to have been committed by the Montana Improvement Company and the Northern Pacific Railroad Company upon lands belonging to the United States in the Territories of Montana, Idaho, and Washington.

July 30, 1885.—Said letter, with inclosures, referred to the United States attorneys of the Territories mentioned, with instructions to take the proper measures to put an immediate stop to further operations of these companies in cutting and removing timber from the public lands.

Aug. 11, 1885.—Telegram from United States attorney for Idaho. Answered August 11, 1885.

Aug. 13, 1885.—Report from the United States attorney for Montana. Forwarded to the Secretary of the Interior August 13, 1885.

Aug. 17, 1885.—Report from the United States attorney for Idaho. Forwarded to the Secretary of the Interior August 17, 1885.

Aug. 25, 1885.—Letter from the Secretary of the Interior. Filed.

Sept. 11, 1885.—Letter from the Secretary of the Interior. Referred to the United States attorney for Montana, and answered September 16, 1885.

Sept. 11, 1885.—Letter from the Secretary of the Interior. Referred to the United States attorney for Idaho, and answered September 16, 1885.

Sept. 11, 1885.—Letter from the Secretary of the Interior. Referred to the United States attorney for Idaho, and answered September 16, 1885.

Sept. 19, 1885.—Letter from the Secretary of the Interior. Referred to the United States attorney, and answered September 19, 1885.

Nov. 4, 1885.—Letter from the Secretary of the Interior. Referred to the United States attorney, and answered November 4, 1885.

Nov. 17, 1885.—Letter from the Secretary of the Interior. Referred to the United States attorneys for Idaho and Montana, and answered November 19, 1885.

Dec. 2, 1885.—Report from the United States attorney for Montana. Filed.

Dec. 5, 1885.—Report from the United States attorney for Montana. Forwarded to the Secretary of the Interior December 8, 1885.

Dec. 7, 1885.—Report from the United States attorney for Montana. Forwarded to the Secretary of the Interior December 8, 1885.

Dec. 8, 1885.—Report from the United States attorney for Idaho. Answered December 8, 1885.

Dec. 17, 1885.—Letter from the Secretary of the Interior. Referred to the United States attorney December 19, 1885.

Jan. 27, 1886.—Report from the United States attorney for Montana. Forwarded to the Secretary of the Interior, January 29, 1886.

Jan. 29, 1886.—Report from the United States attorney from Montana. Forwarded to the Secretary of the Interior January 29, 1886.

Feb. 3, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney February 3, 1886.

Feb. 17, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney February 18, 1886.

Mar. 11, 1886.—Report from the United States attorney from Montana. Filed.

Mar. 11, 1886.—Report from the same. Filed.

Mar. 18, 1886.—Report from the same. Forwarded to the Secretary of the Interior, March 18, 1886.

April 6, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney April 7, 1886.

April 9, 1886.—Report from the United States attorney for Montana. Answered April 9, 1886.

April 20, 1886.—Report from the same. Filed.

April 30, 1886.—Report from the same. Filed.

May 3, 1886.—Report from the same. Filed.

May 11, 1886.—Report from the same. Filed.

May 22, 1886.—Report from the assistant United States attorney. Forwarded to the Secretary of the Interior May 22, 1886.

June 1, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney, June 2, 1886.

June 16, 1886.—Report from the United States attorney for Montana. Filed.

- June 29, 1886.—The account of the traveling expenses of the assistant attorney sent from the Department to aid the United States attorney for Montana received. Referred to the First Auditor, July 29, 1886.
- July 23, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney, July 24, 1886.
- Aug. 17, 1886.—Report from the United States attorney for Idaho. Forwarded to the Secretary of the Interior August 17, 1886. Answered September 1, 1886.
- Aug. 31, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney for Idaho, and answered September 1, 1886.
- Oct. 26, 1886.—Letter from the same. Referred to the United States attorneys for Montana, Idaho, and Washington Territories, and answered October 27, 1886.
- Oct. 29, 1886.—Report from the United States attorney for Montana. Filed.
- Nov. 3, 1886.—Report from the same. Answered November 3, 1886.
- Nov. 16, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney, and answered November 17, 1886.
- Nov. 17, 1886.—Report from the United States attorney for Idaho. Filed.
- Nov. 17, 1886.—Report from the United States attorney for Montana. Filed.
- Nov. 20, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney, and answered November 23, 1886.
- Nov. 30, 1886.—Letter from the same. Referred to the United States attorney, and answered December 1, 1886.
- Nov. 30, 1886.—Letter from the same. Answered December 1, 1886.
- Dec. 4, 1886.—Report from the United States attorney for Montana. Filed.
- Dec. 7, 1886.—Report from the same. Filed.
- Dec. 14, 1886.—Letter from the Secretary of the Interior. Referred to the United States attorney December 14, 1886. Answered December 15, 1886.
- Dec. 15, 1886.—Report from the United States attorney for Montana. Answered December 15, 1886.
- Dec. 21, 1886.—Report from the same. Answered December 22, 1886.
- Dec. 28, 1886.—Letter from the First Auditor of the Treasury. Answered December 29, 1886.
- Jan. 6, 1887.—Report from the United States attorney for Montana. Filed.
- Jan. 18, 1887.—Letter from the Secretary of the Interior. Referred to the United States attorney, and answered January 19, 1887.
- Jan. 19, 1887.—Report from the United States attorney for Montana. Answered January 22, 1887.
- Jan. 20, 1887.—Report from the United States attorney for Idaho. Filed.
- Jan. 20, 1887.—Letter from the Secretary of the Interior. Referred to the United States attorney by telegram January 21, 1887, and by mail January 22, 1887. Answered January 22, 1887.
- Jan. 21, 1887.—Letter from the same. Referred to the judge of the first judicial district of Idaho, and answered January 22, 1887.
- Jan. 21, 1887.—Report from the United States attorney for Washington Territory. Forwarded to the Secretary of the Interior January 22, 1887.
- Jan. 22, 1887.—Letter from the Solicitor of the Treasury. Referred to the United States attorney January 24, 1887.
- Jan. 27, 1887.—Report from the United States attorney for Idaho. Forwarded to the Secretary of the Interior January 28, 1887.
- Jan. 28, 1887.—Letter from the Secretary of the Interior. Referred to the United States attorneys for Idaho and Montana January 29, 1887.
- Jan. 31, 1887.—Report from the United States attorney for Montana. Forwarded to the Secretary of the Interior February 1, 1887.
- Feb. 5, 1887.—Report from the same. Filed.
- Feb. 14, 1887.—Report from the same. Forwarded to the Secretary of the Interior February 14, 1887. Answered March 24, 1887.
- Feb. 23, 1887.—Report from the United States attorney for Idaho. Forwarded to the Secretary of the Interior February 23, 1887.
- Feb. 23, 1887.—Report from the same. Answered February 24, 1887.
- Feb. 23, 1887.—Letter from the judge of the first judicial district, Idaho. Forwarded to the Secretary of the Interior February 24, 1887.
- Feb. 23, 1887.—Report from the United States attorney for Montana received, transmitting transcript of appeal of case to the United States Supreme Court. Forwarded to the clerk of the Supreme Court February 24, 1887. Answered February 25, 1887.
- Feb. 28, 1887.—Letter from the clerk of the United States Supreme Court. Entered on docket March 1, 1887.
- Mar. 17, 1887.—Report from the United States attorney for Idaho. Filed.

FILE NO. 7497 OF 1886.

- Nov. 11, 1886:* Report of November 11, 1886, with accompanying documents, from the Commissioner of Pensions to the Secretary of the Interior, and by the Secretary referred to the Attorney-General, relative to the case of one Curtis, alias Ferris, alias Tichborne, charged with pension frauds, and pending before United States Commissioner Benedict in ———, New York. The commissioner requests the fullest investigation into the matter. Referred to the United States attorney and answered on the same day of receipt.
- Nov. 12, 1886:* Telegram from the Commissioner of Pensions. Answered by wire, November 12, 1886.
- Nov. 13, 1886:* Report from the United States attorney from Southern New York. Forwarded to the Commissioner of Pensions and letter of United States attorney November 15, 1886.
- Nov. 15, 1886:* Letter from the Commissioner of Pensions. Referred to the United States attorney, and answered November 15, 1886.
- Nov. 18, 1886:* Letter from the law clerk of the United States Pension Office. Filed.
- Nov. 20, 1886:* Letter from the Secretary of the Interior. Referred by wire to the United States marshal, November 24, 1886.
- Nov. 29, 1886:* Report of the United States attorney for Eastern New York. Answered November 30, 1886. Forwarded to the Secretary of the Interior, December 2, 1886.
- Dec. 2, 1886:* Letter from the Commissioner of Pensions. Referred to the Secretary of the Interior, December 2, 1886.
- Dec. 2, 1886:* Letter from the Commissioner of Pensions. Referred to the Secretary of the Interior, December 2, 1886.
- Jan. 5, 1887:* Letter from the Commissioner of Pensions. Referred to the United States attorney, and answered January 5, 1887.
- Jan. 14, 1887:* Report from the United States attorney for Eastern New York. Answered January 15, 1887.
- Jan. 20, 1887.* Letter from the Commissioner of Pensions. Filed.

The dates at the beginning of paragraphs indicate the day of the receipt of the documents at the office of the chief clerk of the Department of Justice.
Respectfully submitted.

N. T. N. ROBINSON,
Law Clerk.

The ATTORNEY-GENERAL.

DIVISION OF ACCOUNTS.

DEPARTMENT OF JUSTICE,
Washington, April 5, 1887.

SIR: Herewith is rendered a report of the annual business connected with the judiciary accounts for a year.

A statement of what is done in one year is applicable to a preceding year for the last sixteen years.

There is no accumulation of business running over from one year to another year. It is all a business of day by day, that may be all disposed of during a day, or within a week, at most.

The business may be divided into accounts connected with the marshals, attorneys, clerks, penitentiaries, with rents and with miscellaneous expenses. Requisitions by the Attorney-General for the payments of United States commissioners are also to be added.

Marshals.—When a marshal has made his bond, in order to receive moneys to defray the expenses of the United States courts—for jurors, witnesses, support of prisoners, miscellaneous expenses, and fees and expenses of his office—he makes a—

Requisition for funds.—Requisitions are jacketed, entered of record, and forwarded to the accounting officers of the Treasury, that the Auditor may state settlements made with a marshal and the result of the settlements, vouchers on hand unexamined; that the Register may state what advances have been made since the last settlement; that the Comptroller may make such recommendation as his knowledge of the facts warrant. Upon return of a marshal's requisition to the Department of Justice, the Attorney-General draws upon the Treasury of the United States for certain amounts of money. The amount advanced is, of the same date, notified to the marshal. It is also entered of record under the respective appropriations, and a record kept of the date of notice sent to the marshal. At times it is necessary to notify a marshal by letter why an advance is not given to him upon his requisition.

Itemized reports, weekly.—When the marshal begins to disburse money for United States courts he makes a report to the Attorney-General of the amounts expended under each appropriation for each week, of the amounts of money deposited by him in a United States depository, of the cash in hand held by him under the authority of the Secretary of the Treasury, if he has such authority. Each week a requisition is made on the Treasurer of the United States for a report of the national depositories in which marshals keep deposits, for comparison with the marshal's statements, and in cases of discrepancy explanation is required of the marshal.

The itemized report of expenses states, name by name, the persons to whom payments are made and for what purpose. They are kept of record. In cases of failure to report, notices are served upon the marshals for compliance, or explanation of the delay.

Monthly reports of earnings.—The marshals render, at the end of the month, the number of arrests made, of writs served, the amount of earnings under the fee-bill, the expense of such writs, the net earnings, the amount of such earnings that belongs to the deputies and the amount that belongs to the marshal.

Abstracts of accounts.—To the marshals are sent out, monthly, if necessities require, and always quarterly, abstracts of accounts for expenditures under the different appropriations which they disburse, amounting to \$3,000 a year.

Circulars.—Circulars are sent to each marshal in relation to some general item of expense.

U. S. penitentiaries.—Of the money advanced to marshals for support of prisoners, accounts are incurred for United States penitentiaries in Dakota, Idaho, Montana, Wyoming, and Washington Territories. From each of these marshals a monthly expense account of the penitentiary under his control is required; but owing to the impossibility of the marshal being able to secure by the court an approval of his accounts at the end of each month, they are usually rendered quarterly.

The penitentiary monthly report contains a list of the prisoners of the United States and of the Territorial prisoners under his charge; of the number of guards employed by him, the rate of salary, the itemized statements of medical, clothing, miscellaneous, fuel, and provision expenses; the number of days, the rate per day, the amount paid by each Territory for the support of its prisoners, and the amount paid by the United States, being the remainder, if any, of such expenses. These penitentiary accounts are of record, and are approved or disapproved, according to their merits. If suspended, explanation is required; if approved, they are forwarded to the First Auditor of the Treasury.

Marshals also forward the accounts of State penitentiaries for support of United States prisoners; these are audited, recorded if in accordance with agreements, approved and forwarded to the First Auditor of the Treasury.

Extraordinary expenses.—The ministerial officers of the courts incur extraordinary expenses that are disallowed by the accounting officers; they are, if found properly extraordinary, referred for Executive approval.

They are mostly incurred in enforcing the internal revenue-laws, where the execution of process has been resisted.

Rents United States court-rooms.—Marshals propose rooms for use of courts in places where the Government has no building. Under direction of the Attorney-General, a lease, under as favorable circumstances as possible, is secured, and reported to the Department for approval; if approved, the marshal is informed. Rent accounts are forwarded by lessors to marshals to be indorsed by approval or disapproval and forwarded to the Department quarterly. A record of the leases is kept, and accounts, if in accordance with the lease, are approved and forwarded to the First Auditor of the Treasury. There are rented 68 buildings or suites of rooms, and the accounts annually presented amount to \$62,716. An irregular correspondence is had with marshals about procuring temporary rooms for use of courts, and the purchase of furniture.

Miscellaneous expenses.—The appropriation for miscellaneous expenses of courts embraces accounts relating to expenditures of the court that do not properly belong to the office of the marshal, such as stationery for the judge, employment of janitors, laborers, and messengers; the purchase of records for the office of the marshal, attorney, and the clerk; the furnishing of evidence at the request of the attorney; the printing of legal papers for the court and the attorney, and many minor expenses.

The necessity of the expense under this appropriation is reported to the Attorney-General, and authority given to incur the expense, if necessary.

Besides the miscellaneous expenses directly ordered through the marshal there are requests for employment of stenographers, experts to attend trials for securing evidence in the ordinary business of the courts, and at the requests of the heads of other Departments in cases in which the United States is a party in interest or of record.

United States attorneys.—When the attorneys' accounts are forwarded by the First Auditor in reference to special fees upon convictions in cases of indictments under

section 824 Revised Statutes, they are audited and returned to the accounting officers of the Treasury with recommendations.

Their accounts for special services not covered by salary or fees are forwarded by the attorneys to the Attorney-General, who acts upon and refers them to the First Auditor.

Regular assistant attorneys.—The quarterly accounts of assistant attorneys are acted upon and forwarded to the accounting officers of the Treasury.

Special counsel.—The accounts of special counsel, appointed for the most part at the request of the heads of other Departments, are acted upon and forwarded to the accounting officers of the Treasury. The accounts of attorneys at law, appointed by courts, are transmitted to Congress through the Secretary of the Treasury.

Emolument returns.—Each attorney, marshal, and clerk makes an emolument return semi-annually. In cases of delay in making the returns circulars or letters are sent calling attention to the fact. Allowances asked for, such as rent, furniture, clerk hire, stationery, and expenses of a miscellaneous character, are matters of correspondence. Semi-annually there are distributed to them blank returns, which they are required to fill up and forward within thirty days after the close of the half year. Sometimes they ask for delay. Upon reasonable grounds the same is granted.

Aside from the general statement above made of the business of this desk there are matters relating to the character of appropriation bills, compensation of employes under the bills, matters of correspondence between this Department and the Treasury, covering the scope of appropriations, the legality of certain allowances, and the general supervision of such accounts; besides correspondence with the heads of Departments in relation to the accounts of attorneys for services not covered by salary or fee, of special counsel assisting attorneys in cases of interest to above Departments.

The report made annually by the Attorney-General contains statements of the amounts of money paid to marshals, jurors, witnesses, attorneys, clerks, commissioners, for rents, and miscellaneous expenses, each item of which, either in departmental accounts or in the record of certificates of indebtedment forwarded by the Register of the Treasury, classified at this desk, for each judicial district, amounted in 1883 to \$3,141,218.70; in 1884 to \$3,089,445.78; in 1885 to \$2,965,991.80; in 1886 to \$2,928,227.39.

Letters.—There were dictated 1,286 letters in 1884; 1,402 in 1885; 1,855 in 1886; 316 in January and February, 1887; besides over 8,000 blank forms mailed to officers in 1886.

Accounts.—There were acted upon and referred to the accounting officers of the Treasury 1,595 accounts in 1884; 1,744 in 1885; 2,364 in 1886; 252 in January and February, 1887.

There were acted upon and returned to the marshals for payment in 1886, 423 accounts; in January and February, 1887, 49.

Attendance.—Since January 20, 1870, with the exception of two days in 1875, work has begun at this desk every day at 9 a. m. (without substitute or proxy). The two days are the only entire days of absence in the period. Saturday afternoon leaves of absence have been used at option.

Very respectfully,

H. HODGES,
Clerk.

Mr. CECIL CLAY,
Chief Clerk.

SOLICITOR OF THE TREASURY, DEPARTMENT OF JUSTICE.

DEPARTMENT OF JUSTICE,
Washington, D. C., April 11, 1887.

SIR: The accompanying report, in part, as more is to follow, of the methods and amount of business in the office of the Solicitor of the Treasury, is sent to you as a part of the reply of the Attorney-General to the inquiries of the Senate Committee.

Very respectfully,

CECIL CLAY,
Chief Clerk.

Hon. F. M. COCKRELL,
Chairman, &c.

REPORT.

DEPARTMENT OF JUSTICE,
OFFICE OF THE SOLICITOR OF THE TREASURY,
Washington, D. C., April 8, 1887.

SIR: In response to the request of the Hon. F. M. Cockrell, chairman of the Senate Select Committee, for a detailed statement of the methods of transacting business in the different Bureaus and divisions of the Department of Justice, I have the honor to make the following statement appertaining to this office:

There are no divisions, so called, in this office, but the business is distributed as equally as practicable, and as far as it is susceptible of division, among the several clerks, each of whom has duties of a specific character to perform. It should be understood that the general work of this office concerns the vast volume of litigation or business in the United States courts to which the United States is a party or in which it is interested, with the exception of suits arising under internal revenue laws and devolving by law on the Commissioner of Internal Revenue. The suits are of varied character and the object is to zealously prosecute them through the United States attorneys of the numerous judicial districts and to exercise over those officers, as well as over the clerks of the courts and the United States marshals, such direction as will result in the prompt and faithful collection of debts due the Government and the payment into the Treasury of all moneys realized.

Upon the commencement of a suit the United States attorney and the clerk of the court are required to report the same promptly to this office on a prescribed form of blank furnished them. The United States marshal also is required to report on such a blank, specially adopted for the purpose, mesne process received by him and to indicate the nature of his return to the writ. At the end of each term of court the United States attorney is required also to report on the specified form all proceedings which have been had during such term in United States cases. The clerk of the court also at the end of the same period is required to transmit a statement of all judgments that have been entered for the United States in such cases. The marshal also is required to report all executions received by him for the satisfaction of judgments in favor of the United States, together with all data as to date of process, judgment, amount, with a statement of the time when the writ is returnable. Upon the final execution of such a writ further report is required of him as to all his proceedings and efforts to collect the judgment, the nature of his return and of the disposition of any moneys made on the execution. In addition to the term reports the law and regulations of this office require reports from United States attorneys on or before the 1st day of October in each year of all suits commenced, pending, and determined within his district during the fiscal year next preceding that date, setting forth any reason there may be for unusual or unreasonable delay in the determination of suits and the measures taken by him to press the proceedings to a close.

All of these suits are docketed in this office, and classified according to their character, such for instance as:

- (1) Customs fines, penalties and forfeitures; three dockets.
- (2) Suits on custom-house bonds; three dockets.
- (3) Treasury transcript suits or suits against delinquent public officers; six dockets.
- (4) Post-office suits; two dockets.
- (5) Suits of importers against collectors of customs; seven dockets.
- (6) Miscellaneous suits or all other suits not coming within the foregoing classification; eight dockets.

Each of the dockets is in charge of the clerk who is charged with the business concerning the particular class of suits. It is his duty to enter all proceedings in such suits from the reports received from the several officers of the courts, as before indicated, to see that the cases are pressed to trial and vigorously prosecuted; that executions are promptly issued and returned, and that the moneys when collected are properly accounted for by the marshal or the clerk of the court, as the case may be. To this end numerous correspondence is required. These clerks also receive all letters, communications, requests, applications, certificates of deposit, &c., appertaining to the suits in their charge respectively, and conduct generally the correspondence regarding the same.

Besides these matters a duty requiring much individual labor and care devolves upon this office with respect to the compromise of claims against public debtors. A register of such cases is kept, showing the date of receipt of the offer of compromise, name of proponent, nature of the claim of the United States, the officer who recommends acceptance, the action of the Solicitor, and the subsequent steps taken either on acceptance or rejection of the offer. In these cases the offer received is at once sent, as a general rule, to the attorney or agent of the United States having charge of the claim for his report in detail of the situation of the claim, the probabilities of the recovery of a judgment or of a collection in case a recovery, and for such recom-

mentation as he may be disposed to make, with a statement of the grounds for his recommendation in case he shall favor the acceptance of the offer. If this report is favorable to an acceptance all the facts are taken into consideration, the probabilities being weighed carefully, and, if the case is deemed a proper one for compromise, a like recommendation is made to the Secretary of the Treasury, who has authority by law to compromise on such recommendations. Upon being advised by the Secretary of the Treasury of his acceptance it devolves upon this office to carry his decision into effect by proper direction to the United States attorney, or to the agent who made the recommendation in the first instance. If, on the contrary, the offer is rejected, or if this office declines to recommend acceptance to the Secretary of the Treasury, the proper officer is notified accordingly, and directed to take vigorous measures for the collection of the claim.

Another duty devolving upon this office by statute is the care of all lands and property taken and accruing to the United States through judicial process or otherwise in the collection of debts, and the renting and the sale of such lands by public auction, with the approval of the Secretary of the Treasury. To this end records are kept of numerous pieces of property. The care and disposal of the same require laborious examination at times into the condition of the property with respect to incumbrances, liens, State taxes, &c. Questions of title with regard to them constantly arise, requiring much correspondence with United States attorneys and others, with a view to their proper preparation for disposal by sale as authorized by law.

By law numerous official bonds are subject to the examination and approval of the Solicitor of the Treasury, and in addition many contracts, bonds, leases, and legal instruments are referred to this office by the Secretary of the Treasury for examination and advice as to their form, execution, and legal sufficiency. These require technical knowledge and training for their proper consideration, giving rise often to legal questions which must be examined into by careful search of statutes or legal authorities and precedents.

In addition to duties by specific provisions of law are others devolving upon the Solicitor of the Treasury as the law officer of the Treasury Department. Of this nature are the numerous matters referred by the Secretary of the Treasury requiring legal opinions or advice involving the administration of that Department as regards customs, steamboat inspection, navigation, light-house and life-saving concerns, remission of fines, penalties, and forfeitures, registry, &c., of vessels, and others arising in his office. These often require laborious research and a careful examination of law and fact, besides skill and professional knowledge, the extent of which labor is not to be measured to any appreciable degree by any examination that can be made.

The following represents the distribution and classification of the office business:

The chief clerk.—Besides the duty of supervision devolving upon him by law, questions arising under the customs laws in customs cases and referred for opinion by the Secretary of the Treasury; examination of official bonds, contracts, and legal instruments.

(a) *Clerk of class four.*—Internal revenue matters and questions arising under internal revenue laws, as well as those under laws for registry and enrolment of vessels; steamboat inspection matters and compromises.

(b) *Clerk of class four.*—Dockets of suits for fines, penalties, and forfeitures; dockets of custom-house bond suits; dockets of miscellaneous suits; correspondence appertaining.

(c) *Clerk of class four.*—Docket of Treasury transcript suits; correspondence appertaining.

(d) *Clerk of class three.*—Dockets of Post-Office suits; register of letters to the Secretary of the Treasury; entries in judgment index.

(e) *Clerk of class three.*—Register of letters and matters of business received; subject index of same; docket of compromise cases; briefing and indorsing of incoming and outgoing letters.

(f) *Clerk of class three.*—Copying of outgoing letters.

(g) *Clerk of class two.*—Lands acquired in payment of debt; record of same; preparation for sale; collection of old judgment claims; correspondence appertaining.

(h) *Clerk of class two.*—Record of correspondence relative to postal suits; register of outgoing letters of the office; subject index of same; files and searches.

(i) *Clerk of class one.*—Dockets of suits of importers against collectors of customs; record of opinions of Solicitor of the Treasury.

(j) *Clerk of class one.*—Record of miscellaneous letters written by the office stenographer and type-writer.

All letters, matters, &c., not of a merely routine character, are first viewed by the Solicitor of the Treasury, or the Assistant Solicitor, and are then passed to the chief clerk, who makes the distribution according to the character of the matter and the foregoing classification, indicating on each the particular clerk to be charged. They are then passed to the registry clerk (e in the foregoing classification), who registers the matter alphabetically, first by the name or official designation of the writer, with

statement of date of receipt, brief of the subject-matter, the member of the office to whom charged; and, secondly, subjects in an index or digest of subjects under the appropriate catch-word, with date of receipt, name or official designation of person from whom received, corresponding with the entry in the register and the subject-matter in brief. By this last-named arrangement communications relating to the same subject-matter are brought together under a particular alphabetical division and a ready reference is furnished to subjects where, as it is evident in nearly all cases, the names or official designation of the writers are unknown. Upon being so entered, and carefully indorsed with a brief of the subject, with the date of receipt stamped thereon, they are laid on the desks, as indicated, for disposition in their proper order. Many of these go to the docket clerks, who at once take them up, make the proper entries in the docketed cases, prepare the proper answer or communication relative to the subject for the examination and signature of the Solicitor of the Treasury, or place the same on file, as the matter may require.

In addition to these registered matters there are numerous communications or reports received from officers of courts and officers of customs, in the form of printed blanks, which are passed at once to the docket clerks, without registry, to be noted by them in the several dockets and then placed on file or referred by indorsement, it may be, for the information or action of the proper accounting bureau or departmental officer, as the nature of the matter requires.

Communications or matters requiring legal opinions are taken up, an opinion is prepared after careful examination, and sometimes protracted search for authorities and precedents, and the result is laid before the Solicitor of the Treasury.

All letters of the several clerks from the office are first prepared in the rough, then inspected and checked by the chief clerk, then by the Assistant Solicitor, and finally signed by the Solicitor. They then go to the copyist. A fine copy is made, and, after comparison with the original, the copy or duplicate receives the signature of the Solicitor, and is put up with the general mail towards the end of the day by the mailing clerk. These originals or duplicates are indorsed, briefed, and distributed to the record clerks, and when recorded they are filed by months and according to their numbers. This file not only indicates the clerk who prepared the letter, but also the corrections or amendments made after leaving his desk.

The appendix hereto will exhibit more at length the statutory provisions as to the business of this office, also an outline of the principal books in use, with actual entries of matters carried through the same. In the appendix will also be found a few examples, as requested by the chairman of the committee, illustrative of the receipt and progress to their conclusion of the matters selected for the purpose.

In another communication, answering the separate letter of the chairman of the select committee, will be found a statement in detail as to the amount and character of business for the different periods as far as it is practicable to reply.

Very respectfully,

A. McCUE,
Solicitor.

The honorable the ATTORNEY-GENERAL.

[*Note by Committee:* That part of the appendix containing copies of the general laws in relation to the office of Solicitor of the Treasury and his duties being in print and easily accessible is omitted and not printed herein.]

The following are the forms adopted for the reports of suits required by the foregoing regulations :

[FORM 1.—For attorneys and clerks.]

— DISTRICT OF —, —'s Office, —, 18—.

To the Solicitor of the Treasury :

SIR: The following suit— ha— been commenced in the — court of the United States, which holds its session at —, in which the United States are parties or have an interest :

Against whom or what.	When commenced.	Form and cause of action, or ground of controversy.	Amount claimed.

[FORM 2.]

OFFICE OF THE MARSHAL OF THE UNITED STATES,
— District of —, —, 18—.

To the Solicitor of the Treasury :

SIR: I report the following mesne process received by me in suits brought in this district, in which the United States are parties or have an interest.

Respectfully, —, United States Marshal.

Against whom or what.	Date of process.	Form of process.	On what brought.	Amount claimed.

[FORM 3.]

OFFICE OF THE MARSHAL OF THE UNITED STATES,
— District of —, —, 18—.

To the Solicitor of the Treasury :

SIR: I report the following final process received by me in suits brought in this district, in which the United States are parties or have an interest.

Respectfully, —, United States Marshal.

Against whom or what.	Date of process.	On what brought.	Date of judgment.	Amount of judgment, exclusive of costs.	Costs.	When returnable.

To the Solicitor of the Treasury:

SIR: I report the following proceedings under execution or final process, issued to me in _____ suit—, pending in this district, in which the United States are parties or have an interest.

Respectfully,

_____, *United States Marshal.*

Against whom or what.	Nature of suit.	Date of process or order.	Date of judgment or decree.	Amount of judgment, exclusive of costs or nature of decree.	Interest.		Costs.		Nature of returns— disposition of proceeds.

[FORM 5.—For attorneys.]

REPORT OF THE _____ FOR THE _____ COURT OF THE DISTRICT OF _____.

_____, OFFICE, _____, 18--.

To the Solicitor of the Treasury:

SIR: As _____ of the United States _____ court, I report the proceedings had in the following cases at _____ term, 18--, wherein the United States are parties or have an interest.

Against whom or what.	Form of action.	Cause of action.	When commenced.	Amount sued for.	Judgment.			When execution issued.	When execution returnable.	Returns of execution, general remarks, condition of the suit, &c.
					Principal.	Interest.	Costs.			

CLASSIFICATION C C, OFFICE BUSINESS.

Question as to the ownership of imported merchandise, and as to the parties entitled to make entry under the circumstances mentioned.

Nov. 24, 1886. Letter from the Secretary of the Treasury inclosing a communication from the collector of customs at New York of the 18th of Nov., 1886, and asking the opinion of the Solicitor of the Treasury, as appears from the copy of the circular following.

Nov. 24-29, 1886. Opinion of the Solicitor of the Treasury transmitted to the Secretary of the Treasury, as embodied in the following copy of a circular addressed to collectors and other officers of customs :

“Circular.—Entries of imported merchandise—Bills of lading.

“TREASURY DEPARTMENT, OFFICE OF THE SECRETARY,
“Washington D. C., December 2, 1886.

“To collectors and other officers of the customs :

“Certain questions having arisen as to the application of Department's circular of September 2 last (Synopsis, 7732), the same were duly referred to the Solicitor of the Treasury for an expression of his views thereon, and his reply, received under date of the 29th ultimo, is herewith appended, from which it will be seen—

“First. That the terms ‘to order’ and ‘or assigns’ in bills of lading are equivalent as to the right of an indorsee to make entry thereunder, and that the holder, by indorsement on a bill of lading drawn in either form may be considered as the consignee.

“Second. That the provisions of section 3058, Revised Statutes, do not restrain the indorsee or assignee of a bill of lading duly held by him from the right to make entry.

“Third. That the collector is protected, as to any rival claims to ownership, by the acceptance of the duly indorsed bill of lading ; and,

“Fourth. That indorsements by duly constituted agents or attorneys (residing in this country) of non-resident bankers or consignees, to whose order the merchandise may have been consigned, are sufficient for purposes of entry.

“These views, which are not in conflict with the Department's circular above mentioned and the decisions thereunder of September 24 (Synopsis, 7771) and October 13 (Synopsis, 7810), are concurred in by the Department and promulgated for the guidance of customs officers.

“C. S. FAIRCHILD,
“Acting Secretary.”

[Opinion of the Solicitor of the Treasury referred to above.]

“DEPARTMENT OF JUSTICE,
“OFFICE OF THE SOLICITOR OF THE TREASURY,
“Washington, November 29, 1886.

“SIR: A communication from the collector of customs at New York, stating that there seems to be some doubt in the minds of bankers as to the meaning of your circular instructions of September 2 last, in regard to the persons who may make entry of imported goods on and after the 1st of January next, has been transmitted to me for an expression of my views.

“The instructions referred to discontinued, on and after the 1st of January, the practice heretofore existing, and provide that at that date ‘entries will only be received from parties in whose names the merchandise is consigned by the bill of lading, or who appear to be the rightful holders of bills of lading drawn “to order.”

“It is instanced in the collector's letter that Mr. Charles M. Fry, president of the Bank of New York, is the attorney in fact of the ‘German Bank of London, limited,’ and that bills of lading made out to the order of the latter institution come to him, and are by him indorsed as such attorney to the purchaser of the merchandise.

“It is also instanced that Messrs. Brown Brothers & Co., bankers, of New York, receive bills of lading made to them ‘or assigns.’

“The difference in the form of these bills of lading—the one being ‘to order’ and the other reading ‘or assigns’—has given rise to a difference of opinion between the collector and other customs officers at his port as to the effect of these respective conditions on the right of the parties holding bills to make entry, as well as to a doubt in the minds of the bankers referred to and others as to the construction to be placed on the circular where it provides that entries will only be received from parties named in the bills of lading, or who appear to be the rightful holders of the same drawn ‘to order.’

“If that circular is to be read strictly according to the letter thereof, then the holders of all bills of lading drawn for delivery to persons named ‘or their assigns,’

and assigned by indorsement, will be shut off from the privilege of making entry, and the effect will be a demand for a change in the usual commercial form of such documents as negotiable instruments. A bill of lading to order or assigns, when properly indorsed and delivered, vests the title to the goods, as against all the world, in the indorsee. The usual form is to deliver the goods to a person named therein 'or his assigns.' Sometimes it is to the order of the person named; sometimes, in blank, 'to order.' The two forms of expressions, at least as regards the right of entry under the customs laws, are equivalent. Either imports negotiability and serves the well-understood purposes of commerce and trade. To all intents and purposes the indorsee of the bill of lading is the consignee. He is the alternative of the person named in the bill, or, if the bill is in blank and 'to order,' he is the assignee of the shipper, and, by virtue of the indorsement, also the consignee. In either case the holder of the bill of lading is the consignee, and, in my opinion, there is nothing in the statutes that, in either case, prohibits the entry. On the contrary, this seems to have recognition in section 2787, Revised Statutes, as also in section 36 of the original act of 1799, where the words 'ultimately consigned' are used. Reference is made, incidentally, to section 3058, Revised Statutes, as in opposition to this view. That section is a declaratory provision that 'all merchandise imported into the United States shall, for the purposes of this title, be deemed and held to be the property of the person to whom the merchandise may be consigned, any sale, transfer, or assignment prior to the entry and payment of the duties on such merchandise, and the payment of all bonds then due and unsatisfied by the consignee, to the contrary notwithstanding.' This section was brought into the Revised Statutes from section 62 of the general collection act, approved March 2, 1799. An early case in 4 Mason, 497 (*Howland vs. Harris*), gives Mr. Justice Story's construction of this provision in language not to be misunderstood. It is, that the provision is a declaration—not an enactment; that its operation is not to preserve the ownership in the original consignee. He says that it cannot be presumed that the legislature meant to interfere with the question of ownership generally, or to enact, in such a summary way, a general statute of frauds. The very language of the clause shows that such intention is not to be attributed to it, where it says the goods, &c., shall, 'for the purposes of this act, be deemed and held to be the property of the person to whom the said goods, &c., may be consigned,' &c. The transfer is suspended in its operation only so far as the purposes of the act require; and these purposes nowhere appear to go beyond the point of a denial of credit for duties. To understand this last remark, it should be stated that the provision in question is connected with and is a part of the statute in force at a time when the credit system prevailed and importers were allowed to give bonds instead of cash down in settlement of duties, and in which statute there was a provision that an importer should not have credit on a succeeding importation while his bond, given for a former one, remained due and unpaid. Hence the preamble of the provision, 'And to prevent frauds arising from collusive transfers, it is hereby declared.' The collusive transfers referred to were such as went to defeat the particular object of the statute of which this declaration is a part, namely, the denial of credit to an importer who was in default for previous duties. (See, also, *Harris vs. Dennie*, 3 Peters, 292; *Conrad vs. Insurance Company*, 6 Peters, 281.) In the latter case, the plaintiff insurance company was the holder, by assignment, of a bill of lading of goods shipped for account and risk of one Edward Thompson, and consigned to order. It was objected that the plaintiff and assignee was not the legal owner and consignee of the goods, and so was not entitled to make entries at the custom-house.

"In affirming the decision of the court below, Judge Story says 'the plaintiff was both owner and consignee.' The consignment of the homeward cargo was to order, and the plaintiff, by virtue of the assignment, the indorsement and possession of the bills of lading, and the other transactions stated in the case, became consignee as well as owner of the homeward cargo, and, as such, was already entitled to enter the same and to have delivery thereof upon giving bonds in conformity with the provisions of the duty-collection act of 1799. He says that the thirty-sixth and sixty-second sections of that act clearly confer the right, and that the proviso of the sixty-second section in no wise restrains it in cases like the present. It is to be observed that these sections, with the proviso referred to, are brought into the Revised Statutes in sections 2785 and 2787 and in 3055, the same we now have under consideration. The decisions referred to are to be taken as authoritative interpretations of these provisions by the highest court in the land and as establishing authoritatively the principle that the indorsee or assignee of a bill of lading is an owner and consignee mentioned in the act as persons entitled to make the entries of imported goods contemplated in these provisions of law. Their effect and operation now is simply that the collector must recognize the indorsed or assigned bill of lading as constituting the true evidence of ownership, no matter what other claims may be presented. So that whether that bill of lading represents the ownership in the shipper or in the name of the person mentioned or in the name of the assignee or indorsee, the possession of the same by the person who

offers the entry must be to the collector the evidence of ownership. The customs law, speaking of consignees, does not mention the original consignee, nor does it mean to designate such a person as alone entitled to make entry. It means to say that the owner shall be so entitled, and, in order to make it indisputable as to such ownership, it says the consignee shall be deemed to be the owner; in other words, the holder of the bill of lading, who is the consignee, whether he holds the bill by original delivery or by assignment. Even the insertion of the name of the person as consignee in the bill of lading gives no property in the goods to such person until the delivery of the bill to him, nor does the indorsement of such bill confer right or possession of the property without a delivery. (12 Pick., 297; 15 Mass., 528; Smith's Mer. Law, 238.) So that if an entry is presented and the properly indorsed bill in the hands of the indorsee is exhibited to the collector, he has all the evidence of right to make entry that the statute requires. The provision now in the Revised Statutes contained in section 3058, as to the person deemed to be the owner, without its context in the original act, has outlived its purpose. There is now no apparent reason for it, unless it be to protect the collector of customs from the claims of rival ownership. It operates simply to shut out the claim of the person who sets up an ownership as a purchaser simply, and who presents no binding evidence of title, thus leaving the officer, it may be, to the peril arising from the contention of claimants. Upon presentation of a properly-indorsed bill of lading, all rival claim of ownership is stopped. The title evidence is before him; there can be no other. Commercial law and the commercial world recognize the bill of lading as absolutely vesting the property in either the consignee named or in the indorsee. There can be no contention of ownership.

Paragraph 4 of section 2807, Revised Statutes, is referred to, as the collector says, by those who differ from him, as indicative that the bill of lading shall be recognized by the customs officers only when drawn to order. I cannot see that the clause is at all significant. It simply provides, where no consignee is named and the bill of lading is in blank and to order, that the fact should be stated in the manifest of the vessel that the consignment is to order. This term 'to order,' where the bill of lading is thus in blank, is a term to express that the shippers will designate the consignee, and is the mercantile phrase where there is no other than the shipper himself.

"Now, the question will occur as to what course is to be pursued where foreign banking institutions send bills of lading to this country to their agents or attorneys with a design to realize on the merchandise and make good their advances. Such bills, I think, may be negotiated here by the duly constituted attorney, may be indorsed as the same could be done by the proper bank authorities if present, and the indorsee would be substantially the consignee to be duly recognized at the custom-house as entitled to make entry, the same as if the entry had, previously to indorsement, been offered by the person or bank named in the bill. I see no difficulty to this. Section 3058, Revised Statutes, as is apparent from the language of Judge Story in the case cited, and on the principles I have urged, does not prohibit such an entry nor the recognition of the holder of such a bill as the consignee and owner of the merchandise. It is not otherwise prohibited in the law.

"It is to be observed, however, that it would apparently be impracticable for a foreign institution, with a bill of lading constituting it the consignee, to make an entry by its agent according to the provisions of sections 2785, 2786, and 2787, Revised Statutes. This was the question considered in my opinion of the 21st of September last, in the case of the application of the Anglo-California Bank, limited, whose agents and manager and branch bank are located in San Francisco. I refer to this that the distinction between an entry by the agent of the foreign corporation and an entry by the holder of a bill of lading assigned by such agent may not be lost sight of.

"Very respectfully,

"A. McCUE,
"Solicitor.

"HON. SECRETARY OF THE TREASURY."

CLASSIFICATION A, OFFICE BUSINESS.

Case of remission where fine arose under passenger laws.

In many of the cases, which are numerous, arising under the statutes authorizing a remission or mitigation of fines, penalties, and forfeitures, the papers are referred to the solicitor for consideration and recommendation.

The one mentioned above, which arose under the passenger acts, will show the usual correspondence required in this class of cases aside from the labor incident to the preparation of an opinion by the solicitor on the merits.

UNITED STATES }
vs. }
 STEAMSHIP RHINE. }

In this case the master was charged with penalties incurred by carrying an excess of passengers.

Case was tried, as shown by dockets in office of the Solicitor of the Treasury, on October 29, 1885. Verdict against defendant, who was fined \$3,025.

Defendant petitioned the Secretary of the Treasury for a remission of the fine under section 3294, Revised Statutes. The petition, with finding of the facts, made by Hon. John H. Dixon, district judge for the district of New Jersey, where case was tried, was referred to solicitor January 28, 1886, for an opinion as to whether or not petitioner incurred the fine without wilful negligence or any intention of violating the law.

Prior to receiving the petition, namely, January 5, 1886, the Solicitor transmitted a letter received from the United States attorney giving his (the attorney's) views of the case.

February 12, 1886, the Solicitor returned papers, with opinion, and recommended remission on certain terms.

February 15, 1886, warrant of remission received from Secretary of the Treasury and same day transmitted to United States attorney, with instructions to carry out decision of the Secretary.

CLASSIFICATION B, OFFICE BUSINESS.

(See page 5, letter attached.)

Compromise case under section 3469, Revised Statutes.

In the matter of the offer of E. A. Boyd to compromise a claim of United States for \$96,943.50.

In the matter of George H. Boyd, executor, to compromise a claim of the United States for \$96,943.50.

May 22, 1885.—Secretary Treasury transmits offer to pay \$2,500 in compromise.

Letter to United States attorney at New York.

June 29, 1885.—United States attorney's report received declining to recommend acceptance of the offer.

June 30, 1885.—Letter to United States attorney at New York to proceed with case.

July 2, 1885.—Butler & Sperry, attorneys, advised.

Check for \$2,500 received for return to proponents.

Letter to Butler & Sperry, transmitting check of the Secretary of the Treasury, returning the amount deposited pending consideration.

Feb. 15, 1887.—George H. Boyd, executor of the debtor, offers \$15,000 in compromise, which is received from the Secretary of the Treasury for report.

Feb. 16, 1887.—Letter to United States attorney at New York, transmitting the offer with request for consideration and report.

Feb. 26, 1887.—Letter from United States attorney, preliminary.

Mar. 8, 1887.—Report received from United States attorney, recommending the acceptance of the offer.

Mar. 9, 1887.—Letter Solicitor Treasury, with report and papers, concurring in the United States attorney's recommendation to Secretary Treasury.

Mar. 12, 1887.—Letter from the Secretary of the Treasury accepting the offer and directing the carrying out of the compromise.

Mar. 14, 1887.—Letter to the United States attorney advising him of the acceptance and giving instructions.

Mar. 23, 1887.—United States attorney's report received as to compliance with terms of compromise.

Mar. 25, 1887.—Letter to Secretary of the Treasury, accordingly, and requesting payment of the money into the Treasury.

Mar. 29, 1887.—Received check of the Secretary of the Treasury for \$15,000 payable to assistant treasurer at New York.

Check sent with letter to assistant treasurer at New York, with directions to pay the same in the Treasury in the name of the collector of customs at New York.

CLASSIFICATION G, OFFICE BUSINESS.

Lands—Acquirement and sale.—By section 3750, Revised Statutes, the Solicitor of the Treasury is charged with the custody of all lands and other property which have been or may be assigned, set off, or conveyed to the United States in payment of debts (excepting real estate acquired in payment of debts arising under the internal-revenue

laws) and of all trusts created for the use of the United States in payment of debts due them, and of the sale and disposal of lands assigned or set off to the United States in payment of debts, or vested in them by mortgage or other security for the payment of debts. By section 3749, Revised Statutes, the Solicitor of the Treasury is authorized, with the approval of the Secretary of the Treasury, to rent, or to sell at public sale, any unproductive lands or other property of the United States acquired under judicial process or otherwise in the collection of debts, &c.

To illustrate, in part, the nature of the duties of the clerk having immediate charge of this branch of the business of the office, the following example may be given:

A judgment was recovered by the United States in the United States district court for the district of Kansas, against M. M. and C. B., sureties on the forfeited recognizance of J. H. R., for the sum of \$2,000 and costs. Executions were issued on the judgment, and certain lots in the city of Fort Scott, Kans., were levied on and sold to the United States as the property of defendant, M. M. The United States marshal for the time being having failed to execute a deed to the United States, his successor in office was requested by letter from this office, dated October 10, 1881, to execute such a deed, under the provisions of section 994, Revised Statutes.

Oct. 27, 1881.—United States marshal to Solicitor of the Treasury.

Feb. 28, 1882.—Solicitor to United States marshal, again requesting deed.

Mar. 27, 1882.—United States marshal to Solicitor, inclosing report and abstract of title.

Mar. 22, 1882.—United States attorney to Solicitor.

Mar. 27, 1882.—Solicitor to United States attorney.

April 3, 1882.—Same to same.

Sept. 12, 1882.—Solicitor to United States attorney, inviting attention to previous letters unanswered.

Oct. 24, 1882.—Same to same, again calling attention to previous letters unanswered.

Oct. 28, 1882.—United States attorney to Solicitor, promising report in a few days.

Jan. 6, 1883.—Promised report not having been received, Solicitor again writes to United States attorney.

Feb. 15, 1883.—Solicitor to United States attorney, renewing former requests.

Mar. 17, 1883.—United States attorney to Solicitor, inclosing report and recommending employment of a special assistant attorney to assist him in the matter.

Mar. 21, 1883.—Solicitor to United States attorney.

April 19, 1883.—Same to same.

April 23, 1883.—United States attorney to Solicitor.

May 7, 1883.—Solicitor to the Secretary of the Treasury, recommending employment of special assistant attorney under section 363, Revised Statutes.

May 22, 1883.—Acting Secretary Treasury to Solicitor, advising of appointment of special assistant attorney.

June 30, 1883.—Solicitor to United States attorney.

July 10, 1883.—United States attorney to Solicitor.

July 21, 1883.—United States attorney to Solicitor.

July 26, 1883.—Solicitor to United States attorney.

Nov. 1, 1883.—United States marshal to Solicitor, advising that he had executed a deed to the United States, pursuant to an order of court, for lot 1, block 104, and lot 11, in block 120, in the city of Fort Scott.

Nov. 3, 1883.—Solicitor to United States attorney.

Nov. 15, 1883.—United States attorney to Solicitor.

Dec. 8, 1883.—Solicitor to United States attorney.

Dec. 13, 1883.—United States attorney to Solicitor.

Feb. 18, 1884.—Solicitor to United States attorney.

March 18, 1884.—Same to same.

March 26, 1884.—United States attorney to Solicitor, reporting institution of suit in ejectment for possession of lot 11, block 120.

April 1, 1884.—Clerk of United States district court to Solicitor, reporting same.

April 17, 1884.—Attorney-General refers letter of Mr. C. O. Perkins asking, for reasons given, that the United States execute a quitclaim deed to the defendant in the ejectment suit.

April 26, 1883.—Solicitor to Hon. B. W. Perkins, advising that the request cannot be complied with.

July 21, 1884.—Solicitor to United States attorney for report of action taken relative to lot 1, block 104.

July 31, 1884.—United States attorney to Solicitor, reporting that bill in equity will be filed in a few days.

Nov. 19, 1884.—Solicitor to United States attorney, inquiring as to status of action in ejectment; also equity suit.

Nov. 24, 1884.—United States attorney to Solicitor, reporting judgment in favor of United States in ejectment suit; that the judgment was vacated and a new trial granted.

Jan. 27, 1885.—Special assistant attorney to Solicitor.

Feb. 2, 1885.—Solicitor in reply.

June 12, 1885.—\$1,000 offered in settlement of the suits referred to.

June 18, 1885.—Proposition declined for want of authority of law to accept same.

Aug. 26, 1885.—United States attorney to Solicitor, inclosing similar offer.

Sept. 9, 1885.—Offer again declined.

Jan. 9, 1886.—Solicitor to United States attorney for report of condition of pending suits.

Jan. 13, 1886.—United States attorney to Solicitor, reporting judgment for defendant in the ejectment suit; and that in the equity suit the court sustained the demurrer to the bill of complaint, on which an appeal was allowed to the United States Supreme Court; also inclosing transcript of record in latter case.

Feb. 1, 1886.—Solicitor to United States attorney.

Feb. 2, 1886.—Solicitor to United States Attorney-General, inclosing transcript of record referred to.

Feb. 13, 1886.—United States attorney to Solicitor.

Feb. 18, 1886.—Solicitor to United States attorney.

Mar. 24, 1886.—United States attorney to solicitor, inclosing communication of special assistant attorney, stating his views of the law in the matter of the judgment sustaining the demurrer to the bill above referred to.

Mar. 30, 1886.—Copy of communication above mentioned transmitted to the Attorney-General.

All correspondence relating to the conduct of this case was the work of the clerk above referred to, having charge of the land records of the office. The same clerk has charge of all deeds and other title papers and all matters relating to the perfecting of the title to property acquired in payment of debt, the drawing of deeds and leases, and the preparation of advertisements for the sale of such property, and the payment of the proceeds thereof into the Treasury of the United States; also the collection of old and doubtful claims in favor of the Government, the collection of which is attended with more or less difficulty and requires the exercise of more than ordinary care and attention.

EXHIBIT I.—Register of letters received.

When received.	Date.	Name.	Capacity.	Where written.	To whom referred for action. (See classification of duties.)	Brief of contents.	Disposition.
Mar. 31, 1884	Mar. 26, 1884	Kansas	J. R. Hallowell, U. S. att'y.	G.	Rel. to suit in ejectment to recover possession of <i>land agt. M'Elroy</i> .	File.
Mar. 29, 1886	Mar. 24, 1886do	W. C. Perry, U. S. att'y..	G.	Transmitting papers rel. to suit <i>agt. M'Elroy</i> for recovery of land.	Mar. 30, 1886, sent to Atty Gen'l.
June 29, 1885	June 27, 1885	New York, S. dist.	Elihu Root, U. S. att'y ..	New York	B.	Declining to recommend compromise of claim <i>agt. E. A. Boyd & Son</i> .	June 30, 1886, Sec'y Tr'y advised; July 2, 1886, to D. att'y.
May 29, 1886	May 28, 1886	Navy, Secretary of.....	William C. Whitney	Washington	B.	Inclosing papers in suit <i>U. S. v. William J. Young</i> , with suggestions.	May 29, 1886, reply; May 29, 1886, to D. att'y S. N. Y.
June 22, 1886	June 18, 1886	New York, S. dist.	S. A. Walker, U. S. att'y.	New York	B.	Reporting trial suit <i>U. S. v. Wm. J. Young et al.</i> , and verdict for U. S.	June 23, 1886, Sec'y Navy advised.
Feb. 10, 1886	Feb. 9, 1886dododo	I.	Reporting trial case of <i>O. L. Tiffany v. E. A. Merritt</i> , (col. customs).	Feb. 11, 1886, to Sec'y Tr'y; Feb. 17, 1886, to D. att'y S. N. Y.
Feb. 10, 1886	Feb. 9, 1886dododo	I.	Reporting trial of case of <i>Abraham Wallach v. W. H. Robertson</i> (col'r customs).	Feb. 11, 1886, to Sec'y Tr'y informally.
Feb. 20, 1886	Feb. 10, 1886	Oregon	R. H. Lamson, cl'k U. S. courts.	Portland.....	C.	Sec'y of Tr'y refers cert'f dep. \$1,609. 34 ac. judgt. in <i>U. S. v. P. B. Sinnott et al.</i>	Feb. 20, 1886, reply; Mar. 11, 1886, cd. sent to 2d comp't.
Mar. 30, 1886	Mar. 22, 1886do	L. L. McArthur, U. S. attorney.do	C.	In re <i>U. S. v. P. B. Sinnott</i> , rep'tg entry and satisfaction of judgment.	File.
Apr. 18, 1884	Apl. 2, 1884	Perkins, C. O.	Oswego, Kansas ..	G.	Relative to <i>M'Elroy property</i> at Fort Scott, Kans.	Apr'l 26, 1884, letter to Hon. B. W. Perkins, M. C.
July 22, 1885	July 21, 1885	Second Comptroller....	I. H. Maynard	Washington, D. C.	C.	Transmitting papers for suit <i>against P. B. Sinnott</i> , Indian agent.	July 31, 1885, sent to D. att'y for Oregon.
May 21, 1886	May 19, 1886dododo	B.	Inclosing papers for suit of <i>U. S. v. Wm. J. Young et al.</i>	May 29, 1886, sent to D. att'y at N. Y.
Feb. 16, 1887	Feb. 15, 1887	Stanley, Clark & Smith.	Att'y's for execr. E. A. Boyd.	New York	B.	Inclosing cert'f deposit \$15,000 for <i>compromise claim v. E. A. Boyd</i> .	Feb. 16, 1887, to D. att'y at N. Y. for report.
Nov. 24, 1886	Nov. 23, 1886	Secretary of the Treasury, Treasury Department	C. S. Fairchild	Washington	Ch. clerk.	Refers letter col'r customs at N. Y. rel. to <i>entries by assignees of bills lading</i> and asking opinion.	Nov. 29, 1886, reply (opinion.)
May 22, 1885	May 21, 1885dododo	B.	Inclosing offer compromise for report in case <i>U. S. v. E. A. Boyd</i> .	May 22, 1885, to D. att'y at N. Y.

NOTE.—Subjects in italics; see Subject index. The selected entries may all be traced through the several exhibits annexed—see italic lines in each.

EXHIBIT 2.—*Letters received.—Subject index.*

Date of receipt.	Subject of correspondence.	
	B.	
May 22, 1885	Boyd, E. A., & Son.....	Sec'y Tr. : Refers offer of compromise.
June 29, 1885	Boyd, E. A., & Son.....	D. att'y S. N. Y. : Declines to recommend compromise, case of Stanley, &c., att'ys : Inclosing offer \$15,000 in compromise, case of.
Feb. 16, 1887	Boyd, E. A., exec'rof....	
Nov. 24, 1886	Bills of lading.....	Sec'y Tr. : Opin. requested as to right of entry of imported mdse. by parties assignees of.
Nov. 24, 1886	Customs, entry.....	Sec'y Tr. : Opinion requested as to right of entry of imported mdse. by parties acting as assignees.
Dec. 8, 1886	Dutton, S. B.....	6th Aud. : Transmits two bonds for suit against.
	L.	
Mar. 21, 1884	Lands of McElroy.....	D. att'y Kansas : Reporting suit in ejectment to recover.
Apr. 18, 1884	Lands of McElroy.....	C. O. Perkins : Relative to.
	M.	
Mar. 20, 1886	McElroy, ads. U. S.....	D. att'y Kansas : Returns papers used in.
	S.	
July 22, 1885	Sinnott, P. B., <i>et al.</i>	2d Compt. : Transmitting papers for suit against.
Feb. 20, 1886	Sinnott, P. B., <i>et al.</i>	Cl'k U. S. Ct. Oregon : Inclosing certif. dep. \$1,609.34 on acc't judg't in case against.
Mar. 30, 1886	Sinnott, P. B., <i>et al.</i>	D. att'y Oregon : Reporting satisfaction judg't entered in case of.
	T.	
Feb. 10, 1886	Tiffany v. Merritt.....	U. S. att'y S. N. Y. : Reporting result of trial.
Feb. 17, 1886	Tiffany v. Merritt.....	Sec'y Tr. : Directing that case be taken to Supreme Court.
	W.	
Feb. 10, 1886	Wallach v. Robertson...	U. S. S. N. Y. : Reporting result of trial.
	Y.	
May 21, 1886	Young, Wm J., <i>et al.</i>	2d Comp't : Inclosing papers for use in suit against.
May 23, 1886	Young, Wm. J., <i>et al.</i>	Navy, Sec'y of : Relative to case against.
Jun. 22, 1886	Young, Wm. J., <i>et al.</i>	U. S. att'y S. N. Y. : Report trial and verdict for U. S. in case of.
Jan. 29, 1886	Yungst, Theodore.....	Petition for remission of fine for violation of passenger laws. [See ante, "Register of Letters Received."]]

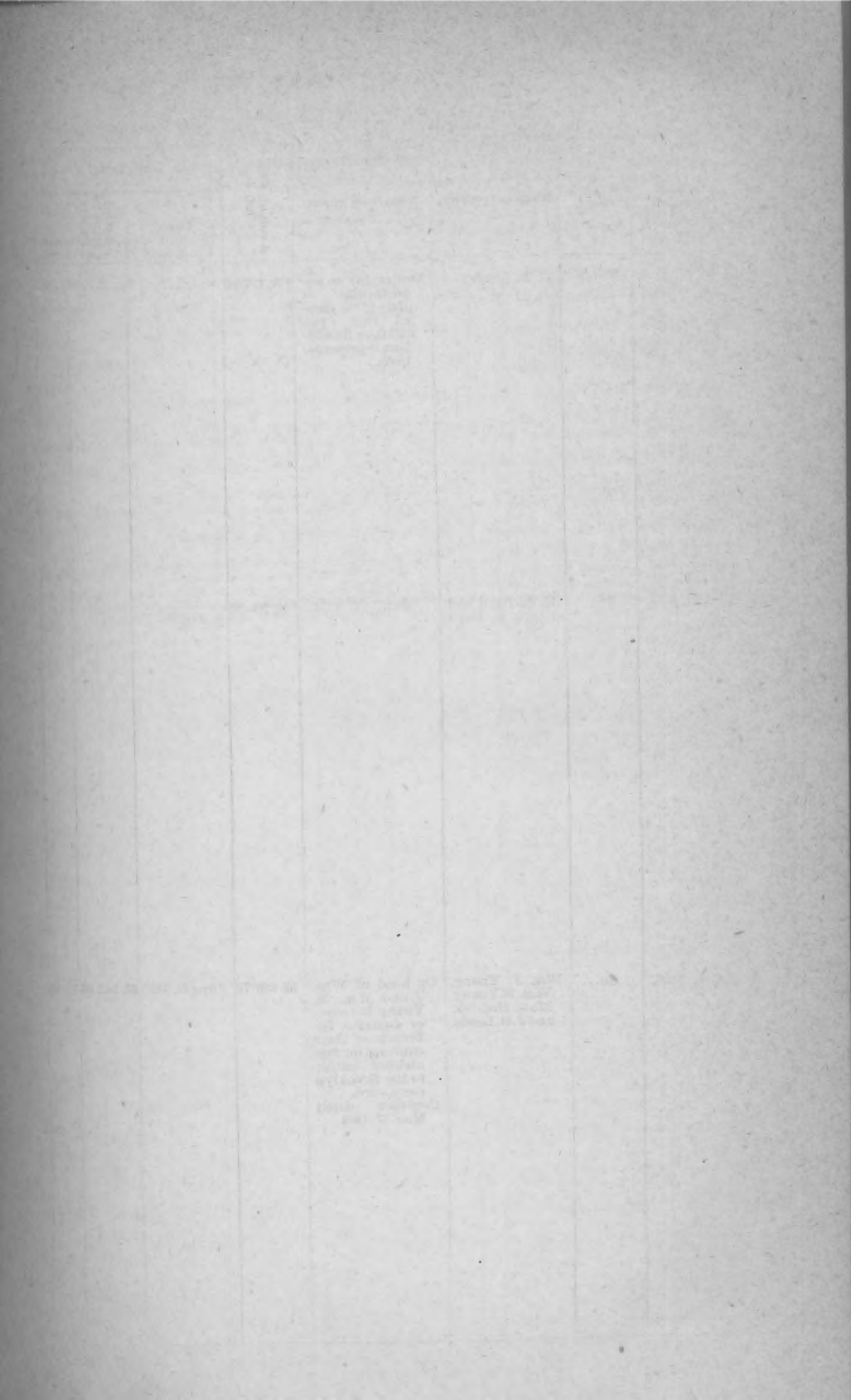


EXHIBIT 3.—Register of miscellaneous suits

When brought.	What court.	Names of parties.	Nature of claim.	Amount sued for.	Judgment.		
					Date.	Amount exclusive of costs.	Costs.
Dec. 11, 1884.	District.	E. A. Boyd.....	Duties due on importations of plate-glass passed free upon and false fraudulent representations.	\$20,177 00
Dec. 11, 1884.	...do....	E. A. Boyd and Geo. H. Boyd.do.....	56,766 50
Jan. 4, 1886.	...do....	Wm. J. Young, Wm. B. Young, Matt. Hedrick, and J. H. Leeds.	On bond of Wm. J. and Wm. B. Young, to recover damages for breach of their contract for furnishing butter to the Brooklyn navy-yard. Contract dated May 31, 1884.	12,390 70	June 26, 1886	\$1,943 66	72 80

brought in the southern district of New York.

Execution.		Collection and deposit.			Remarks.
When issued.	When returnable.	Date.	Amount.	Depository.	
					See letter of collector of customs, of Oct. 8, 1884, requesting suits. May 21, 1885, Secretary Treasury transmits offer of defendants to compromise these suits by payment of \$2,500, and by surrender of 35 cases plate-glass libeled July 10, 1884. Solicitor to U. S. attorney, May 22, 1885, for report on compromise offer. June 27, 1885, U. S. attorney declines to recommend acceptance. Solicitor to U. S. attorney, June 30, 1885, rejecting offer, and directing him to proceed with the cases. Solicitor to Secretary, June 30, 1885, recommending return to proponents of amount deposited on account of this offer. July 2, 1885, amount deposited returned to proponents. Feb. 14, 1887, Stanley, Clarke Smith, attorneys, transmit dup. C. D. No. 567, for \$15,000, on account of new compromise offer. Feb. 16, 1887, received offer of Geo. H. Boyd and executors of estate of E. A. Boyd, to compromise these two suits and the libel against the 35 cases plate-glass, by payment of \$15,000, &c. Solicitor to U. S. attorney, Feb. 16, 1887, for explanation of offer and for report under sec. 3469, R. S. Feb. 26, 1887, U. S. attorney states that proponents offer to pay \$15,000 besides the storage due, in all about \$21,000, but they will not pay the cartage already paid by U. S.; they will also waive all claim for breakage. Mar. 8, 1887, U. S. attorney recommends acceptance of compromise offer. Solicitor to Secretary, Mar. 9, 1887, concurring in U. S. att'y's recommendation. Mar. 12, 1887, Secretary accepts compromise offer. Mar. 14, 1887, U. S. attorney advised accordingly. Mar. 24, 1887, U. S. attorney reports terms of compromise complied with and suits dismissed. Mar. 25, 1887, Secretary advised thereof. Mar. 31, 1887, orig. C. D. for \$15,000 referred to Secretary's office.
		Mar. 30, 1887	\$15,000 00	Collector of customs at New York.	Mar. 13, 1886, U. S. att'y reports suit brought by order of Attorney-General. May 1, 1886, U. S. att'y transmits all papers sent to him by Attorney-General, with request that they be certified to. He also requests further evidence. Solicitor to Second Comptroller, May 6, 1886. May 19, 1886, Comptroller transmits certified copy of contract, and states that Navy Department can furnish the other evidence required. Solicitor to Sec'y Navy, May 24, 1886. May 28, 1886, Sec'y Navy sends all evidence required. May 29, 1886, same sent to U. S. attorney. June 13, 1886, U. S. attorney reports trial of suit, resulting in a verdict in favor of U. S. for \$1,943.66. June 23, 1886, Sec'y Navy advised thereof. July 13, 1886, orig. C. D. for \$1,943.52 referred to Sec'y Treasury, and Sec'y Navy advised. Report Navy term, 1886. Judgment entered on verdict June 26, 1886, and same entered satisfied June 28, 1886.
	Verdict \$1,943 66 Interest 4 86 1,948 52	July 6, 1886	1,948 52	Assistant treasurer at New York.	

EXHIBIT 4.—Statement of suits on Treasury transcripts instituted in the district of Oregon.

When instituted.	Names of defendants.		Nature of suit.	Amount sued for.	Date of judgment.	Amount of judgment.	Date of execution.	Date of return.	Nature of return.	Amount collected.	Miscellaneous.
	Principal.	Sureties.									
1885, Aug. 29, circuit court, Portland.	Patrick B. Sinnott.	Bond, March 5, 1872; penalty, \$20,000. R. B. Sinnott, Luzern Besser, A. P. Dennison, H. L. Herman, E. H. Garling, E. Cahalin, and S. J. McCormick.	Default as Indian agent.	\$3,048 18	1885, Oct. term.	\$1,565 14 debt. 8 85 int. 35 35 costs. <hr/> 1,609 34				\$1,565 14 debt. 8 85 int. 35 35 costs. <hr/> 1,609 34	1886, February 10, c. d. Do. Do.

1885, July 21.—2nd Comptroller transmits papers for suit.
 1885, July 31.—Sent same to U. S. attorney, Portland, Oregon.
 1885, Aug. 29.—U. S. attorney, Oregon, reported suit instituted in circuit court v. principal, L. Besser and E. Cahalin.
 1885, Sept. 14.—Acting C. clerk Tr'y Dep't referred offer of P. B. Sinnott to pay one dollar and costs in compromise.
 1885, Sept. 16.—To U. S. atty. advising that this offer has been rejected and directing him to press case to trial.
 1885, Sept. 16.—To Secretary of the Treasury to return amount deposited on account of offer.
 1885, Sept. 18.—Asst. Secretary inclosed Secretary's check.
 1885, Sept. 21.—Sent Secretary's check to U. S. attorney for delivery to proponent.
 1885, April term circuit court, attorney rep. case continued.
 1885, Nov. 20.—U. S. telegraphed for certain copies.
 1885, Nov. 21.—Called at 2nd Comptroller's office for desired copies.
 1885, Nov. 24.—2nd Comptroller referred desired copies.
 1885, Nov. 24.—Sent same to U. S. attorney.

1886, Feby. 19.—C. clerk Tr'y Dep't referred original certificate of deposit issued by the 1st National Bank of Portland, Oregon—No. 835, dated February 10, 1886—for \$1,609.34.
 1886, Feby. 20.—To U. S. attorney.
 1886, March 3.—U. S. attorney replied.
 1886, March 9.—To U. S. attorney.
 1886, Mar. 11.—Sent original certificate of deposit to 2nd Comptroller with request to have it covered into the Treasury, the sum of \$1,565.14 credited to the agent's accounts, and the said accounts to be balanced and closed. The balance, being interest and costs, is to be disposed of as a miscellaneous receipt.
 1886, March 12.—To U. S. attorney.
 1886, March 16.—Received letter of clerk of circuit court of 8th instant.
 1886, March 18.—U. S. attorney furnished a detailed statement of items allowed by the court.
 1886, March 22.—U. S. attorney reported judgment entered satisfied of record.
 1886, July 19.—Received U. S. attorney's report, October term Ct. Ct. (1885), stating that a judgment had been obtained for \$1,565.14, interest and costs, and that it had been satisfied.

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EXHIBIT 5.—Suits against defaulting postmasters, contr

Judicial district, &c.	Date of commencement of suit.	Name of parties.	Indebtedness.	Name of post-office.	Judgment.	
					Date.	Amount.
Maine No. 19 D. C.	Nov. 16, 1885.	Fred. B. Dunton, late P. M. Warren C. Tower, James Moody, Sureties.	\$559 54	Centre Lincolnville, Me. [Closed by comp	1886. Dec. 21 r. m.]	\$395 46 96 59 costs.
Northern Mississippi. No. 210 D. C.	Mar. 24, 1886.	John G. Baptiste, late P. M. F. S. Whyte, B. Pope Strong (dec'd), W. J. Burt, J. S. Carothers, J. H. Bowman, S. P. Pool, Sureties.	1,424 95 M. O. account.	West Point, Miss. [Closed.]	Oct. 27	1,615 93
Northern Mississippi. No. 211 D. C.	..do	Same parties.....	387 43 Postal account.	West Point, Miss.	Oct. 27	438 91

actors, and others for debts due the Post-Office Department.

Proceedings on executions.			Collections and deposits.			Other proceedings and remarks.
When issued.	When returnable.	Nature of return.	Date.	Amount.	With whom deposited.	
			1887.			
			Mar. 3	\$150 00	Merch'ts Nat. Bank, Portland, Me.	U. S. att'y—Dec. 7, 1886, Aud. P. O. D. incloses orig. bond for transmission to U. S. att'y.
			Mar. 4	96 59do.....	Dec. 10, 1886, orig. bond sent to U. S. att'y; Feb. 4, 1887, U. S. att'y transmits offer of sureties to pay \$150.00 and costs, and recommends acceptance; Feb. 8, 1887, U. S. att'y's letter and offer sent to Aud. P. O. Dept.; Feb. 26, 1887, Aud. P. O. D. to Sol'r advising of acceptance of compromise; Mar. 1, 1887, Sol'r to U. S. att'y to carry compromise into effect; Mar. 3, 1887, U. S. att'y reports dismissal; Mar. 10, 1887, orig. C'a D. for \$150.00 and \$96.59 referred to Aud. P. O. Dept.
			Feb. 28	1,735 00	Postmaster at Aberdeen, Miss.	U. S. att'y—Oct. 18, 1886, U. S. att'y to Sol'r, rel. to proposition of sureties to pay \$1,050 and costs in settlement of this and succeeding case; Oct. 23, 1886, telegram to U. S. att'y in reply; Oct. term, 1886, U. S. att'y reports judg't against all the parties to the bond except Babbist, prin., and Strong, surety, both dead; execution stayed until ordered by U. S. att'y; Dec. 10, 1886, Aud. P. O. Dept. incloses offer of sureties to pay \$1,650 and costs in compromise for report of U. S. att'y; Dec. 11, 1886, offer sent to U. S. att'y for report; Dec. 18, 1886, U. S. att'y reports rel. to offer; Dec. 21, 1886, U. S. att'y's report referred to Aud. P. O. D.; Dec. 28, 1886, Aud. P. O. D. to Sol'r, ask'g for further report of U. S. att'y; Dec. 31, 1886, Sol'r to U. S. att'y for further report; Jan. 4, 1887, U. S. att'y in reply; Jan. 8, 1887, U. S. att'y's reply sent to Aud. P. O. D.; Jan. 13, 1887, Aud. P. O. Dept. to Sol'r, advising of rejection of compromise; Jan. 14, 1887, Sol'r to U. S. att'y as to rejection of offer, and directing collection of judg'ts; Mar. 7, 1887, original receipt of P. M. at Aberdeen, Miss., for \$1,735.00, in full of judg't, &c., on money-order account, referred to Aud. P. O. Dept.

EXHIBIT No. 6.—Record in compromise cases.

Date of receipt, &c.	Name of debtor or person offering to compromise.	Nature and description of claim of United States.	By what officer compromise recommended, and upon what terms.	Action of the Solicitor of the Treasury.	Further disposition of the matter, remarks, &c.
May 22, 1885	E. A. Boyd & Son..... R. S. Newcome, att'y.	Offer to pay \$2,500 and surrender goods seized and pay costs, in compromise of claim of the U. S., ac. of alleged illegal importation of glass.	----- [Rejected.]	May 22, '85: To d. att'y, S. N. Y. June 30, '85: To Sec'y and U. S. att'y, S. D., N. Y. July 2, '85: To Butler & Sperry, att'y's, inclosing Sec'y's check for \$2,500, ac. deposit.	May 22, '85: From Sec'y, inclosing offer and c. d. for \$2,500, and 5 inclosures. June 29, '85: From U. S. att'y, S. D., N. Y. Declines to recommend acceptance of offer. July 2, '85: From Sec'y, inc'g check for \$2,500, to order of Butler & Sperry, att'y's.
Sept. 15, 1885	P. B. Sinnott, late Indian agent. Mitchell & Dement, attorneys, Portland, Oregon.	Offer \$1 in compromise of suit of U. S. under bond of Sept. 28, 1876, for \$500.	----- [Rejected.]	Sept. 16, '85: To the U. S. att'y, Oregon, declining to consider, and to Sec'y, requesting return of deposit. Sept. 21, '85: To P. B. Sinnott, inclosing Sec'y's check.	Sept. 15, '85: C. d. \$1 received by div. pub. moneys. Sept. 19, '85: Sec'y's ch'k for deposit received.
Feb. 16, 1887	George H. Boyd, Elizabeth Boyd, executrix, and H. Boyd, ex'r of E. A. Boyd, dec'd. Stanley, Clark & Smith, attorneys.	Offer \$15,000 and all costs and expenses in compromise of three suits against E. A. Boyd & Co., viz: \$20,177 00 duties. 58,766 50 " 20,000 00 glass. 96,943 50	----- [Rejected.]	Feb. 16, '87: To U. S. att'y, S. N. Y. M'ch 9, '87: To Secretary. M'ch 14, '87: To U. S. att'y, S. N. Y. M'ch 25, '87: To Sec'y, recommending acceptance of offer. M'ch 29, '87: To the asst. treasurer U. S. at New York, inc'g Sec'y's ch'k, \$15,000.	Feb'y 15, '87: From Stanley, Clark & Smith, att'ys, inc'g a c. d. \$15,000, held by div. pub. moneys. Feb'y 26, '87: From U. S. att'y, S. D., N. Y. M'ch 8, '87: From U. S. att'y, S. D., N. Y. Recommends acceptance of offer. M'ch 12, '87: The Secretary accepts offer, under certain conditions. M'ch 23, '87: From U. S. att'y, S. D., N. Y., reporting conditions of compromise carried out. M'ch 24, '87: From Sec'y, inc'g check, \$15,000, to order of assistant treasurer at N. Y.

[Accepted March 12, 1887.]

EXHIBIT 7.—Property acquired by the United States in payment of debt, &c., and disposition of same by the Solicitor of the Treasury by sale or otherwise.

Date of acquisition.	Description.	State and county where situated.	Whose interest acquired.	Court.	Judicial district.	Judgment.		Amount paid by United States.	Date of sale or disposition by Solicitor.	To whom sold or released.	Amount realized.	Remarks.
						Date.	Amount.					
Oct. 30, 1883. Deed 540	Lot numbered 1, in block numbered 104, in the city of Fort Scott.	Kansas, Bourbon County.	M. McElroy	District.	Kansas.	Nov. 6, 1869.	\$2,032 10	\$3,192 00	Miscellaneous docket 5, 162. Dec. 8, 1883: Solicitor to U. S. attorney, acknowledging receipt of deed and asking for information. Dec. 13, 1883: U. S. attorney in reply. Feb. 18, 1884: Solicitor to U. S. attorney for information. Mar. 18, 1884: Same to same.
	Lot numbered 11, in block numbered 120, in the city of Fort Scott.	Kansas, Bourbon County.	M. McElroy	District.	Kansas.	Mar. 26, 1884: U. S. attorney to Solicitor, reporting suit in ejectment instituted for lot 11, block 120; and bill in chancery filed to settle title to lot 1, block 104. Apr. 1, 1884: Clerk district court reports suit instituted. Apr. 2, 1884: C. O. Perkins, asking that Government relinquish claim of title to defendants in above suits. Apr. 26, 1884: Solicitor in reply. * * * Mar. 24, 1886: U. S. attorney to Solicitor, transmitting report of special assistant attorney and other papers. * * * Mar. 30, 1886: Solicitor to Attorney-General, transmitting report district attorney.
Jan. 31, 1884. Deed 542	Land lots 75 and 103, in ninth district and first section, containing 218 acres, more or less, together with the improvements thereon.	Georgia, Union Co.	W. W. Chapman.	District.	N. Georgia.	Nov. 22, 1882.	300 00	351 51	Aug. 15, 1884.	W. W. Chapman.	\$387 61	Miscellaneous docket 9, 30. Apr. 11, 1884: U. S. marshal to Solicitor, inclosing deed. * * * July 18, 1884: W. W. Chapman offers to redeem property under provisions of section 3751, R. S. * * * Proposition accepted. * * * Aug. 13, 1884: Chapman forwards certificate of deposit. Aug. 15, 1884: Certificate of deposit forwarded to Secretary of the Treasury for deposit of amount in the Treasury of the United States. Aug. 15, 1884: Deed executed by Solicitor. Aug. 18, 1884: Deed transmitted to Chapman.

THE DEPARTMENT OF JUSTICE.

EXHIBIT 8.—Register of suits brought in the southern district of New York against officers and agents of the Government in which the United States is not a party but has an interest.

No.	Date of commencement.	Parties to suit.	Nature of claim.	Proceedings, &c.
7519	Dec. 8, 1881.	Charles L. Tiffany vs. Edwin A. Merritt.	Bronze statuary.... Framed mirror plates. \$420.	Dec. 13, 1882: D. att'y reports U. S. suit 7842 consolidated with this case. Feb. 8, 1886: D. att'y reports trial of case; verdict for pl'ffs. Sol. to Secretary, Feb. 11, 1886, rec'g that case be taken to Sup. Court. Feb. 16, 1886, Secretary directs case to be taken to Sup. Court. Sol. to D. att'y, Feb. 17, 1886. June 22, 1886: Dist. att'y reports entry on June 8, 1886, of judg't in favor of pl'ffs for \$588.10 principal, \$13.52 interest, and \$59.85 cost; in all, \$661.47. Writ of error sued out and filed June 8, 1886. Jan. 27, 1885, paid \$39.77.
7837	Apr. 1, 1882.	Abraham Wallach and others vs. William H. Robertson.	Fancy baskets, albums, and plush bags. \$280.	Feb. 9, 1886: D. att'y reports trial of case; verdict for pl'ffs on the baskets and for def't on albums and plush bags. Sol. to Secretary, Feb. 11, 1886 recom'ds that verdict be acquiesced in. Feb. 23, 1886: Secretary states that collector has been instructed to settle case. Sol. to d. att'y, Feb. 24, 1886. July 13, 1886: D. att'y reports entry judgment in favor of pl'ffs for \$103.10 principal, \$2.53 interest, and \$55.85 costs; in all, \$161.48. Sol. to Secretary, July 15, 1886. Oct. 23, 1886: D. att'y reports judgment entered satisfied.
8349	Jan. 4, 1883.	Oscar Brumler vs. Wm. H. Robertson.	Mineral water bottles. \$831.	Feb. 13, 1883: D. att'y reports U. S. 8034 consolidated with this case. Nov. 3, 1883: Discontinued on payment of marshal's fee.
8657	Aug. 20, 1883.	Anstin Baldwin et al. vs. Wm. H. Robertson.	Steel blooms \$984.	Nov. 23, 1886: D. att'y reports trial on Nov. 20, 1886, and judgment for pl'ff and advises acquiescence therein. Dec. 29, 1886: Secretary Treasury instructions to settle judg't. Feb. 8, 1887: D. att'y reports plaintiff's entry of judgment for \$983.84 principal, \$230.97 interest, and \$62.35 costs on 7th instant.
9055	Apr. 1, 1884.	Reece M. Oberteuffer et al. vs. W. H. Robertson.	Whether cartons in which gloves and stockings were imported were an element of the dutiable value of the goods? \$140.	Case tried May 12, 1884; judgment for defendant. Case taken to Supreme Court by plaintiffs. See dist. att'y's letter of Nov. 24, 1885, reporting proceedings had. U. S. Supreme Court, Jan. 25, 1886: Judgment reversed, with costs, and case remanded for new trial. Sept. 22, 1886: Dist. att'y reports suit discontinued Sept. 21, 1886.
9198	June 16, 1884.	Charles F. Zentgraf vs. W. H. Robertson.	Dye-wood deduction. Collector assessed duty at 25 per cent as "colors" (lakes). Plaintiff's claim dutiable at 10 per cent. under T. I. (new) 84. \$450.	Jan. 21, 1886: D. att'y reports dismissed unless plaintiffs pay costs and discontinue within twenty days. Feb. 8, 1887: D. att'y reports discontinued on Jan. 22, 1887.
9587	Jan. 29, 1885.	Charles L. Perkins vs. W. H. Robertson.	Bessemer steel \$1,460.	Nov. 19, 1886: D. att'y reports trial and judgment for plaintiff. Dec. 13, 1886: D. att'y reports motion for new trial argued on the 11th instant. Feb. 12, 1887: D. att'y reports decision on motion for new trial as denied.

EXHIBIT 8.—Register of suits brought, &c.—Continued.

No.	Date of commencement.	Parties to suit.	Nature of claim.	Proceedings, &c.
11132 and 11132a	Aug. 3 1886.	Clemant A. Auffmördt <i>et al.</i> vs. E. L. Hedden.	Silk and cotton ribbons s. c. v. at 50 per cent. claimed to be hat materials at 20 per cent. or cottons at 35 per cent. or 40 per cent. per T. I. 448 or 324, 325. \$3,859.20.	Dec. 15, 1886: D. att'y reports trial on the 10th and 11th instant, and verdict for defendant as to legality of reappraisal proceedings and verdict for plaintiff for \$10, merchant appraisers' fee; duty issue separated. Dec. 23, 1886: D. att'y reports severance of issues and incloses copy order of severance.
11201	Sept. 23, 1886.	Franz Roessler <i>et al.</i> vs. E. L. Hedden.	Aniline (crude) exempt under sec. 2503 R. S. and T. I. 559. Assessed as prep. of coal-tar, not colors or dye, at 20 per cent. ad val. under sec. 2499 R. S. and T. I. 83. Attorney General's opinion, Mar. 3, 1886, S. 5536. \$116.20.	
11440	Jan. 18, 1887.	Benj. H. Howell <i>et al.</i> vs. E. L. Hedden.	Sugar (treaty with Hawaii Islands) under "most favored nation" clause. \$227,741.84.	
11442	Jan. 18, 1887.	William Dick vs. E. L. Hedden.	Sugar (treaty with Hawaii Islands) under "most favored nation" clause. \$203,129.34.	
11475	Feb. 1, 1887.	Jerome Bernheimer and others vs. E. L. Hedden.	Cotton-back worsteds, manufacturers of silk and cotton, cotton chief value, c. v. \$3,176.97.	

EXHIBIT 9.—Register of letters written.

By whom drafted.	Date.	To whom.	Subject of letter.
G....	Mar. 30, 1886	Attorney-General, Washington, D. C.	Trans'g letter of D. att'y Kaw rel to suit vs. <i>McElroy & Bull</i> .
B....	July 2, 1885	Butler & Sperry, Washington, D. C.	Trans'g check for \$2,500 rejected comp'se offer in case of <i>E. A. Boyd & Son</i> .
D....	Dec. 10, 1886	Maine, (S.) U. S. attorney.....	Transmitting originals bonds of <i>T. P. Dunton, late P. M.</i> , for suit.
B....	May 22, 1885	New York, (S.) U. S. attorney...	Request'g report on offer of comp'se in case of <i>E. A. Boyd & Son</i> .
B....	June 30, 1885do.....	Advising of rejection of comp'se offer in case of <i>E. A. Boyd & Son</i> .
I....	Feb. 17, 1886do.....	Direct'g the taking to the Sup. Ct. case of <i>Tiffany v. Merritt</i> .
B....	May 24, 1886	Navy Department, Secretary ...	Trans'g for authentication papers in case of <i>W. I. Young on butter contract</i> .
B....	May 29, 1886	New York, (S.) U. S. attorney...	Return'g papers duly authenticated in case of <i>W. I. Young on butter contract</i> .
B....	June 23, 1886	Navy Department, Secretary...	Enclos'g report of trial of case, vs. <i>W. I. Young on butter contract</i> .
B....	Feb. 16, 1887	New York, (S.) U. S. attorney...	Trans'g comp'se offer in case of <i>E. A. Boyd & Son</i> .
C....	July 31, 1885	Oregon, U. S. attorney	Trans'g papers for suit against <i>Patrick B. Sinnott, as Indian agent</i> .
C....	Feb. 20, 1886do.....	Request'g report of items allowed by the court in case vs. <i>P. B. Sinnott, as Ind. ag't</i> .
G....	April 26, 1884	Perkins, B. W., House of Representatives.	Advise'g rel. to disputed title to certain land at <i>Fort Scott, Kansas</i> .
B....	June 30, 1885	Secretary of the Treasury.....	Advise'g of relecture of offer and suggest'g return of am't in case of <i>E. A. Boyd & Son</i> .
I....	Feb. 11, 1886do.....	Suggest'g the taking to the Sup. Ct case of <i>Tiffany v. Merritt</i> .
C. C..	Feb. 29, 1886do.....	(Opinion) rel. to assignment of bills of lading by endorsement.
C....	Mar. 11, 1886	Second Comptroller Treasury ..	Enclos'g C. D. for \$1,609.34, in full in case vs. <i>Patrick B. Sinnott, as Ind. agent</i> .

Subjects above are in italics. See Subject index of letters written.

NOTE.—The foregoing selected entries of written letters may all be traced through the several exhibits. See italicised lines in each exhibit.

EXHIBIT 10.—Subject index, letters written.

Date of receipt.		Subject of correspondence.
Nov. 29, 1886.	Assignees	(Sec. Treas.) Opinion: Rel. to entry of goods by assignment on bills of lading:
May 22, 1885..	Boyd, E. A. & Son	(D. att'y., S. N. Y.): Requesting report on comp'se offer in case of.
June 30, 1885.do.....	(Sec. Treas.): Suggest'g return of am't of deposit on comp'se offer in case of.
June 30, 1885.do.....	(D. att'y., S. N. Y.): Advise'g of rejection of comp'se offer in case of.
July 2, 1885..do.....	(Butler & Sperry.): Trans'g check for \$2,500 rejected comp'se offer in case of.
Feb. 17, 1887..do.....	(D. att'y., S. N. Y.): Trans'g comp'se offer for report in case of.
Dec. 10, 1886.	Dunton, T. P.....	6th Aud.: Transmitting original bonds of, as late postmaster, &c.
April 26, 1884.	Land: Fort Scott, Kans..	(B. W. Perkins.): Advise'g rel. to disputed title of Gov't claim to.
Mar. 30, 1886.	Land: McElroy & Bull...	(Atty. Gen.): Trans'g letter of D. att'y. Kansas rel. to.
Mar. 3, 1886..	McElroy & Bull.....	(Atty. Gen.): Trans'g letter of D. att'y. Kansas, rel. to land claimed by.
July 31, 1885..	Sinnott, Patrick B.....	(D. att'y. Oregon.): Trans'g papers for suit against late Indian agent.
Feb. 20, 1886..do.....	(D. att'y. Oregon.): Request'g report of items allowed by court in case vs. late Indian agent.
Feb. 11, 1886..	Tiffany v. Merritt.....	(Sec. Treas.): Suggest'g the taking to the Supreme Court, case of.
Feb. 17, 1886..do.....	(D. att'y., S. N. Y.): Direct'g the taking to the Supreme Court, case of.

(See ante, Register of letters written.)

Mr. Clay to Mr. Cockrell.

DEPARTMENT OF JUSTICE,
Washington, April 28, 1887.

SIR: The Attorney-General directs me to forward the inclosed report, made by the Solicitor of the Treasury, as part of the report of the Department of Justice made in response to the request of your committee.

Very respectfully,

CECIL CLAY,
Chief Clerk.

Hon. F. M. COCKRELL,
Chairman of the Select Committee of the Senate, &c.

DEPARTMENT OF JUSTICE,
OFFICE OF THE SOLICITOR OF THE TREASURY,
Washington, D. C., April 26, 1887.

SIR: On the 8th instant I had the honor to make a report, with exhibits, in response to a letter of the Hon. F. M. Cockrell, chairman Select Committee United States Senate, asking for a statement as to the method of conducting the public business as far as that request concerns this office.

I have now to report, in response to a separate letter of Mr. Cockrell, requesting detailed statements showing the amount and character of business received and disposed of during the calendar years 1884, 1885, 1886, and to and including the 1st of March of the year 1887; also the individual and average attendance of the employes of this office, monthly, for the periods mentioned.

It is necessary to repeat in this report that this office has no divisions, so called, or as so understood in other Bureaus of the several Departments, but the business is nevertheless as distinctly classified and distributed, each clerk having his designated duties to perform, according to the following classification, in a circular issued November 12, 1886, which, with slight modification, is the same as that in force previously for a number of years, viz:

DISTRIBUTION OF BUSINESS, OFFICE OF THE SOLICITOR OF THE TREASURY.

Clerk of class 4:

- (A) Internal-revenue matters; compromises, &c.; steamboat inspection; contracts (temporarily).
- (B) Dockets of suits for fines, penalties, and forfeitures; dockets of suits on custom-house bonds; dockets of suits; miscellaneous.
- (C) Docket of Treasury transcript suits, excepting Post-Office suits.

Clerk of class 3:

- (D) Register of letters received; subject index; docket of compromise cases; briefing letters received and written.
- (E) Docket Post-Office suits; record of letters to the Secretary of the Treasury; judgment index.
- (F) Copying outgoing letters.

Clerk of class 2:

- (G) Lands acquired by United States, record, examination, and correspondence.
- (H) Record of post-office letters; files and searches; index of letters written; subject index of same; putting up mail.

Clerk of class 1:

- (I) Docket of suits against collectors of customs for refund of duties; record and index of opinions of solicitor.
- (J) Record of miscellaneous letters; type-writer; copying, &c.

It is impracticable to furnish a statement of the amount or character of business pending in this office at any designated period. The business of this office is almost wholly current business, and is disposed of without accumulation. Matters remaining on a particular desk for several days, inconsiderable in number at any designated period, have, as a general rule, so remained, awaiting a report from some officer of the Government, or answer to correspondence. Occasionally, notably in the summer months, record-books have gotten behind because the particular clerk avails himself of the usual leave of absence, which books have been invariably brought up to date within a reasonable time after his return. Beyond this it cannot be said, practically, that there has been any pending business at any designated period in the sense conveyed by the letter of the chairman of the committee.

The accompanying exhibit marked A shows the number of matters of business received and registered and distributed month by month during the years named to the heads of the Bureau and the several clerks according to the stated classification. The exemplification of the register given with my former report will show this business to be as diversified in character as it is numerous. It can only be characterized generally as including all business relating to the volume of litigation in which the Government seeks to collect through this office all indebtedness of defaulting or delinquent public officers, all fines, penalties, and forfeitures under the customs, revenue, navigation, steamboat laws, &c., and all indebtedness on contract, or of whatever nature, other than penalties under internal-revenue laws; also pertaining to the large number of suits for refunding of duties brought by importers against collectors of customs, of which there are about three thousand pending.

It should be explained that the exhibit referred to does not represent all the business that devolves upon the docket clerks, for numerous reports, in the form of printed blanks from United States attorneys, marshals, and clerks of the circuit and district courts of the many judicial districts, of the steps taken and results obtained in the great volume of suits of every character, are distributed, without being registered, as correspondence received. Each of these reports, varying as regards the number of entries to be made, are required to be noted in the proper docket of suits. Besides this, the attention of these clerks is expected to be at all times on the alert to detect any omissions of these officers to report the steps taken in the suits, any seeming neglect to prosecute the same or to realize, by proper legal methods, the amount recovered in judgment. Besides this, they must keep in mind, and give attention to, old judgments which have passed the pale of execution without result. These may require revival, because of lapse of time, and may offer promise of collection either in whole or part. It is needless to say that no account could be kept of the time each person employs himself in business of this character. It can only be said that the attendance, as represented in the accompanying exhibit marked B, is to be taken as representing the time devoted by each to his particular business, with the qualification that at times the varying volume of the business is more exacting than at others.

That exhibit shows the attendance of each clerk for the working days of each month of the calendar years and fraction of a year mentioned.

	1884.	1885.	1886.	January and February, 1887.
Number of working days.....	306	306	309	48
Average per month.....	25 $\frac{1}{2}$	25 $\frac{1}{2}$	25 $\frac{1}{2}$	24
Average attendance for year.....	276 $\frac{1}{2}$	274 $\frac{1}{2}$	286 $\frac{1}{2}$	27 $\frac{1}{2}$
Average attendance for month.....	23.03	23 $\frac{1}{2}$	23.89	23.62

Exhibit D shows the whole number of letters written during the period named of the several classes of correspondence, viz, letters in post-office cases, letters to the Secretary of the Treasury, and letters of a miscellaneous character. It should be observed that these letters are first written in the rough, and are then copied by the designated clerk for transmission, the record being made from the copies which bear the signature of the head of the office. The exhibit also shows the number of pages written in the record-books of these letters in each month, and according to the classification mentioned.

Exhibit E is a statement of the official and clerical force of this office during the same period.

Very respectfully,

S. McCUE,
Solicitor.

The Hon. the ATTORNEY-GENERAL.

EXHIBIT A.—Statement of subjects of business received and distributed.

1884.

Months.	Solicitor.	Assistant Solicitor.	Chief clerk.	Four clerks of class 4.			Three clerks of class 3.	Two clerks of class 2.	Two clerks of class 1.	Total for months.
January	25	17	16	26	174	73	49	47	18	445
February	14	20	24	39	131	75	44	22	13	352
March	1	32	18	41	164	87	34	47	19	443
April	2	15	14	21	131	54	36	23	10	306
May		8	13	18	141	63	58	40	17	358
June		2	18	22	128	42	115	44	11	382
July		14	26	36	205	76	120	34	2	391
August	7	9	25	42	149	58	74	20	7	513
September	3	5	22	64	171	63	59	20	15	422
October	2	10	45	32	133	45	45	47	6	365
November	1	1	47	18	108	55	36	30	8	304
December	4	6	32	42	183	82	42	43	11	445
Total for year	59	139	300	401	1,818	773	712	417	137	4,756

1885.

January	5	15	31	40	151	36	90	49	12	1	430
February	17	9	41	23	187	56	85	44	8		470
March	3	5	60	16	174	39	114	54	17	2	504
April	6	18	46	22	147	55	81	30	8	1	414
May	14	17	34	17	121	77	128	50	19		477
June	34	10	36	28	132	166	83	48	2	28	597
July	19	23	28	35	209	180	73	55	2	19	645
August	4	27	32	17	133	100	78	44		16	451
September	9	3	29	25	139	85	89	46	1	18	444
October	7	21	37	10	143	77	90	34	1	19	439
November		14	27	20	174	72	100	41		23	471
December	3	6	27	26	168	70	102	40	1	29	473
Total for year	121	168	448	279	1,878	1,043	1,118	535	7	216	5,815

1886.

January	9	19	38	20	126	45	126	35	1	42	461
February	8	11	28	28	180	41	106	36		25	463
March	7	24	23	36	183	71	172	42	1	13	572
April	3	32	19	19	138	59	118	32		28	448
May		18	28	36	175	104	126	36	1	13	532
June	3	9	39	42	190	217	114	55	5	15	689
July	4	16	36	39	204	140	75	30	4	13	561
August		1	25	41	106	135	57	23		10	388
September		1	66	36	137	43	68	20		19	390
October	11	9	128	36	117	2	61	21		13	398
November		14	56	84	117		69	8		4	379
December	3	20	40	60	127		79	47		17	437
Total for year	48	169	526	477	1,800	857	1,171	385	12	212	5,728

1887.

January	4	17	21	110	185	(*)	96	42	16	32	523
February	2	7	22	72	119		113	42	24	53	454
Total	6	24	43	182	304		209	84	40	85	977

* Vacant.

NOTE.—This table gives no indication of the business distributed to two clerks of class 3, one clerk of class 2, and one clerk of class 1. These were record and copying clerks, and were also engaged in miscellaneous work as occasion required.

EXHIBIT B.

Months.	Days in month.				Clerks of class 4.				Clerks of class 3.			Clerks of class 2.		Clerks of class 1.		Messengers and laborers.	
	Total days.	Sundays.	Holidays.	Working days.	A	B	C	D	E	F	G	H	I	J	K	L	M
1884.																	
January	31	4	1	26	25	26	26	26	25	26	25½	26	26	25½	26	16	20
February	29	4	1	24	24	23	24	23	23	24	22½	24	24	24	24	24	24
March	31	5	1	25	25	25	25	25	23	25	23	25	25	23	25	25	25
April	30	4	1	26	25	25	25	25	25	25	18½	26	26	25½	24	26	26
May	31	4	1	26	26	26	26	25	26	26	25½	26	18	25	26	26	19
June	30	5	1	25	25	25	25	25	25	25	21	25	25	25	25	25	25
July	31	4	1	26	26	26	26	26	26	23½	22	26	24	25	26	26	23
August	31	5	1	26	23	26	26	26	26	19	24	26	4	1	19	26	26
September	30	4	1	25	23	25	25	25	21	20	10	25	21	(*)	16	7	20
October	31	4	1	27	27	27	22½	12	15	27	25	23	27	26	23	25	9
November	30	5	1	24	23	24	18½	22	22	24	20	8	24	24	20	24	19
December	31	4	1	26	25	26	26	24	23	15	22	26	26	24	25	26	26
Total				306	297	300	295	262	2.1	275½	259	286	270	250	279	276	262
1885.																	
January	31	4	1	26	25	26	26	26	26	24	26	26	26	23	26	26	26
February	28	3	1	25	25	25	25	25	24	25	24½	25	22	26	24	25	25
March	31	5	1	25	25	25	25	25	25	25	24	25	25	13	±	25	25
April	30	4	1	26	25½	25½	26	25	26	26	25½	26	21	25	±	25	25½
May	31	5	1	25	25	22	25	25	25	25	25	25	25	25	25	25	25
June	30	4	1	26	26	26	26	26	26	26	26	26	26	26	26	26	26
July	31	4	1	26	25	26	26	26	21½	25½	18	26	26	26	9	26	26
August	31	5	1	25	22	25	25	25	14	13	18	21	6	26	24	26	17
September	30	4	1	26	24	25	25	25	10	22	20	21	20	17	26	12	21
October	31	4	1	27	25	27	27	6	27	27	23	27	27	18	26	20	18
November	30	5	1	24	24	24	22	24	19	21	24	24	24	24	23	24	21
December	31	4	2	25	25	25	25	25	23	20	25	25	19	19	25	21	21
Total				306	296½	301½	305	281	273½	282½	278	296	273	245½	231	286	276½
1886.																	
January	31	5	1	25	25	25	25	25	25	24½	25	23	24	18	23	25	24½
February	28	4	1	24	24	24	24	24	22	24	24	24	19	24	24	21	21
March	31	4	1	27	26	27	27	27	25½	26	27	26	27	27	27	27	27
April	30	4	1	26	26	26	26	26	26	26	26	26	26	26	26	26	26
May	31	5	1	25	25	25	25	25	25	23	25	25	25	25	25	25	25
June	30	4	1	26	25	14	26	26	26	26	26	26	25	26	16	26	26
July	31	4	1	26	25	25	26	26	26	26	25	25	25	26	24	26	18
August	31	5	1	26	24	25	26	26	20	12	22	26	7	26	12	26	10
September	30	4	1	26	25	26	26	26	26	23	9½	9	25	5	25	19	25
October	31	5	1	26	25	26	26	26	4	26	26	23½	26	22½	26	23½	26
November	30	4	1	26	26	24½	26	26	20	17	25	26	26	26	21½	26	26
December	31	4	1	26	25½	26	26	26	26	26	24	26	20	19	26	24	24
Total				309	301½	293½	295	281	292½	285½	283	289	275½	269	271	300	277
1887.																	
January	31	5	1	25	25	25	25	25	25	25	25	25	24	25	25	25	20
February	28	4	1	23	22	23	23	23	23	22½	22	23	23	23	22½	23	23
Total				48	47	48	48	48	48	47½	47	48	48	47	47½	48	43

RECAPITULATION.

	1884.	1885.	1886.	1887 (Jan. & Feb.)
Average per month	25½	25½	25½	24
Average attendance per month	23-7/8	24½	23-7/8	23-1/4
Average for year (or for two months)	276½	274-1/2	286½	47½

* Without pay.

† Va. 15.

† Va. 22.

EXHIBIT C.—Statement of customs and miscellaneous suits entered.

Suits.	1884.	1885.	1886	1887 (2 months).
Customs suits	174	146	201	32
Customs bond	35	35	11	7
Miscellaneous	2, 158	1, 926	1, 992	167
Aggregate	2, 367	2, 099	2, 204	206

STATEMENT OF POST-OFFICE SUITS ENTERED.

Post-office suits	229	279	223	35
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Suits against collectors of customs, all districts:

Massachusetts	74	54	31	
Louisiana	2	2	4	
Michigan, eastern district		2	4	
Pennsylvania, eastern district	33	55	60	8
Ohio, southern district	13	12	3	1
Oregon	1			
Maryland	12	6	4	
California	32	6	1	3
Alabama, southern district				
New York, northern district	2	9	1	
Vermont		1	4	
Connecticut				
Illinois, northern district	56	68	34	10
District of Columbia				
Missouri		1	4	
Florida				
Ohio, northern district				
New York, eastern district	27	3		
Texas, eastern district				
Indiana	1	1		
Washington Territory	1			
Rhode Island			3	
Texas, western district			3	
Florida, southern district				1
New York, southern district	651	661	1, 190	127
Total	955	881	1, 346	150

EXHIBIT D.—Statement of letters written and recorded, by months.

Month.	Letters written.	Post- office.	Secretary Treasury.	Miscel- laneous.	Total.
1884.					
January	342	7	39	87	133
February	252	4	24	66	94
March	224	5	29	64	98
April	116	2	8	29	39
May	151	2	12	42	56
June	121	3	6	31	40
July	389	9	61	97	167
August	359	2	53	86	141
September	260	3	34	66	103
October	275	11	26	56	93
November	216	8	21	66	95
December	326	5	42	89	136
Aggregate	3, 031	61	355	779	1, 195
1885.					
January	343	11	32	88	131
February	322	9	53	80	142
March	288	10	34	103	147
April	434	6	40	104	150
May	383	10	67	125	202
June	361	9	63	108	180
July	396	17	64	119	200
August	277	9	55	86	150

EXHIBIT D.—Statement of letters written and recorded, by months—Continued.

Month.	Letters written.	Post-office.	Secretary Treasury.	Miscellaneous.	Total.
1885.					
September	No. 324	Pages. 14	Pages. 49	Pages. 93	Pages. 156
October	264	4	47	83	134
November	334	11	42	101	154
December	293	7	54	94	155
Aggregate	4,019	117	600	1,184	1,901
1886.					
January	407	7	70	120	197
February	362	6	47	117	170
March	466	10	68	133	211
April	353	8	35	115	158
May	359	9	45	108	162
June	373	13	56	98	167
July	379	9	52	106	167
August	295	4	38	66	108
September	280	5	38	75	118
October	266	6	49	82	137
November	310	4	53	95	152
December	329	11	43	92	146
Aggregate	4,159	92	594	1,207	1,893
1887.					
January	406	13	52	109	174
February	380	12	57	105	174
Aggregate	786	25	109	214	348

EXHIBIT E.—Statement of official and clerical force during the years named.

Employés.	1884.	1885.	1886.	1887 (Jan. and Feb.).
Solicitor	1	1	1	1
Assistant solicitor	1	1	1	1
Chief clerk	1	1	1	1
Clerks:				
Class 4	4	4	{ 3	3
Class 3	3	3	*1	Vacant.
Class 2	2	2	2	† 3
Class 1	2	{ † 1	2	2
		§ 1		

* Eight months.

† Eleven and a half months.

‡ Two months.

§ Eleven and eight-thirtieths months.

Statement of docket entries in transcript suits.

Year.	Number of suits entered.	Number of entries made on dockets.
1884	92	2,388
1885	95	2,761
1886	120	3,349
1887 (two months)	11	675

DEPARTMENT OF JUSTICE.

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THE DEPARTMENT OF WAR.

CORRESPONDENCE.

Mr. Cockrell to Mr. Endicott.

UNITED STATES SENATE,
Washington, D. C., March 23, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., have instructed me, as the chairman, to request you to furnish to the committee, at your earliest convenience; a detailed statement, showing the present legal organization of your Department, with the number of officers and employés in your office and in each Bureau of your Department, designating the rank, grade, and classes, and the number of each and the total in each Bureau, treating the offices of Adjutant-General, Quartermaster-General, Surgeon-General, and others as Bureaus, and the aggregate in the whole Department. And also showing the present legal organization of the Army of the United States, the officers and number of each rank, with their respective subordinates or staffs, the number of regiments in each branch or corps, with the number of companies, troops, and batteries, the number of officers, non-commissioned officers, privates, &c., including number of civilian employés; the total in each corps, and the aggregate in whole Army. Please have same as concise as consistent with correctness, so as to give a correct, concise, bird's-eye view of the organization and force in your Department and in the Army.

Yours, truly,

F. M. COCKRELL,
Chairman, &c.

Hon. WM. C. ENDICOTT,
Secretary of War.

Mr. Cockrell to Mr. Endicott.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a detailed statement of the methods of transacting business in each division of your office and in each division of each Bureau of your Department, including one or more items of the principal business matters transacted in each of such divisions, beginning with the receipt of the business matter in the Department, and then showing, in consecutive order, the various steps taken by each of such business matters through the various divisions of your office and the various Bureaus and divisions of such Bureaus and employés through whose hands the same passes and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party.

I have the honor to be, most respectfully, yours, &c.,

F. M. COCKRELL,
Chairman Senate Select Committee.

Hon. WM. C. ENDICOTT,
Secretary of War.

Mr. Cockrell to Mr. Endicott.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report to the Senate the causes of the delay in transacting the public business said to exist in some of the Departments," have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a detailed statement, showing the amount and character of business pending in each division of your office and in each division of each Bureau of your Department on the 1st day of January, 1884, and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said calendar year 1884; and on hand, pending, and undisposed of on January 1, 1885, and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during said calendar year 1885; and also on hand, pending, and undisposed of on January 1, 1886, and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the year 1886; and also on hand, pending, and undisposed of on January 1, 1887, and received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said year 1887 up to March 1, 1887, and on hand, pending, and undisposed of in each division of your office and in each division of each Bureau of your Department on said March 1, 1887; and also a detailed statement showing the average amount and character of business performed, transacted, and disposed of by the employes in each division of your office and in each division of each Bureau of your Department, and the average number of employes in each of such divisions during each month in said years 1884, 1885, 1886, and 1887 up to March 1, 1887; and also the maximum and the minimum amount of business transacted and disposed of by the employe doing the most and the employe doing the least in each of such divisions during each of said months of said years, and if no account has been kept of the business performed and disposed of by each employe in any of such divisions during said years, or any part or parts thereof, the reasons why such account has not been kept; and also a statement showing the average number of days and the time and attention devoted to the consideration and transaction of business by the employes in each of said several divisions, and whether in person or by proxy, during each of said calendar years 1884, 1885, 1886, and 1887 up to March 1, 1887, or during such parts of said years, or either of them, as such employes or any of them may have been receiving pay from the United States, and also the maximum and the minimum number of days during each of said years and up to March 1, 1887, so devoted to business by the employe in each of said divisions present for the greatest number of days, and also for the least number of days. If the data called for by calendar years cannot be given as readily by calendar years as by fiscal years, then substitute for the calendar years named the fiscal years 1884, 1885, 1886, and 1887 up to March 1, 1887, and thus save as much unnecessary labor as possible.

I have the honor to be, most truly, yours,

Hon. WM. C. ENDICOTT,
Secretary of War.

F. M. COCKRELL,
Chairman Senate Select Committee.

Mr. Endicott to Mr. Cockrell.

WAR DEPARTMENT,
Washington City, June 30, 1887.

SIR: In response to your two letters of the 18th of March last, requesting for the Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, to inquire into and examine the methods of business and work in the Executive Departments of the Government, a detailed statement showing the amount and character of business received, transacted, and disposed of in the War Department and its Bureaus during certain periods, and a detailed statement of the methods of transacting business in the various branches of the Department, I have the honor to transmit herewith the detailed statements required.

Very respectfully, your obedient servant,

Hon. F. M. COCKRELL,
Chairman Select Committee, United States Senate.

WM. C. ENDICOTT,
Secretary of War.

General Benét to Mr. Cockrell.

WAR DEPARTMENT,
Washington City, April 26, 1887.

SIR: In compliance with the request conveyed by your letter of the 23d ultimo I have the honor to transmit herewith statements showing the legal organization of the several bureaus of the War Department, including statements of the legal organization of the several corps of the United States Army. Tables exhibiting in detail the legal organization of the Army, prepared in the office of the Adjutant-General, have already been informally furnished to you in response to your above-mentioned request.

For greater convenience of reference I inclose also a printed statement, showing, in comprehensive form, the legal organization of the War Department (including the office of the Secretary of War), together with a statement showing the same data in consolidated and convenient form.

Very respectfully, your obedient servant,

S. V. BENÉT,

Brigadier-General, U. S. A., Chief of Ordnance, Acting Secretary of War.

Hon. F. M. COCKRELL,

Chairman Select Committee U. S. Senate, 1502 Q Street, City.

Organization of the War Department.

Grade.	No.	Pay.	Grade.	No.	Pay.
<i>Office of Secretary of War.</i>			<i>Office of Adjutant-General.</i>		
Secretary of War	1	\$8,000 00	Adjutant-General	1	(*)
Chief clerk	1	2,750 00	Assistants	5	(*)
Disbursing clerk	1	2,000 00	Chief clerk	1	\$2,600 00
Chiefs of division	3	2,000 00	Clerks of class 4	25	1,800 00
Stenographer	1	1,800 00	Clerks of class 3	35	1,600 00
Army officers on duty	2	(*)	Clerks of class 2	69	1,400 00
Clerks of class 4	5	1,800 00	Clerks of class 1	359	1,200 00
Clerks of class 3	7	1,600 00	Clerks, at \$1,000	16	1,000 00
Clerks of class 2	9	1,400 00	Messengers	5	840 00
Clerks of class 1	28	1,200 00	Assistant messengers	51	720 00
Clerks, at \$1,000	7	1,000 00	Watchmen	20	720 00
Messengers	4	840 00	Laborers	3	660 00
Assistant messengers	7	720 00			
Laborers	8	660 00	Total	590	
Carpenter	1	1,000 00			
Foreman of laborers	1	1,000 00	<i>Office of Inspector-General.</i>		
Hostler, at \$600	1	600 00	Inspector-General	1	(*)
Hostlers, at \$540	2	540 00	Assistant	1	(*)
Watchman, at \$540	1	540 00	Clerk of class 4	1	1,800 00
			Clerk of class 1	1	1,200 00
	90		Assistant messenger	1	720 00
Under the Superintendent of State, War, and Navy Depart- ment building:			Total	5	
Watchmen	21	720 00	<i>Office of Judge-Advocate-General.</i>		
Firemen	5	720 00	Judge-Advocate-General	1	(*)
Conductors of elevator	2	720 00	Assistant	1	(*)
Laborers	3	660 00	Chief clerk	1	1,800 00
Charwomen	22	180 00	Clerks of class 3	2	1,600 00
Total	146		Clerks of class 1	4	1,200 00
			Clerk, at \$1,000	1	1,000 00
<i>Office of Headquarters of the Army.</i>			Copyist	1	900 00
Lieutenant-General	1	(*)	Messenger	1	840 00
Military secretary with rank of lieutenant-colonel	1	(*)	Assistant messenger	1	720 00
Aides de-camp with rank of lieu- tenant-colonel	2	(*)	Total	13	
Chief clerk (general service)	1	1,200 00	<i>Office of the Quartermaster-General.</i>		
Clerks (general service)	2	1,100 00	Quartermaster-General	1	(*)
Clerks (general service)	4	1,000 00	Assistants	5	(*)
Messengers (general service)	4	720 00	Chief clerk	1	2,000 00
Total	15		Clerks of class 4	9	1,800 00
			Clerks of class 3	12	1,600 00

* Pay of rank in the Army.

Organization of the War Department—Continued.

Grade.	No.	Pay.	Grade.	No.	Pay.
<i>Office of the Quartermaster-General—Continued.</i>			<i>Office of National Cemeteries—Continued.</i>		
Clerks of class 2	23	\$1,400 00	Clerk, at \$1,400	1	\$1,400 00
Clerks of class 1	39	1,200 00	Copyist, at \$900	1	900 00
Clerks, at \$1,000	10	1,000 00	Civil engineer and draftsman, at \$2,000	1	2,000 00
Copyists, at \$900	15	900 00	Civil engineer and draftsman, at \$1,800	1	1,800 00
Female messenger, at \$480 per annum	1	480 00	Watchmen, at \$60 per month	1	\$60 00
Messengers	4	840 00	Laborer, at \$60 per month	1	\$60 00
Assistant messengers	6	720 00	Total	9	
Superintendent of building, at \$250†			<i>Office of the Commissary-General of Subsistence.</i>		
Laborers, at \$480	2	480 00	Commissary-General	1	(*)
Laborer, at \$225	1	225 00	Assistants	2	(*)
Charwomen, at \$240	2	180 00	Chief clerk	1	2,000 00
Engineer, at \$1,200	1	1,200 00	Clerk of class 4	1	1,800 00
Fireman	1	720 00	Clerks of class 3	3	1,600 00
Watchmen	5	720 00	Clerks of class 2	4	1,400 00
Draftsman, at \$1,800	1	1,800 00	Clerks of class 1	14	1,200 00
Assistant draftsman, at \$1,600	1	1,600 00	Clerks, at \$1,000	9	1,000 00
	140		Assistant messenger	1	720 00
Investigation of claims under act of July 4, 1864:			Laborers	2	660 00
Clerk of class 4	1	1,800 00	Superintendent of building, at \$250†		
Clerks of class 3	1	1,600 00	Watchmen	2	720 00
Clerks of class 1	8	1,200 00	Total	40	
Copyists	1	900 00	<i>Office of the depot commissary.</i>		
Assistant messengers	3	720 00	Depot commissary	1	(*)
Agents, at \$1,400†	10	1,400 00	Clerks, at \$133.33 per month	1	\$133 33
Total	164		Clerks, at \$125 per month	2	\$125 00
<i>Office of the depot quartermaster.</i>			Clerks, at \$75 per month	1	\$75 00
Depot quartermaster	1	(*)	Storekeeper, at \$70 per month	1	\$70 00
Clerks, at \$1,800	3	1,800 00	Watchmen, at \$42.50 per month	2	\$42 50
Clerks, at \$1,600	3	1,600 00	Laborer, at \$42.50 per month	1	\$42 50
Clerks, at \$1,400	2	1,400 00	Total	9	
Clerks, at \$1,200	2	1,200 00	<i>Office of Surgeon-General.</i>		
Copyist, at \$75 per month	1	\$75 00	Surgeon-General	1	(*)
Messenger, at \$60 per month	1	\$60 00	Assistants	6	(*)
Packer, at \$70 per month	1	\$70 00	Acting assistant surgeons, at \$150 per month 	3	\$150 00
Packers, at \$60 per month	2	\$60 00	Acting assistant surgeons, at \$125 per month 	2	\$125 00
Watchmen, at \$60 per month	3	\$60 00	Chief clerk	1	2,000 00
Veterinary surgeon, at \$100 per month	1	\$100 00	Clerks of class 4	24	1,800 00
Fuel and forage inspector, at \$100 per month	1	\$100 00	Clerks of class 3	32	1,600 00
Carpenters, at \$70 per month	2	\$70 00	Clerks of class 2	63	1,400 00
Blacksmiths, at \$70 per month	2	\$70 00	Clerks of class 1	172	1,200 00
Teamsters, at \$50 per month	3	\$50 00	Clerks, at \$1,000	89	1,000 00
Teamsters, at \$35 per month	10	\$35 00	Anatomist, at \$1,600	1	1,600 00
Teamsters, at \$25 per month	2	\$25 00	Engineer, at \$1,400	1	1,400 00
Hostlers, at \$45 per month	2	\$45 00	Skilled mechanic, at \$1,000	1	1,000 00
Hostlers, at \$35 per month	6	\$35 00	Assistant messengers	18	720 00
Hostler, at \$30 per month	1	\$30 00	Messenger boy, at \$360	1	360 00
Laborers, at \$35 per month	5	\$35 00	Watchmen	8	720 00
Laborers, at \$25 per month	2	\$25 00	Superintendents of building, two, at \$250 ¶		
Watchmen, at \$35 per month	3	\$35 00	Laborers	15	660 00
Total	59		Total	437	
<i>Office of National Cemeteries.</i>					
Chief clerk	1	2,000 00			
Clerk, at \$1,800	1	1,800 00			
Clerk, at \$1,600	1	1,600 00			

* Pay of rank in the Army.

† In addition to pay as clerk of class 3.

‡ Also per diem, not exceeding \$3 per day, while traveling, on duty, and actual necessary expenses for transportation.

§ Per month.

¶ And \$24 per month commutation quarters.

‖ In addition to pay as clerks.

Organization of the War Department—Continued.

Grade.	No.	Pay.	Grade.	No.	Pay.
<i>Office of the attending surgeon and Army dispensary.</i>			<i>Office of Chief of Engineers—Continued.</i>		
Attending surgeon.....	1	(*)	Mechanic, at \$1,000.....	1	\$1,000 00
Assistant surgeon.....	1	(*)	Messengers, at \$840.....	2	840 00
Hospital steward.....	1	(†)	Assistant messenger, at \$720.....	1	720 00
Apothecary, at \$1,800.....	1	\$1,800 00	Skilled laborers, at \$720.....	4	720 00
Assistant apothecary, at \$1,200.....	1	1,200 00	Watchman and laborer, at \$600.....	1	600 00
Messengers (general service).....	3	(†)	Laborer, at \$600.....	1	600 00
Total.....	8		Total.....	64	
<i>Office of Paymaster-General.</i>			<i>Office of United States agent, Engineer Department.</i>		
Paymaster-General.....	1	(*)	United States agent, at \$250 per month.....	1	\$ 250 00
Assistants.....	1	(*)	Assistant engineer, at \$125 per month.....	1	\$ 125 00
Chief clerk.....	1	2,000 00	Clerk, at \$125 per month.....	1	\$ 125 00
Clerks of class 4.....	6	1,800 00	Copyist, at \$2.50 per diem.....	1	2 50
Clerks of class 3.....	7	1,600 00	Copyist, at \$60 per month.....	1	60 00
Clerks of class 2.....	10	1,400 00	Laborer, at \$45 per month.....	1	\$45 00
Clerks of class 1.....	7	1,200 00	Total.....	6	
Clerks, at \$1,000.....	2	1,000 00	<i>Office of engineer in charge of the improvement of Washington and Georgetown harbors, Potomac River, &c.</i>		
Assistant messenger.....	1	720 00	Engineer officer in charge.....	1	(*)
Watchmen.....	7	720 00	Assistant engineer, at \$175 per month.....	1	\$ 175 00
Superintendent of building, at \$250 §.....			Clerk, at \$100 per month.....	1	\$ 100 00
Laborers.....	5	660 00	Inspector, at \$100 per month.....	1	\$ 100 00
Total.....	48		Laborer and watchman, at \$45 per month.....	1	\$ 45 00
<i>Office of post paymaster.</i>			Messenger, at \$40 per month.....	1	\$ 40 00
Post paymaster.....	1	(*)	Total.....	6	
Clerk, at \$1,400.....	1	1,400 00	<i>Office of Public Buildings and Grounds.</i>		
Messenger, at \$720.....	1	720 00	Engineer officer in charge.....	1	(*)
Total.....	3		Overseer, at \$2,000.....	1	2,000 00
<i>Office of Chief of Engineers.</i>			Public gardener, at \$1,800.....	1	1,800 00
Chief of Engineers.....	1	(*)	Clerk, at \$1,600.....	1	1,600 00
Assistants.....	3	(*)	Draughtsman, at \$1,200.....	1	1,200 00
Chief clerk.....	1	2,000 00	Messenger, at \$840.....	1	840 00
Clerks of class 4.....	4	1,800 00	Telegraph lineman, at \$960.....	1	960 00
Clerks of class 3.....	2	1,600 00	Timekeeper, at \$900.....	1	900 00
Clerks of class 2.....	3	1,400 00	Head gardener, at \$1,400.....	1	1,400 00
Clerks of class 1.....	3	1,200 00	Head gardener, at \$1,008.....	1	1,008 00
Clerk, at \$1,000.....	1	1,000 00	Gardener, at \$900.....	1	900 00
Assistant messenger.....	1	720 00	Gardeners, at \$780.....	5	780 00
Laborers.....	2	660 00	Gardeners, at \$720.....	3	720 00
	21		Gardener, at \$660.....	1	660 00
<i>Skilled draughtsmen, civil engineers, and such other services as the Secretary of War may deem necessary to carry into effect the various appropriations for rivers and harbors, fortifications, and surveys of military defenses, to be paid for from such appropriations, not to exceed \$60,000. †</i>			Foreman, at \$1,008.....	1	1,008 00
Assistant engineer, at \$4,200.....	1	4,200 00	Foremen, at \$900.....	2	900 00
Assistant engineer, at \$3,600.....	1	3,600 00	Foremen, at \$720.....	2	720 00
Draughtsman, at \$2,100.....	1	2,100 00	Hostler, at \$720.....	1	720 00
Draughtsman, at \$1,800.....	4	1,800 00	Lamplighter, at \$660.....	1	660 00
Draughtsman, at \$1,400.....	1	1,400 00	Watchmen, at \$720.....	3	720 00
Draughtsman, at \$1,200.....	3	1,200 00	Carpenter, at \$720.....	1	720 00
Clerks, at \$1,600.....	2	1,600 00	Watchmen, at \$660.....	17	660 00
Clerks, at \$1,400.....	9	1,400 00	Foreman plumber, at \$780.....	1	780 00
Clerks, at \$1,200.....	7	1,200 00	Laborers, at \$660.....	2	660 00
Clerks, at \$1,000.....	4	1,000 00	Laborers, at \$600.....	14	600 00
			Laborer, at \$540.....	1	540 00
			Laborer, at \$480.....	1	480 00
			Laborer, at \$360.....	1	360 00

* Pay of rank in the Army.

† Army pay and commutation.

‡ The organization under this head is not permanent, being changed from time to time to meet the requirements of the service.

§ Per month.

|| Per day.

Organization of the War Department—Continued.

Grade.	No.	Pay.	Grade.	No.	Pay.
<i>Office of Public Buildings and Grounds—Continued.</i>			<i>Office of Chief of Ordnance—Continued.</i>		
Laborers, at \$300.....	3	\$300 00	Chief clerk.....	1	\$2,000 00
Bouquet maker, at \$540.....	1	540 00	Clerks of class 4.....	3	1,800 00
Fireman, at \$660.....	1	660 00	Clerks of class 3.....	2	1,600 00
Firemen, at \$540.....	3	540 00	Clerks of class 2.....	2	1,400 00
Housekeeper, at \$300.....	1	300 00	Clerks of class 1.....	22	1,200 00
Laundress, at \$360.....	1	360 00	Clerks, at \$1,000.....	2	1,000 00
Laundress, at \$240.....	1	240 00	Messengers.....	2	840 00
Laborer, at \$120.....	1	120 00	Assistant messenger.....	1	720 00
Horse and wagon, at \$720.....	1	720 00	Laborer.....	1	660 00
Total.....	81		Total.....	40	
<i>Office of the Washington Aqueduct, increasing the water supply of Washington, &c.</i>			<i>Office of Chief Signal Officer.</i>		
Engineer officer in charge.....	1	(*)	Chief Signal Officer.....	1	(*)
Chief clerk, at \$200 per month.....	1	†200 00	Assistants.....	1	(*)
Draughtsman, at \$120 per month.....	1	†120 00	Clerks of class 4.....	1	1,800 00
Clerk, at \$60 per month.....	1	†60 00	Clerks of class 1.....	3	1,200 00
Copyist, at \$100 per month.....	1	†100 00	Clerk, at \$1,000.....	1	1,000 00
Messenger, at \$60 per month.....	1	†60 00	Messenger.....	1	840 00
Watchmen, at \$60 per month.....	2	†60 00	Assistant messenger.....	1	720 00
Watchman, at \$7.50 per month.....	1	†7 50	Messenger, at \$480.....	1	480 00
Laborer, at \$40 per month.....	1	†40 00	Laborer, at \$420.....	1	420 00
Laborer, at \$25 per month.....	1	†25 00			
Assistant engineers, at \$200 per month.....	2	†200 00	<i>Scientific experts, clerks, draughtsmen, copyists, messengers, mechanics, laborers, and such other services as the Secretary of War may deem necessary, to carry into effect the appropriations for observation and report of storms, and for the construction, maintenance, and repairs of military telegraph line, \$30,000.‡</i>		
Assistant engineer, at \$175 per month.....	1	†175 00	Professor Signal Service, at \$4,500.....	1	4,500 00
Assistant engineer, at \$150 per month.....	1	†150 00	Junior professors, at \$1,800.....	3	1,800 00
Overseer, at \$150 per month.....	1	†150 00	Junior professor, at \$1,600.....	1	1,600 00
Inspector, at \$175 per month.....	1	†175 00	Bibliographer and translator, at \$1,600.....	1	1,600 00
Inspector, at \$125 per month.....	1	†125 00	Meteorologist and physicist, at \$1,400.....	1	1,400 00
Inspectors, at \$100 per month.....	2	†100 00	Expert editor and proof-reader, at \$1,400.....	1	1,400 00
Inspectors, at \$75 per month.....	2	†75 00	Clerk, at \$1,200.....	1	1,200 00
Sub-inspectors, at \$75 per month.....	2	†75 00	Lithographer, at \$1,200.....	1	1,200 00
Leveler, at \$100 per month.....	1	†100 00	Clerks, at \$600.....	2	600 00
Chainman, at \$40 per month.....	1	†40 00	Clerks, at \$25 per month.....	6	†25 00
Chainman, at \$35 per month.....	1	†35 00	Messenger, at \$513.....	1	513 00
Carpenter, at \$3 per day.....	1	†3 00	Ca-penter, at \$480.....	1	480 00
Total.....	28		Messenger, at \$456.....	1	456 00
<i>Office of construction of State, War, and Navy Department Building.</i>			Laborers, at \$456.....	2	456 00
Engineer officer in charge.....	1	(*)	Laborer, at \$420.....	1	420 00
Civil engineer, at \$300 per month.....	1	†300 00	Messenger, at \$360.....	1	360 00
Chief clerk, at \$166.66 per month.....	1	†166 66	Laborer, at \$360.....	1	360 00
Clerk, at \$150 per month.....	1	†150 00	Janitors and messengers, at \$360.....	2	360 00
Clerk, at \$100 per month.....	1	†100 00	Stitchers and folders, at \$360.....	2	360 00
Overseer, at \$200 per month.....	1	†200 00	Messengers, at \$300.....	2	300 00
Receiver of materials, at \$150 per month.....	1	†150 00	Messengers, at \$240.....	9	240 00
Draughtsman, at \$150 per month.....	1	†150 00	Enlisted men of the Signal Corps on duty as clerks, printers, telegraph operators, &c.:		
Draughtsman, at \$91.25 per month.....	1	†91 25	Sergeants.....	38	()
Messengers, at \$70 per month.....	2	†70 00	Corporals.....	14	()
Messengers, at \$60 per month.....	2	†60 00	Privates.....	112	()
Watchmen, at \$60 per month.....	6	†60 00	Total.....	227	
Total.....	19		<i>Office of Chief of Ordnance.</i>		
<i>Office of Chief of Ordnance.</i>			Chief of Ordnance.....	1	(*)
Chief of Ordnance.....	1	(*)	Assistants.....	3	(*)
Assistants.....	3	(*)			

* Pay of rank in the Army.

† Per month.

‡ Per diem.

§ The organization under this head is not permanent, being changed from time to time to meet the requirements of the service.

¶ Army pay and commutation.

Organization of the War Department—Continued.

Grade.	No.	Pay.	Grade.	No.	Pay.
<i>Office of Publication of Records of the Rebellion.</i>			<i>Office of Publication of Records of the Rebellion—Continued.</i>		
Officer in charge.....	1	(*)	Watchmen.....	2	\$720 00
Assistants.....	2	(*)	Laborer, at \$600.....	1	600 00
Agent, at \$2,000.....	1	\$2,000 00	Total.....	26	
Clerks of class 4.....	3	1,600 00	<i>Building corner of F and Seventeenth streets.</i>		
Clerks of class 3.....	2	1,600 00	Engineer, at \$1,000.....	1	1,000 00
Clerks of class 2.....	1	1,400 00	Watchmen.....	4	720 00
Clerks of class 1.....	3	1,200 00	Conductor of elevator, at \$720.....	1	720 00
Copyists, at \$900.....	3	900 00	Laborers.....	3	660 00
Foreman of printing, at \$1,600.....	1	1,600 00	Laborer, at \$480.....	1	480 00
Compositor and pressman, at \$1,200.....	1	1,200 00	Charwomen, at \$240.....	4	240 00
Compositor, at \$1,000.....	1	1,000 00	Total.....	14	
Copy-holders, at \$900.....	2	900 00			
Assistant messengers.....	2	720 00			

* Pay of rank in the Army.

Recapitulation.

Office of the Secretary of War.....	146
Office of the Headquarters of the Army.....	15
Office of the Adjutant-General.....	590
Office of the Inspector-General.....	5
Office of the Judge-Advocate-General.....	13
Office of the Quartermaster-General.....	164
Office of the Depot Quartermaster.....	59
Office of the National Cemeteries.....	9
Office of the Commissary-General.....	40
Office of the Depot Commissary.....	9
Office of the Surgeon-General.....	437
Office of the Attending Surgeon.....	8
Office of the Paymaster-General.....	48
Office of the Post Paymaster.....	3
Office of the Chief of Engineers.....	64
Office of the United States Agent, Engineer Department.....	6
Office of the engineer in charge of improvement of Washington and Georgetown Harbors, Potomac River, &c.....	6
Office of Public Buildings and Grounds.....	81
Office of Washington Aqueduct, increasing the water-supply of Washington, &c.....	28
Office of Construction of State, War, and Navy Department building.....	19
Office of the Chief of Ordnance.....	40
Office of the Chief Signal Officer.....	227
Office of Publication of Records of the Rebellion.....	26
Building corner F and Seventeenth streets.....	14
Total.....	2,057

The following statement shows the organization of the War Department and its bureaus as provided for by the act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1887, also the number of Army officers on duty in the War Department and its Bureaus:

Grade and compensation.	Pay.	Office.											Total by grades.		
		Secretary of War.	Adjutant-General.	Inspector-General.	Judge Advocate-General.	Quartermaster-General.	Commissary-General of Subsistence.	Surgeon-General.	Paymaster-General.	Chief of Engineers.	Chief of Ordnance.	Chief Signal Officer.		Rebellion Records.	Winder building.
Secretary of War	\$8,000	1													1
Professor of Signal Service	4,500														1
Assistant engineer	4,200														1
Do	3,600														1
Chief clerk	2,750	1													1
Draughtsman	2,100														1
Chief clerks	2,000		1			1	1	1	1						7
Disbursing clerk	2,000		1												1
Chiefs of division	2,000		3												3
Agent	2,000														1
Chief clerk	1,800				1										1
Stenographer	1,800		1												1
Draughtsmen	1,800					1				4					5
Junior professors	1,800														2
Clerks, class 4	1,800		5	25	1		10	1	24	6	4	3	2	3	84
Assistant draughtsman	1,600					1									1
Anatomist	1,600							1							1
Junior professor	1,600												1		1
Bibliographer and translator	1,600												1		1
Foreman of printing	1,600														1
Clerks, class 3	1,600		7	35		2	13	3	32	7	2	2		1	105
Clerks at	1,600														2
Agents	1,400						10								10
Engineer	1,400							1							1
Draughtsman	1,400									1					1
Expert editor and proof reader	1,400												1		1
Clerks, class 2	1,400		9	69			23	4	62	10	3	2		1	183
Clerks at	1,400														9
Meteorologist and physicist	1,400												1		1
Engineer	1,200						1								1
Lithographer	1,200												1		1
Draughtsmen	1,200									3					3
Compositor and pressman	1,200													1	1
Clerks, class 1	1,200		28	359	1	4	47	14	172	7	3	22	3	3	663
Clerks at	1,200									7					8
Clerk, class \$1,000	1,000		7	16		1	10	9	89	2	1	2	1		138
Clerks at	1,000									4					4
Mechanic	1,000								1						2
Engineer	1,000													1	1
Compositor	1,000													1	1
Carpenter	1,000		1												1
Foreman of laborers	1,000		1												1
Copy-holders	900														2
Copyists	900					1	16								19
Messengers	840		4	5		1	4				2	2	1		20
Skilled laborers	720										4				4
Assistant messengers	720		7	51	1	1	9	1	18	1	2	1	1	2	95
Watchmen	720			20			5	2	8	7				2	48
Fireman	720						1								1
Conductor of elevator	720														1
Laborers	660		8	3				2	15	5	2	1			39
Clerks	600												2		2
Watchman and laborer	600									1					1
Hostler	600		1												2
Laborer	600									1				1	2
Watchman	540		1												2
Hostler	540		2												1
Messenger	513												1		2
Do	480						1						1		1
Laborer	480						2							1	3
Carpenter	480												1		1
Messenger	456												2		2
Laborers	456												2		2
Laborer	420												2		2
Messenger	360												1		1
Messenger-boy	360							1							1
Laborer	360												1		1

Grade and compensation.	Pay.	Office.											Total by grades.		
		Secretary of War.	Adjutant-General.	Inspector-General.	Judge-Advocate-General.	Quartermaster-General.	Commissary-General of Subsistence.	Surgeon-General.	Paymaster-General.	Chief of engineers.	Chief of Ordnance.	Chief Signal Officer.		Rebellion Records.	Winder Building.
Janitors and messengers	\$360														2
Stitchers and folders	360														2
Messengers	300														2
Superintendents of building	250					1	1	2	1						5
Messengers	240										9				6
Charwomen	240						2						4		1
Laborer	225					1									1
Clerks	*25										6				6
Total by offices		88	584	3	11	159	38	427	47	60	36	51	23	14	1,541
<i>Army officers on duty.</i>															
Brigadier-generals (heads of Bureaus)			1	1	†1	1	1	1	1	1	1	1	1		10
Colonels			1	1	1		1	1	1	1					4
Lieutenant-colonels			2			3	1								6
Majors			2	1	1	1	1	3	1	1					11
Captains			2			1		3		1	3	1	1		12
First lieutenants											3	1			4
Second lieutenants											10				10
Total officers by offices		2	6	2	3	6	3	8	2	4	4	15	2		57
Grand total		90	590	5	14	165	41	435	49	64	40	66	25	14	1,598

* Per month.

† Suspended from duty since July 25, 1884.

General officers.

	Personal staff.			Total.
	Lieutenant-colonel.	Captain.	Lieutenant.	
	Military secretary.	A. D. C.	A. D. C.	
One lieutenant-general	1	2		3
Three major-generals			3	9
Six brigadier-generals			3	12

NOTE.—Under sec. 1098, R. S., each major-general is entitled to 3 aids, who may be selected by him from captains or lieutenants of the Army; each brigadier-general to 2 aids, to be selected by him from lieutenants of the Army.

The military secretary and the 23 aids being taken from corps or regiments are counted in the organizations to which they belong.

Staff corps and departments.

Department.	Army rank.	Corps designation.	No.
Adjutant-General's	Brigadier-general	Adjutant-General	1
	Colonel	Assistant adjutant-general	4
	Lieutenant-colonel	do	6
	Major	do	6
			17
Inspector-General's	Brigadier-general	Inspector-General	1
	Colonel	do	2
	Lieutenant-colonel	Assistant inspector-general	2
	Major	do	2
			7

Staff corps and departments—Continued.

Department.	Army rank.	Corps designation.	No.
Judge-Advocate-General's	Brigadier-general	Judge-Advocate-General	1
	Colonel	Assistant judge-advocate general	1
	Lieutenant-colonel	Deputy judge-advocate general	3
	Major	Judge-advocate	3
			8
Quartermaster's	Brigadier-general	Quartermaster-General	1
	Colonel	Assistant quartermaster-general	4
	Lieutenant-colonel	Deputy quartermaster-general	8
	Major	Quartermaster	14
	Captain	Assistant quartermaster	30
	Do	Military storekeeper	*4
			61
Subsistence	Brigadier-general	Commissary-General	1
	Colonel	Assistant commissary-general	2
	Lieutenant-colonel	do	3
	Major	Commissary	8
	Captain	do	12
		26	
Medical	Brigadier-general	Surgeon-General	1
	Colonel	Assistant surgeon-general	1
	Do	Chief medical purveyor	1
	Do	Surgeon	4
	Lieutenant-colonel	Assistant medical purveyor	2
	Do	Surgeon	8
	Major	do	40
	Captain	Assistant surgeon	86
	Do	Medical storekeeper	43
	First lieutenant	Assistant surgeon	139
		195	
Pay	Brigadier-general	Paymaster-General	1
	Colonel	Assistant paymaster-general	2
	Lieutenant-colonel	Deputy paymaster-general	3
	Major	Paymaster	142
		48	
Corps of Engineers	Brigadier-general	Chief of Engineers	1
	Colonel	Engineers	6
	Lieutenant-colonel	do	12
	Major	do	24
	Captain	do	\$30
	First lieutenant	do	26
	Second lieutenant	do	10
		109	
Ordnance	Brigadier-general	Chief of Ordnance	1
	Colonel	Ordnance	3
	Lieutenant-colonel	do	4
	Major	do	10
	Captain	do	\$26
	Do	Ordnance storekeeper	*5
First lieutenant	Ordnance	10	
		59	

Grand total, 530.

* The grade of storekeeper having been abolished, these officers are in excess of the legal organization. The acts of June 23, 1874, March 3, 1875, and June 26, 1876, reorganizing the staff corps, provides "that no officer now in service shall be reduced in rank or mustered out by reason of any provisions of law therein made, reducing the number of officers in any department or corps of the Army.

† Assistant surgeons rank as first lieutenants for the first five years of service; after five years, they rank as captains.

‡ The act of July 5, 1884, limits the number of officers in the pay department to 85; 1 paymaster general, 2 assistant paymasters-general, 3 deputy paymasters-general, and 29 paymasters; but provides that nothing in said act shall be construed to change the present relative rank of any officer now in the Pay Corps. There are now in service, in excess of this number, 13 paymasters, majors.

§ By sec. 9, of act of March 3, 1853, a lieutenant of Engineers and Ordnance, having served 14 years continuously as lieutenant, is entitled to promotion to the rank of captain; but such promotion is not to increase the whole number of officers in either of said corps.

Engineer battalion.

	Engineer battalion.	Two companies each.	One company.	One company.		Engineer battalion.	Two companies each.	One company.	One company.
Lieutenant-colonel	*1				Quartermaster-sergeant	1			
Adjutant	*1				Sergeants	32	9	9	5
Quartermaster	*1				Corporals	31	9	9	4
Captains	*5	1	1	1	Musicians	5	2	2	2
First lieutenants	*5	1	1	1	Privates, first-class	188	56	56	20
Second lieutenants	*5	1	1	1	Privates, second-class	189	57	56	19
Sergeant-major	1								

* The 18 officers of the Engineer battalion are detailed from the Engineer Corps, and are counted in the strength of the corps to which they belong.

Total.—Engineer battalion, commissioned, 16; enlisted, 450. Two companies, commissioned, 3; enlisted, 133. One company, commissioned, 3; enlisted, 135. One company, commissioned, 3; enlisted, 53.

Ordnance detachment.

Sergeants	40
Corporals	80
Privates, first-class	150
Privates, second-class	130

Non-commissioned staff unattached to regiments.

Ordnance-sergeants	160
Post quartermaster-sergeants*	80
Post commissary-sergeants†	120
Hospital stewards	140
Total	440

Chaplains.‡

Post chaplains (captain)	30
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* Under the act of July 5, 1884, the number of post quartermaster-sergeants is not to exceed 80.

† The act of March 3, 1873, limits the number of commissary-sergeants to 1 for each military post or place of deposit of subsistence supplies.

‡ In addition to the "post chaplains" the act of July 28, 1866 (section 6), authorizes the appointment of a regimental chaplain for each of the four regiments of colored troops (Ninth and Tenth Cavalry, Twenty-fourth and Twenty-fifth Infantry); all to rank as captain of infantry.

Cavalry.*

	Ten regiments of cavalry, 12 companies each.	Troop of cavalry.		Ten regiments of cavalry, 12 companies each.	Troop of cavalry.
Colonel.....	1	Chief musician.....	1
Lieutenant-colonel.....	1	Saddler sergeant.....	1
Majors.....	3	Chief trumpeter.....	1
Adjutant (extra lieutenant).....	1	First sergeants.....	12	1
Regimental quartermaster (extra lieutenant).....	1	Sergeants.....	60	5
Captains.....	12	1	Corporals.....	48	4
First lieutenants.....	12	1	Trumpeters.....	24	2
Second lieutenants.....	12	1	Farriers and blacksmiths.....	24	2
Chaplain †.....	1	Saddlers.....	12	1
Sergeant-major.....	1	Wagons.....	12	1
Quartermaster-sergeant.....	1	Privates.....	600	50

One veterinary surgeon, with the pay of \$75 per month, is allowed to each of the cavalry regiments and to each of the Seventh, Eighth, Ninth, and Tenth Regiments an additional veterinary surgeon, at \$100 per month is allowed. These veterinary surgeons are not included in the organization table.

Total.—Ten regiments of cavalry, commissioned, 44; enlisted, 797; troop of cavalry, commissioned, 3; enlisted, 66.

Artillery.*

	Five regiments of artillery, 12 battalions each.	Light battery of artillery.	Battery of artillery.		Five regiments of artillery, 12 battalions each.	Light battery of artillery.	Battery of artillery.
Colonel.....	1	Quartermaster-sergeant.....	1
Lieutenant-colonel.....	1	Chief musician.....	1
Majors.....	3	Principal musicians.....	3
Adjutant (extra lieutenant).....	1	First sergeants.....	12	1	1
Regimental quartermaster (extra lieutenant).....	1	Sergeants.....	52	6	4
Captains.....	12	1	1	Corporals.....	48	4	4
First lieutenants.....	24	2	2	Musicians.....	24	2	2
Second lieutenants.....	18	2	1	Artificers.....	24	2	2
Sergeant-major.....	1	Wagons.....	12	1	1
				Privates.....	353	49	26

Total.—Five regiments of artillery, commissioned, 56; enlisted, 530; light battery of artillery, commissioned, 5; enlisted, 65. Battery of artillery, commissioned, 4; enlisted, 40.

* By the act of May 17, 1866, the President is authorized, at his discretion, to promote and commission graduates of the Military Academy as *additional second lieutenants*, when vacancies do not exist in the grade of second lieutenants.

† The grade of "chaplain" exists only in the two cavalry regiments (Ninth and Tenth) of colored troops under the provisions of section 6 of act of July 28, 1866. These two regiments, therefore, have 44 officers each, while the other 8 cavalry regiments have only 43 officers each.

*Infantry.**

	Twenty-five regiments of infantry, 10 compa- nies each.	Company of infantry.		Twenty-five regiments of infantry, 10 compa- nies each.	Company of infantry.
Colonel.....	1	Quartermaster-sergeant.....	1
Lieutenant-colonel.....	1	Chief musician.....	1
Major.....	1	Principal musicians.....	2
Adjutant (extra lieutenant).....	1	First sergeants.....	10	1
Regimental quartermaster (extra lieutenant).....	1	Sergeants.....	40	4
Captains.....	10	1	Corporals.....	40	4
First lieutenants.....	10	1	Musicians.....	20	2
Second lieutenants.....	10	1	Artificers.....	20	2
Chaplain.....	1	Wagoners.....	10	1
Sergeant-major.....	1	Privates.....	360	36

**Reg.*—Twenty-five regiments of infantry, commissioned, 36; enlisted, 505. Company of infantry, commissioned, 3; enlisted, 50.

Indian scouts.†

Sergeants.....	24
Corporals.....	16
Privates.....	160
Total.....	200

General service clerks and messengers.§

Clerks:	
Class 3, \$1,200.....	10
Class 2, \$1,100.....	25
Class 1, \$1,000.....	90
Messengers:	
\$720.....	45
Total.....	170

* By the act of May 17, 1886, the President is authorized, at his discretion, to promote and commission graduates of the Military Academy as *additional second lieutenants*, when vacancies do not exist in the grade of second lieutenants.

† The grade of "chaplain" exists only in the two infantry regiments (Twenty-fourth and Twenty-fifth) of colored troops, under the provisions of section 6 of act of July 28, 1886. These two regiments, therefore, have 36 officers each, while the other 23 infantry regiments have only 35 officers each.

‡ The act of July 28, 1886, (section 6) authorizes the President "to enlist and employ in the Territories and Indian country a force of Indians, not to exceed 1,000, to act as scouts."

§ The act of July 29, 1886, authorizes the enlistment of 170 general service clerks and messengers, for duty at headquarters of the Army, and at the several division, department, and district headquarters, at headquarters general recruiting service, at recruiting depots, and at West Point, not to be included in the 25,000 enlisted men of the Army.

Organization of the Army.

	Commissioned.	Enlisted.
General officers.....	10
Adjutant-General's Department.....	17
Inspector-General's Department.....	7
Judge-Advocate-General's Department.....	8
Quartermaster's Department.....	61
Subsistence Department.....	26
Medical Department.....	195	140
Pay Department.....	48
Corps of Engineers.....	109	450
Ordnance Department.....	59	400
	590	990
Post chaplains.....	30
Cavalry—10 regiments.....	452	7,970
Artillery—5 regiments.....	280	2,650
Infantry—25 regiments.....	877	12,625
	1,589	23,245
Non-commissioned staff unattached to regiments.....		*300
Enlisted men unattached to regiments (recruits at depots).....		265
Indian scouts.....		200
General service clerks and messengers.....		†170
Total.....	2,159	25,000

*This number does not include the 140 hospital stewards, as they are accounted for in the "enlisted" strength of the Medical Department.

† Not to be counted, being authorized in excess of the 25,000 enlisted men.

The Signal Corps (1 brigadier-general, 16 second lieutenants, 150 sergeants, 30 corporals, 190 privates first class, and 100 privates second class—17 officers and 470 enlisted men), being paid under the act making appropriations for sundry civil expenses of the Government, is not included in the above table.

WAR RECORDS OFFICE.

WAR DEPARTMENT,
PUBLICATION OFFICE, WAR RECORDS 1861-'65,
Washington, March 23, 1887.

SIR: In compliance with orders this day received, concerning the inquiry of the Select Committee of the Senate, I have the honor to report that the organization of this office, under the act of Congress approved June 23, 1874, and subsequent acts, including the act of March 3, 1887, comprises the following:

Officer U. S. Army in charge.....	1
Officers U. S. Army, assistants.....	2
Employés:	
Agent, \$2,000.....	1
Clerks, Class IV.....	3
Clerks, Class III (one foreman of printing).....	3
Clerks, Class II.....	1
Clerks, Class I.....	3
Copyists, each \$900 (one vacancy).....	3
Compositor and pressman, \$1,200.....	1
Compositors, \$1,000.....	1
Copyholders, each \$900.....	2
Assistant messengers, \$720.....	2
Watchmen, \$720.....	2
Laborers, \$600.....	1
Total.....	26

Very respectfully, your obedient servant,

WYLLYS LYMAN,
Captain Fifth Infantry, Assistant in Charge.

Mr. JOHN TWEEDALE,
Chief Clerk, &c.

JUDGE-ADVOCATE-GENERAL'S OFFICE.

The following statement shows the number of officers and employes in the Judge-Advocate-General's Office, War Department, and the rank, grade, class, and number of each:

Rank, grade, and class.	Number.
Assistant Judge-Advocate-General, with the rank of colonel, as Acting Judge-Advocate-General	1
Judge-Advocate U. S. Army, with the rank of major	1
Chief clerk	1
Clerks of class three	2
Clerks of class one	4
Clerk at \$1,000	1
Copyist	1
Messenger	1
Assistant messenger	1

Official:

G. NORMAN LIEBER,
Acting Judge-Advocate-General.

INSPECTOR-GENERAL'S OFFICE.

WAR DEPARTMENT, INSPECTOR-GENERAL'S OFFICE,
April 1, 1887.

SIR: I have the honor to acknowledge receipt, by indorsement from your office of 23rd ultimo, copy of letter dated March 23, 1887, of Hon. F. M. Cockrell, chairman of Select Committee of the United States Senate, "to inquire into and examine the methods of business and work in the Executive Departments," &c.

The inclosed copy of the return of officers for the month of February will show "the present legal organization of this Department," to which I have added the names and duties of officers of the line assigned to inspection duty by competent authority.

The duties performed by these officers are set forth in my last annual report, as are also my views as to the necessity for an increase of the Department.

The present legal organization of the clerical force in this office is as follows: 1 clerk of class 4, 1 clerk of class 1, 1 assistant messenger; making a total of 3.

Very respectfully, your obedient servant,

A. BAIRD,
*Brigadier and Inspector General,
Brevet Major-General, U. S. Army.*

The SECRETARY OF WAR.

Return of the officers of the Inspector-General's Department for the month of February, 1887.

No.	Grade.	Name.	Rank.	Post or station.	Remarks.
1	Inspector-General	Absalom Baird ...	Brigadier-general brevet major-general.	Washington	In charge of Inspector-General's Office, Washington, D. C., since September 26, 1885.
2	do	Roger Jones	Colonel	Governor's Island	On duty as Inspector-General, Division of the Atlantic, since July 1, 1881.
3	do	J. C. Breckinridge	do	Chicago	On duty as Inspector-General, Division of the Missouri, since October 20, 1885.
4	do	R. P. Hughes	Lieutenant-colonel	San Francisco	On duty as Inspector-General, Division of the Pacific, since June 27, 1885.
5	do	E. M. Heyl	do	San Antonio	On duty as Inspector-General, Department of Texas, since March 31, 1885.
6	do	G. H. Burton	Major	Fort Leavenworth	On duty as Inspector-General, Department of the Missouri, since July 2, 1885.
7	do	H. J. Farnsworth	do	Washington	On temporary duty in Inspector-General's Office, Washington, D. C., since November 16, 1885.

Statement showing officers of the line detailed to act as Assistant Inspectors-General under act of Congress approved June 23, 1874. (Supplement to Revised Statutes, vol. 1, p. 100.)

1	Acting Inspector-General.	E. C. Mason	Lieutenant-colonel Fourth Infantry.	Saint Paul	On duty as Inspector-General, Department of Dakota.
2	do	H. M. Lazelle	Lieutenant-colonel Twenty- third Infantry.	Vancouver Barracks	On duty as Inspector-General, Department of the Columbia.
3	do	W. F. Drum	Lieutenant-colonel Twelfth Infantry.	Los Angeles	On duty as Inspector-General, Department of Arizona.
4	do	R. H. Hall	Major Twenty-second In- fantry.	Omaha	On duty as Inspector-General, Department of the Platte.

THE SIGNAL SERVICE.

The present legal organization of the Signal Service, United States Army, is as follows:

1 brigadier-general (Chief Signal Officer), 5 commissioned officers (detailed from the line of the Army), 16 second lieutenants, Signal Corps, United States Army.

150 sergeants, 30 corporals, 290 privates.

2 clerks of class 4, 3 clerks of class 1, 1 clerk at \$1,000.

1 messenger, 1 assistant messenger; 1 messenger at \$480; 1 laborer at \$420.

In addition to the above such scientific experts, clerks, draughtsmen, copyists, messengers, mechanics, laborers, and such other services as the Secretary of War may deem necessary in the office of the Chief Signal Officer, to be paid from an appropriation of \$30,000, provided for in the legislative, executive, and judicial appropriation bill.

The following detailed statement shows the number of officers, enlisted men, and civil employes, in the office of the Chief Signal Officer, War Department, Washington, D. C., designating the rank, grade, and classes, and the number of each:

Commissioned officers.

Brigadier-general	1
Captain, (assistant quartermaster and property and disbursing officer)	1
First lieutenants (from line of Army)	4
Second lieutenants (Signal Corps, U. S. Army)	11
Total	17

Enlisted men.

Rank.	Clerks.	Printers and lithographers.	Draughtsmen.	Telegraph operators.	Mechanics.	Laborers.	Total.
Sergeants	34	1	1	2	1		39
Corporals	10	2		1	1		14
Privates	66	13	3	4	6	14	106
Total enlisted							159

Civilian employes.

Professors	1
Senior professors	4
Translator and bibliographer	1
Expert editor and proof-reader	1
Clerks:	
Class 4	2
Class 1	3
At \$1,200 per annum	1
At \$1,000 per annum	1
At \$800 per annum	2
At \$25 per month	6
Lithographers	1
Carpenters	1
Stitchers and folders	2
Messengers	18
Laborers	5
Aggregate	49

So much of the *personnel* of the Signal Service as is not included in the above force employed at the office of the Chief Signal Officer at Washington, D. C., is assigned to duty as follows:

Commissioned officers (in charge of United States telegraph lines): 1 second lieutenant at San Antonio, Tex.; 1 second lieutenant at San Francisco, Cal.; 1 second lieutenant at Prescott, Ariz.; 1 second lieutenant at Wood's Holl, Mass.

Enlisted men (on duty at the various stations of the Signal Service throughout the United States): Sergeants, 110; corporals, 15; privates, 174; total, 299.

Respectfully submitted.

J. MITCHELL,

Second Lieutenant, Signal Corps, U. S. Army, in charge Correspondence Division.

SIGNAL OFFICE, WAR DEPARTMENT,
Washington, D. C., March 24, 1887.

QUARTERMASTER'S DEPARTMENT.

The following statement shows the officers of the Quartermaster's Department of the Army on duty in the Quartermaster-General's office, March 23, 1887 :

Army rank.	Corps designation.	Number.
Brigadier-general.....	Quartermaster-General.....	1
Lieutenant-colonels.....	Deputy quartermaster-general.....	3
Major.....	Quartermaster.....	1
Captain.....	Military storekeeper.....	1

The following statement shows the number of civilian employes on duty in the office of the Quartermaster-General, March 23, 1887 :

Grade.	As provided, appropriation bill approved July 31, 1886. Present fiscal year.	As provided, appropriation bill approved March 3, 1887. Next fiscal year.	Grade.	As provided, appropriation bill approved July 31, 1886. Present fiscal year.	As provided, appropriation bill approved March 3, 1887. Next fiscal year.
	Chief clerk.....	1		1	Superintendent of building, \$250.....
Class 4.....	10	12	Laborers, \$480.....	1	2
Class 3.....	13	22	Laborers, \$225.....	1	1
Class 2.....	23	24	Charwomen, \$240.....	2	2
Class 1.....	47	40	Engineer, \$1, 200.....	1	1
Class, \$1, 000.....	11	12	Fireman, \$720.....	1	1
Copyist.....	16	12	Watchman, \$720.....	5	5
Female messenger, \$480.....	1	1	Draughtsman, \$1, 800.....	1	1
Messenger, \$840.....	4	4	Assistant draughtsman, \$1, 600.....	1	1
Assistant messenger, \$720.....	9	9	Agents, \$1, 400.....	10	5

The following statement shows the number of civilian employes in the Quartermaster's Department as reported by officers of the Department on their reports of "persons and articles hired," for the month of December, 1886 :

Where-employed.	Number.	Where-employed.	Number.
Division of the Atlantic and Department of the East.....	101	Department of the Platte.....	189
Division of the Pacific and Department of California.....	61	Department of Dakota.....	256
Division of the Missouri and Department of the Missouri.....	243	Department of Texas.....	128
Department of Arizona.....	141	General depots.....	339
Department of the Columbia.....	76	Independent posts and miscellaneous.....	23
		Recruiting depots.....	6
		Total number of employes.....	1, 563

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, March 25, 1887.

COMMISSARY-GENERAL OF SUBSISTENCE.

WAR DEPARTMENT,
OFFICE COMMISSARY-GENERAL OF SUBSISTENCE,
Washington, D. C., March 24, 1887.

SIR: I have the honor to acknowledge receipt by reference from your office of copy of letter dated 23d instant, addressed to the Secretary of War by Senator Cockrell, chairman of the Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, and to report as follows:

The number of officers and employes in this Bureau is as follows: 1 Commissary-General of Subsistence, with the rank of brigadier-general; 1 assistant commissary-general of subsistence, with rank of lieutenant-colonel; 1 commissary of subsistence, with rank of major; 1 chief clerk; 1 clerk of class 4; 3 clerks of class 3, one of whom superintendent of the building; 4 clerks of class 2; 14 clerks of class 1; 9 clerks at \$1,000; 2 assistant messengers, one of whom is detailed from the Adjutant-General's office; 2 laborers; 2 watchmen. Total in the Bureau, 41.

The present legal organization of the Subsistence Department of the Army is as follows: 1 Commissary-General of Subsistence, with the rank of brigadier-general; 2 assistant commissaries-general of subsistence, with the rank of colonel; 3 assistant commissaries-general of subsistence, with the rank of lieutenant-colonel; 8 commissaries of subsistence, with the rank of major; 12 commissaries of subsistence, with the rank of captain. Total, 26.

The number of civil employes of the Subsistence Department is 90.

Respectfully, your obedient servant,

R. MACFEELEY,
Commissary-General of Subsistence.

The SECRETARY OF WAR.

THE ORDNANCE OFFICE.

ORDNANCE OFFICE, WAR DEPARTMENT,
Washington, D. C., March 23, 1887.

SIR: In compliance with your instructions of this date, indorsed on the letter of the chairman of the Senate Select Committee, under resolution adopted March 3, 1887, I have the honor to report that the officers now on duty in this office are 1 brigadier-general, Chief of Ordnance; 3 captains, assistants.

The civilian force of the office consists of 1 Chief Clerk, 3 clerks of class 4, 2 clerks of class 3, 2 clerks of class 2, 22 clerks of class 1, 2 clerks at \$1,000 per annum, 2 messengers, 1 assistant messenger, 1 laborer; total, 40.

Very respectfully, your obedient servant,

CHAS. S. SMITH,
Captain, Ordnance Department, U. S. Army, Acting Chief of Ordnance.

The SECRETARY OF WAR.

OFFICE OF THE CHIEF OF ENGINEERS.

Chief of Engineers (brigadier-general)	1
Assistants:	
Colonel of engineers	1
Majors of engineers	2
Civil employes under the legislative, executive, and judicial act:	
Chief clerk	1
Clerks:	
Class IV	4
Class III	2
Class II	3
Class I	3
Class \$1,000	1
Assistant messenger	1
Laborers	2

Civil engineers, draughtsmen, clerks, &c., paid from appropriations for rivers and harbors, fortifications, and surveys of military defenses (not to exceed \$60,000):

Civil engineers:	
At \$4,200	1
At \$3,600	1

Draughtsmen:		
At \$2,100	1
At \$1,800	4
At \$1,400	1
At \$1,200	3
Clerks:		
At \$1,600	2
At \$1,400	9
At \$1,200	7
At \$1,000	4
Mechanic, at \$1,000	1
Messengers, at \$840	2
Assistant messenger, at \$720	1
Skilled laborers, at \$720	4
Laborer, at \$600	1
Laborer and watchman, at \$600	1

BATTALION OF ENGINEERS.

Organization. (See Army Register, 1887, pp. 372-379.)

Civil employés (at Willets Point):

Clerk, at \$150 per month	1
Superintendent of buildings in course of construction, at \$100 per month	1
Steam engineer, at \$75 per month	1

3

PAYMASTER-GENERAL'S OFFICE.

WAR DEPARTMENT, PAYMASTER-GENERAL'S OFFICE.

Washington, March 23, 1887.

The Pay Department of the Army now consists of 1 Paymaster-General, with rank of brigadier-general; 2 assistant paymaster-generals, with rank of colonel; 3 deputy paymaster-generals, with rank of lieutenant-colonel; and 42 paymasters, with the rank of major.

The legal organization, by act of July 5, 1884, is, 1 paymaster-general (brigadier-general); 2 assistant paymaster-generals (colonels); 3 deputy paymaster-generals (lieutenant-colonels), and 29 paymasters (majors); 46 paymasters' clerks, and 30 paymasters' messengers.

The bureau consists of 1 paymaster-general; 1 assistant to paymaster-general (major); 1 chief clerk; 6 clerks of class 4; 7 clerks of class 3; 10 clerks of class 2; 7 clerks of class 1; two clerks of \$1,000 class; 1 assistant messenger; 7 watchmen; 5 laborers.

WM. B. ROCHESTER,
Paymaster-General, U. S. Army.

THE SURGEON-GENERAL'S OFFICE.

SURGEON-GENERAL'S OFFICE,
March 24, 1887.

The following is a numerical statement of officers and employés of the Surgeon-General's Office, showing rank, grade, and in what divisions on duty :

Divisions.	Commissioned officers.				Employés.																	
	Chief medical purveyor (colonel).	Surgeons (majors).	Assistant surgeons (captains).	Total.	Acting assistant surgeons (detached from Army).	Chief clerk.	Clerks, class 4.	Clerks, class 3.	Clerks, class 2.	Clerks, class 1.	Clerks at \$1,000.	Anatomist.	Engineer.	Skilled mechanic.	Assistant messengers.	Watchmen.	Laborer.	Messenger boy.	Superintendent of buildings.	Total.		
Executive officer	1			1																		
Administrative							3	13		11	2				6	2				1	49	
Property	1			1		2	3	3							1	2					13	
Museum and library	1	1		2	4	6	5	10		10	2				5	3	1			1	47	
Disbursing		1		1			2	1		5					1						8	
Finance and artificial limbs					1		1			1											4	
Record and pension		1		1		7	19	35		140	77				5	3	9				296	
Special duty	1			1	1																	
Detailed in other bureaus and offices of the Departments										2	8										10	
Total	1	3	3	7	5	124	32	62		172	89	1	1	1	18	8	15	1		2	427	

JNO. MOORE,
Surgeon-General U. S. Army.

MEDICAL DEPARTMENT.

SURGEON-GENERAL'S OFFICE,
March 24, 1887.

The following statement shows the legal organization of the medical department of the United States Army, and the number of civilians employed therein :

Commissioned officers.

Corps designation.	Army rank.	No.
Surgeon-General.....	Brigadier-general.....	1
Assistant surgeon-general.....	Colonel.....	1
Chief medical purveyor.....	Colonel*.....	1
Surgeons.....	Colonels.....	4
Assistant medical purveyors.....	Lieutenant-colonels.....	2
Surgeons.....	Lieutenant-colonels.....	8
Surgeons.....	Majors †.....	50
Assistant surgeons.....	Captains †.....	86
Assistant surgeons.....	First lieutenants.....	39
Medical storekeepers.....	Captains.....	3
Total commissioned.....		196

Enlisted men :
Hospital stewards..... § 144

Civilian employés :
Acting assistant surgeons..... || 75
Employés at purveying depots, &c..... 33
Employés at Army and Navy General Hospital..... ¶ 39
Hospital matrons..... 166
Total employés..... 313

* Stationed at Surgeon-General's Office.

† Three on duty in Surgeon-General's Office.

‡ Three on duty in Surgeon-General's Office.

§ 135 in service at this date.

|| 51 in service at this date, of whom 5 are on duty in Surgeon-General's Office.

¶ 20 employed at date of last report.

JNO. MOORE, -
Surgeon-General U. S. Army.

OFFICE OF THE ADJUTANT-GENERAL.

Brig. Gen. Richard C. Drum, Adjutant-General.
Col. John C. Kelton,
Lieut. Col. Oliver D. Greene,
Lieut. Col. H. Clay Wood,
Maj. Thomas Ward,
Maj. Theodore Schwan, } Assistant adjutant-generals.

Civil organization of the office.

Grade.	Number.	Total.
Chief clerk.....	1	
Clerks of Class IV.....	25	
III.....	35	
II.....	69	
I.....	359	
\$1,000.....	16	
Messengers.....	5	505
Assistant messengers.....	51	
Watchmen.....	20	
Laborers.....	3	79
Grand total.....		584

OFFICE OF SECRETARY OF WAR.

OFFICE OF THE CHIEF CLERK.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the chief clerk's division of the office of the Secretary of War, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present	Minimum days present.
1884.....	307	843	0	843	3	281	6½	307	277
1885.....	301	944	0	944	* 3	274½	6½	301	271
1886.....	305	1,170	0	1,170	4	271½	6½	305	245
1887 (to March 1).....	47½	227	0	227	5	45½	6½	47½	37

* Four clerks were employed during the last six months of 1885, and five clerks during four months of 1886.

The following statement shows the average amount of business performed, transacted, and disposed of in the chief clerk's division of the office of the Secretary of War, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employés.	Maximum.*	Minimum.*	Average amount.*	Average employés.	Maximum.*	Minimum.*	Average amount.*	Average employés.	Maximum.*	Minimum.*	Average amount.*	Average employés.	Maximum.*	Minimum.*
January.....	3	3	4
February.....	3	3	4	5
March.....	3	3	4
April.....	3	3	4
May.....	3	3	4
June.....	3	3	4
July.....	3	3	4
August.....	3	3	4
September.....	3	3	4
October.....	3	4	5
November.....	3	4	5
December.....	3	4	5
Total average.....

* No record kept.

The following statement shows the amount and character of business on hand, received, and disposed of in the chief clerk's division of the office of the Secretary of War at the times named :

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1 1887.*
Cases submitted from the Executive Mansion	103	103	124	124	234	234	62	62
Communications from other Executive Departments	1, 156	1, 156	1, 667	1, 667	1, 310	1, 310	169	169
Resolutions and calls from the Senate and House of Representatives	389	389	112	112	731	731	109	109
Communications from Senators and Representatives	1, 251	1, 251	657	657	695	895	220	220
Cases submitted from the several Bureaus of the War Department	8, 475	8, 475	9, 708	9, 708	10, 602	10, 602	1, 527	1, 527
Miscellaneous letters addressed directly to the Secretary of War	3, 191	3, 191	3, 287	3, 287	2, 647	2, 647	526	526
Total	14, 565	14, 565	15, 555	15, 555	16, 419	16, 419	2, 613	2, 613

* No record kept.

The following statement shows in detail the methods of transacting business in the chief clerk's division of the office of the Secretary of War :

The items of the principal business matters transacted in this division consist of—

- (1) Examination of cases requiring official action;
- (2) Examination of all correspondence requiring the signature of the Secretary of War or the chief clerk;
- (3) Making briefs of cases containing numerous papers;
- (4) Preparation of indorsements for the signature of the Secretary of War or the chief clerk;
- (5) Receiving persons calling on official business and answering telephone inquiries;
- (6) Examination of records and laws; filing and indexing general and special orders, circulars, &c.; issuing stationery and miscellaneous articles, and making requisitions therefor, and other work pertaining to an executive branch of a Department.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party :

Until recently all official papers for the action of the Secretary of War were submitted by the chief clerk of the Department, except papers pertaining to the *personnel* of the Army, which were, and still are, submitted by the Adjutant-General, and occasional cases presented in person by chiefs of other bureaus. The business of the Department has, however, increased so much during the last few years that, failing to obtain legislation from Congress to authorize the appointment of an Assistant Secretary of War and a Solicitor, the Secretary found it necessary to detail two officers from the Army to take charge of portions of the mail, and now Major Adams, of the Corps of Engineers, takes charge of all papers pertaining to rivers and harbors and other engineering matters, and Captain Taylor, of the Ordnance Department, takes charge of all papers in which questions arise in the adjustment of the accounts of officers with the accounting officers of the Treasury, and of papers relating to extra allowances to soldiers, and he has just been assigned to the charge of the accounts for arming and equipping the militia, and providing them with quartermaster's stores and camp equipage. All other matters not enumerated above are submitted by the chief clerk.

The methods of transacting business will be best illustrated by a few cases :

1. The application of a railroad company for the approval by the Secretary of War of plans for a bridge over a navigable river authorized to be built by an act of Congress is briefed, numbered, indexed, entered upon the record-book, and referred to the Chief of Engineers. If the plans are favorably reported upon by the Engineer Department the papers are sent to the Judge-Advocate-General for the preparation of

formal papers, in duplicate, for execution by the Secretary of War, the proper officers of the company first signifying their assent thereto by signing a certificate to that effect. Such cases often involve much correspondence, and, when finally completed, one copy of the instrument of approval is furnished the company, the other is recorded in the office of the Secretary of War, and thence transmitted to the Chief of Engineers for file.

2. When an important contract is to be let the bids which have been invited by advertisement are scheduled by the officer inviting the bids and transmitted to the chief of his Bureau, by whom they are submitted to the Secretary of War for his approval of the award. It has always been customary to signify the approval of the Secretary by an indorsement to that effect upon the papers signed "By order of the Secretary of War" by the chief clerk of the Department. Objection has been recently raised to this course by the First Comptroller of the Treasury, who holds that when Congress makes an appropriation to be expended under the direction of the Secretary of War, his direction must be signified by his own signature. A case has recently arisen in which the usual course was pursued, and the contractor was delayed in receiving his money by this ruling. The Secretary of War, to expedite this particular case, has approved the contract in accordance with the new requirement, without waiving his right to dissent from the ruling of the Comptroller, as, if the position taken by the Comptroller is conceded, the signature of the Secretary will be required to all contracts for subsistence supplies for the Signal Service, and many other contracts, aggregating thousands in number, no doubt, and thus his time will be absorbed by these matters of detail to the exclusion of the important duties of his office.

3. The reservation of public lands for military purposes originates in a recommendation to that effect from the proper commanding officer, which, if approved by the Department, is returned to the officer, under whose direction a survey is made, and the papers, with the map of the land required, are transmitted by the Secretary to the Secretary of the Interior with inquiry whether the title to the land still remains in the Government. If a favorable reply is received the papers are transmitted to the Adjutant-General, who prepares the formal papers for the proclamation of the President, to whom they are transmitted by the Secretary, and when signed by the President they are duly recorded in this Department and transmitted to the Secretary of the Interior for file in the General Land Office, and thereupon a general order is issued to the Army announcing the metes and bounds of the new reservation.

4. An officer desiring to advertise for proposals applies, as required by the Army regulations, to the chief clerk for the authority of the Secretary of War, and incloses a copy of the proposed advertisement, with a list of the papers in which he desires it to be inserted. If approved, the necessary authority is communicated to him in writing by the Secretary of War. The accounts for the advertising are subsequently sent to the Department, audited in the office of the Secretary of War, and, when approved, they are returned to the officer for payment.

The foregoing cases will illustrate in a general way the method of transacting business. When a voluminous case is presented it is succinctly stated in a brief prepared in this office, with citations of previous decisions of the Department in like cases, and reference is made to any laws, regulations, or decisions of courts that are applicable.

REQUISITIONS AND ACCOUNTS DIVISION.

The following statement (No. 1) shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the requisition division of the office of the Secretary of War, in person, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2,525½	0	2,525½	9	280	6½	280	277
1885	301	2,714	0	2,714	10	271	6½	301	236
1886	305	2,798	0	2,798	10	279	6½	299	274
1887 (to March 1)	47½	470½	0	470½	10	47	6½	47½	45½

During two months immediately after the adjournment of Congress in each of the years 1884, 1885, and 1886, an average of two clerks worked from four to ten o'clock p. m., which extra time is not shown in the above statement, but is shown by the books of this division, and such extra work was required to dispose of the thousands of claims provided for in the deficiency and Fourth of July acts.

The following statement (No. 2 shows the average amount of business performed, transacted, and disposed of in the requisitions and accounts division of the office of the Secretary of War, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	1,599	9	1,473	10	1,851	10	1,303	10
February	1,599	9	1,473	10	1,851	10	1,303	10
March	1,599	9	1,473	10	1,851	10	1,303	10
April	1,599	9	1,473	10	1,851	10
May	1,599	9	1,473	10	1,851	10
June	1,599	9	1,473	10	1,851	10
July	1,599	9	1,473	9	1,851	9
August	1,599	7	1,473	9	1,851	7
September	1,599	8	1,473	8	1,851	8
October	1,599	8	1,473	8	1,851	8
November	1,599	8	1,473	9	1,851	10
December	1,599	8	1,473	8	1,851	10
Total cases..	10,190	17,683	22,215	3,909

* Impracticable to state.

No record has been kept of the maximum or minimum amount of work performed by the employes, and it is impracticable to keep such a record, the work of no two employes being the same. All have been constantly employed and have rendered faithful and efficient service.

The following statement (No. 3) shows in detail the methods of transacting business in the division of requisitions and accounts, office of the Secretary of War:

The items of the principal business matters transacted in this division consist of—

(1) Action on requests of the chiefs of bureaus for advances of money to disbursing officers.

(2) Action on Treasury settlement certificates.

(3) Action on certificates of deposit and return of moneys to the Treasury.

(4) Requests of the Court of Claims, Department of Justice, and others, for information concerning claims and accounts.

(5) Action on accounts of State penitentiaries for keeping military prisoners.

(6) List of United States depositaries pertaining to the War Department.

(7) Action on papers concerning payments for maintenance of channel at South Pass, Mississippi River.

(8) Compilation of annual and other estimates of War Department and preparation of statement for annual report of Secretary of War.

(9) Requisitions, estimates, and bills for public printing and binding.

(10) Examination of Secret Service accounts.

(11) Miscellaneous work.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

(1) Requests are first entered on the docket book, thence go to the book-keeper for examination as to correctness, thence to the clerk to prepare requisitions, and, when compared by book-keeper, are initialed for signature of the Secretary of War.

(2) Treasury settlement certificates reach this division direct from the First, Second and Third Auditors of the Treasury, docketed and referred to the book-keeper for examination; if found correct, they are referred when necessary to the Bureau to

which they pertain for verification. Upon return the same course is pursued as indicated in No. 1.

(3) Certificates of deposit received from Treasury and other sources for designation of the proper appropriations to the credit of which the amount deposited should be covered into the Treasury, are first entered upon the docketbook, then upon the record book of certificates, giving docket number, day received, number of certificate, amount of deposit, place of deposit, and name of depositor, what Bureau referred to, date, and date when received back. When received back with appropriations designated they are indorsed for return to the Secretary of the Treasury, and when signed by the chief clerk, War Department, are entered upon a book designated record of money repaid into the United States Treasury, giving docket number, number of inclosures, name of depositor, title and year of appropriations, amounts credited, and date of indorsement by which they are returned to the Treasury. A number of deposits are then included in deposit lists and credit requisitions prepared in the offices of the Second or Third Auditors, and when received here are entered upon the docket, and if found correct are initialed and prepared for the signature of the Secretary.

(4) All requests of the Department of Justice, Court of Claims, or from other sources, for information concerning claims, are received from the record division, War Department, entered in the docket book of this division, examined by the head of the division or clerk in charge of this class of work, and sent to the proper Bureau to which the claim pertains. When received back further reference is made if necessary, and if not, the case, with a letter, is prepared for the signature of the Secretary of War. In other claims pertaining to the War Department references are made to complete the action thereon, either favorable or unfavorable, as shown by the evidence, the references and letters being all signed by the Secretary of War, or chief clerk of the Department.

(5) Monthly and quarterly accounts in duplicate, for expenses incurred in keeping United States military convicts in the State penitentiaries are first docketed, and then examined and compared with preceding accounts, and if found correct are forwarded to the Second Auditor of the Treasury for settlement under an indorsement of the Secretary of War. Second Auditor and Second Comptroller then make out a settlement certificate for each account and refer to this Department for requisition; each certificate is docketed and compared with the duplicate account retained in this division and, if found correct, is initialed and ready for requisition which is prepared for Secretary's signature.

(6) A circular is issued yearly from this Department giving a list of depositaries designated for the use of disbursing officers of the War Department; are designated from time to time by the Secretary of the Treasury under section 3620, Revised Statutes. The circular shows a complete and correct statement up to the time of its issue, changes that take place during the time intervening between the publication of annual circulars are indicated and issued in special circulars giving notice to all disbursing officers of the change noted. A corrected list of all depositaries designated for the use of the War Department is kept in this office.

(7) The certificate of the United States inspecting officer for each quarter of maintenance of the jetty channel, with the indorsement of the Chief of Engineers, together with the demand of Mr. James B. Eads (or his legal representatives, since his decease), for payment of the quarterly installment for maintenance, and the semi-annual payment of interest provided to be paid by act of March 3, 1875, and amendatory acts, are docketed, examined as to correctness, and forwarded to the Third Auditor of the Treasury, by indorsement of the Secretary of War. A settlement certificate issues from the accounting officers of the Treasury, which is docketed, and a requisition of the Secretary of War is drawn upon the Secretary of the Treasury for the payment of the amount due. Rough copies of all papers, with the exception of the settlement certificate, are made at the time of receipt, and later on fair copies made for transmission to Congress for its information, as required by act of March 3, 1875.

(8) The annual and other estimates of the chiefs of Bureaus and others pertaining to the War Department are received from the record division, examined as to correct amounts, correct references to the laws authorizing the objects and works and the necessity for the estimates; they are then submitted to the Secretary of War, and after each item has received his action, the estimates are compiled and sent to the Secretary of the Treasury for insertion in the Book of Estimates.

A statement is prepared for the annual report of the Secretary of War showing the receipts, expenditures, and balances of all the appropriations of the War Department and estimates for the next year. A detailed statement of expenditures, &c., accompanies the same, which forms a part of the Secretary's report. Statements of other matters pertaining to work of the division are also prepared for the annual report.

(9) Requisitions for printing and binding are docketed and sent to the clerk in charge of printing requisitions; are numbered and recorded by him on a register, prepared for signature of the chief clerk, and sent to the Public Printer. Estimates of

the Public Printer on said requisitions are received, the amount noted, and sent to the officer ordering the work, and if approved by him they are prepared for the chief clerk's signature and returned to the Printer. Bills for the work when completed are received, the amount noted and sent to the office to which they pertain. Accounts are kept to see that the allotment to each Bureau and office is not exceeded.

(10) Claims and accounts for secret services are received, examined, references made, and the action of the Secretary of War disposing of the same prepared for transmission to the Second Auditor of the Treasury.

(11) Miscellaneous work consists—(1) references and indorsements concerning the disposition of outstanding balances of War Department officers in the United States depositories; (2) the work of obtaining, engraving, and recording medals of honor and certification of bills therefor; (3) preparing indorsements authorizing officers at remote stations to keep public funds in their personal possession; (4) preparing of quarterly statements of balances of War Department appropriations for comparison with Treasury book-keepers; (5) any other work of the Department not embraced in above, which the Secretary of War or chief clerk may send to the division.

The character of business appears on statement No. 3.

No record was kept of the amount of business on hand, or disposed of, at the dates named, and it is impossible to give a statement thereof. Every case is disposed of as soon as complete.

L. W. TOLMAN,

Chief of Division Requisitions and Accounts.

WAR DEPARTMENT, May 27, 1887.

RECORD DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the record division of the office of the Secretary of War, in person and by proxy, with the number of days devoted to business by the employé present the greatest and least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and one-half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.*	Total days worked.	Average number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	7,070½	0	7,070½	25.7	276½	6½	291	†230
1885	301	6,807½	0	6,807½	26½	255½	6½	276	†115
1886	305	6,887	0	6,887	25	275½	6½	288½	249
1887 (to March 1)	47½	1,124½	0	1,124½	24	48½	6½	47½	42½

* Under the rules and regulations governing the War Department no work by proxy is allowed.

† In 1884 one clerk was unable to perform duty for two months while undergoing treatment for inflammation of his eyes. Physician's certificate to cover such absence was furnished.

‡ The presence of one clerk, Mr. Thomas Lewis, for but fifteen days during the year 1885, as shown, was owing to his illness, consumption, resulting from the loss of an arm from wound received in service during the late war of the rebellion. Physician's certificate furnished to cover the time so absent. Mr. Lewis was a faithful employé of the War Department for a period of more than twenty years of continuous service.

The following statement shows the average amount of business performed, transacted, and disposed of in the record division of the office of the Secretary of War, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified.

Months.	Average amount.		Average employes.	Maximum.*	Minimum.*
	Total.	Average.			
1884.					
January.....	2,542	110 $\frac{1}{2}$	26		
February.....	3,137	136 $\frac{1}{2}$	26		
March.....	3,038	132 $\frac{1}{2}$	26		
April.....	2,784	121 $\frac{1}{2}$	26		
May.....	2,824	122 $\frac{1}{2}$	26		
June.....	2,721	118 $\frac{1}{2}$	26		
July.....	2,941	127 $\frac{1}{2}$	26		
August.....	2,380	108 $\frac{1}{2}$	25		
September.....	2,398	109	25		
October.....	2,302	104 $\frac{1}{2}$	25		
November.....	2,039	92 $\frac{1}{2}$	25		
December.....	2,643	114 $\frac{1}{2}$	26		
Total averages.....	31,749	1,405 $\frac{1}{2}$	25 $\frac{1}{2}$		
1885.					
January.....	3,237	134 $\frac{1}{2}$	27		
February.....	2,767	115 $\frac{1}{2}$	27		
March.....	2,740	112 $\frac{1}{2}$	27		
April.....	2,720	113 $\frac{1}{2}$	27		
May.....	2,613	108 $\frac{1}{2}$	27		
June.....	2,419	100 $\frac{1}{2}$	27		
July.....	2,482	103 $\frac{1}{2}$	27		
August.....	2,390	103 $\frac{1}{2}$	26		
September.....	2,287	95 $\frac{1}{2}$	27		
October.....	2,165	94 $\frac{1}{2}$	26		
November.....	1,855	80 $\frac{1}{2}$	26		
December.....	2,214	96 $\frac{1}{2}$	26		
Total averages.....	29,889	1,262 $\frac{1}{2}$	26 $\frac{1}{2}$		
1886.					
January.....	2,430	105 $\frac{1}{2}$	26		
February.....	3,028	134 $\frac{1}{2}$	26		
March.....	3,084	140 $\frac{1}{2}$	25		
April.....	2,695	122 $\frac{1}{2}$	25		
May.....	2,717	123 $\frac{1}{2}$	25		
June.....	2,846	129 $\frac{1}{2}$	25		
July.....	2,759	125 $\frac{1}{2}$	25		
August.....	2,598	118 $\frac{1}{2}$	25		
September.....	2,408	109 $\frac{1}{2}$	25		
October.....	2,388	108 $\frac{1}{2}$	25		
November.....	2,243	106 $\frac{1}{2}$	24		
December.....	2,664	126 $\frac{1}{2}$	24		
Total averages.....	31,860	1,448 $\frac{1}{2}$	25		
1887 (to March 1).					
January.....	2,739	130 $\frac{1}{2}$	24		
February.....	2,700	128 $\frac{1}{2}$	24		
Total averages.....	5,439	259	24		

* Cannot be given.

The work of the record division being current, and of such a varied character, but a portion of it can be shown by a tabulated statement.

Many cases necessitate a search of the records covering many years to obtain the desired information, and a single case may occupy the time of a clerk for days, so that no adequate idea of the work performed can be obtained by showing the number of cases. Much of the work also cannot be classed as *cases*, and cannot be tabulated.

In the table under the heading "Average amount," the total column shows the total number of cases disposed of by the total number of employes (including messengers as shown in column, "Average employes"), while the average column shows the average number of cases disposed of by each clerk, which is obtained by dividing the total number of cases per month by the total employes, less three messengers.

The Confederate archive branch of this division consists of a large mass of Confederate books and papers. To these additions are from time to time being made. Ten of the above employes are engaged in arranging and indexing them, and information is constantly being furnished by them to the office engaged in publishing the Official Records of the War of the Rebellion. The only report of the work that can be made (and the only one included above) is the number of calls made by the Pension Office and the Department of Justice. These are called *cases*, and in 1884 numbered 167; in 1885, 270; in 1886, 221, and to March 1, 1887, 48. This, however, shows but a small fraction of their work.

The columns "Maximum" and "Minimum" cannot be filled, owing to the variety of work the clerks are engaged upon. It is also the custom to familiarize each clerk with the entire work of the office, and in order to accomplish this one clerk is frequently called upon to perform the duties of another, and it is thus impossible to say who does the least or the most.

The following statement shows the amount and character of business on hand, received, and disposed of in the record division of the office of the Secretary of War at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.†	Disposed of in 1884.‡	Pending Jan. 1, 1885.*	Received during 1885.†	Disposed of in 1885.‡	Pending Jan. 1, 1886.*	Received during 1886.†	Disposed of in 1886.‡	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.†	Disposed of up to Mar. 1, 1887.‡	Pending Mar. 1, 1887.*
	Letters received	17,916	17,916	15,886	15,886	17,444	17,444	3,003	3,003	3,003	3,003	3,003	3,003
Letters sent	5,958	5,958	5,065	5,065	6,038	6,038	1,182	1,182	1,182	1,182	1,182	1,182	1,182
Telegrams received	2,455	2,455	2,539	2,539	2,591	2,591	414	414	414	414	414	414	414
Telegrams sent	3,993	3,993	4,256	4,256	4,326	4,326	595	592	592	592	592	592	592
Applications, appointments, promotions, discharges, &c.	1,260	1,260	1,873	1,873	1,240	1,240	200	200	200	200	200	200	200
Calls on archives by Pension Office and Department of Justice	167	167	270	270	221	221	48	48	48	48	48	48	48
Indexing and arranging Confederate books and papers; Furnishing data for Rebellion Records Office; Compiling War Department register;													
Totals	31,749	31,749	29,889	29,889	31,860	31,860	5,439	5,439	5,439	5,439	5,439	5,439	5,439

* The columns intended to show the amount pending at the beginning of each year are not filled as the work, being current, is not allowed to accumulate, and there is practically nothing on hand.

† These numbers refer only to such papers as are entered. At least as many more letters are received, examined, and sent to other divisions, Bureaus, and Departments without entry.

‡ The work included in the last three classifications is of such a nature that it will not admit of tabulation.

The following statement shows in detail the methods of transacting business in the record division of the office of the Secretary of War:

The items of the principal business matters transacted in this division consist of—

1. *Regular records.*—The reception of the official mail and other papers for the office of the Secretary of War; the proper distribution thereof to the various divisions of the office, the Bureaus of the Department, and to other Executive Departments; briefing, recording, and indexing the official letters, telegrams, and indorsements received and sent by officials connected with the Secretary's office, and searching the records for information to enable the Department to take proper action upon cases which come before it.

2. *Appointment branch.*—The preparation of all papers pertaining to the appointment, promotion, discharge, resignation, transfer, &c., of the force of clerks and other employes in the Department and its Bureaus—including the correspondence with the Civil Service Commission—and keeping a record of the same; also the preparation for publication of the register of the War Department.

3. *Confederate archives.*—Classifying, arranging, and indexing the confederate records, and furnishing information therefrom to the Departments of Justice and the

Interior, the Adjutant-General's office, and the office of Publication of the Official Records of the Rebellion, for use as evidence in claims and pension cases, and for historical purposes.

4. *Telegraph office.*—Receiving, sending, and indexing the telegraphic correspondence of the Secretary's office, Headquarters of the Army, Adjutant-General's office, and other Bureaus of the Department.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

1. *Regular records.*—All official mail matter addressed to the Secretary of War, or the chief clerk, is received in this division. The mail from the post-office is received twice daily, at 9 a. m. and between 12 m. and 1 p. m., and from the Bureaus and the other Executive Departments at irregular intervals during the day. The mail is opened by the chief of the division—or, in his absence, by the assistant chief—by whom all the letters are read. Many of them relate to matters pertaining entirely to the business of other branches, and are sent where they belong without entry; all the others are properly folded and pencil marked for distribution among the several divisions of the office, or for reference to the Bureaus for action or report, as the case may be. Those not already briefed are then passed to the briefing clerk, who briefs each case by noting upon its first fold the place where the letter was written, its date, name of writer, and a short synopsis of its contents, also the number of inclosures. Papers from the Bureaus of the Department are generally briefed when received. After being briefed they are next stamped, usually by one of the messengers, the "original" paper, so called, being stamped with the War Department stamp, showing date of receipt, &c., and the inclosures with a distinctive stamp, indicating that they are inclosures. They then go to the assistant chief of the division, who examines them carefully to see that they are correct, and to have them in mind for ready answer to any inquiries which may be made; then to the index clerk, who indexes each case by name and subject, and gives each a file number; thence to the record clerks, who enter the papers in the record books by copying the briefs into the books in the order indicated by the file number, giving the entry the same number, note and mark the inclosures, if any, and charge each case opposite the entry to the person or office indicated by the pencil memorandum of the chief of the division; they are then placed in the mail box and distributed as charged. In cases requiring information from the records in the Secretary's office the records are first searched and a report made and placed with the papers. The time of one clerk is almost entirely occupied in searching the records and files for data to answer inquiries or supply information for use in connection with cases pending in the Department, and frequently a large portion of the force is so engaged.

If a case is one upon which the Secretary of War can take action without further information than is contained in the papers, or if from its nature it is such a case as he should see before reference elsewhere, it is sent to the chief clerk or other officer having charge of the particular class of work, and so noted. If the case requires information from one or more of the Bureaus of the Department before it is ready for the Secretary's action, it is referred to the proper Bureau for the desired information, and so charged in the books; when received back the report is noted, the inclosures, if any, stamped, marked, numbered, and noted upon the paper and book, and the case charged and sent to the chief clerk, &c. If the case only requires a reply, or a letter to be written, it is sent to the correspondence division, or other branch having charge of the particular business.

After action is taken, the papers, with indorsements, press copies of letters, &c., are returned to the record division, are noted as received back, and the action recorded; the press copies are examined by the assistant chief of the division, who makes notes of decisions for entry in the memorandum book, and are then turned over and charged to the clerks in charge of the "letters sent" books, by whom they are recorded, compared, and indexed, the number and page of the record book noted on the press copy, and then returned to the entry clerks. They are again noted as received back, the number and page of the letter book noted, the papers carefully examined to see that they are complete in all particulars, and are then charged and sent to the proper officer to carry out orders of the Secretary, or to the proper Bureau for file.

The foregoing serves to illustrate the action upon cases requiring the minimum amount of labor. Other cases may have to be referred to several Bureaus, or to officers at remote stations, for desired information or report, and many also require extended correspondence with other Departments and individuals. This not only takes time, but in the process many papers accumulate, which, upon their return, must be

examined, entered, and pass through the different hands, as above described, before the matter is finally disposed of.

Resolutions of Congress, requests from committees, and communications from heads of other Executive Departments, and other persons requiring early action are made "*special*," briefed, given a file number, and sent immediately to the chief clerk or other officer for action or report, a copy of the brief being retained for record.

2. *Appointment branch.*—Applications for appointment take the same general course as all other papers; are marked for reference, briefed, stamped, and entered—only they are entered in a separate book alphabetically—and appropriately referred.

Applicants for appointment in the unclassified service are furnished with a blank form of application, which, when properly filled up and received back, is sent with other papers to the chief clerk, in whose office they are temporarily filed. When a vacancy occurs a selection is made, an order is indorsed upon the papers for the Secretary's signature directing the appointment; the appointment is also prepared for his signature, and, with all the papers, returned to the chief clerk. When signed they are received back, and the appointment sent to the disbursing clerk to note, and have the name placed upon the rolls; the indorsement is then recorded, the name entered in the registers and indexed; the appointment is inclosed in an unsealed envelope, addressed to the appointee, and sent to the head of the Bureau to which the appointment is made. The same general course is pursued, except sending blank form, in all cases of promotion, resignation, reduction, discharge, transfer, &c., both in the unclassified and classified service of the Department.

In filing vacancies in the classified service, a letter is first received from the head of the Bureau in which there is a vacancy, requesting that the Civil Service Commission be called on for a certification; a letter is prepared for the Secretary's signature calling for certification, and, after being signed, is press-copied, recorded, and duly sent; the certification is duly received and informally the examination papers, briefed, entered, &c., and referred to the head of Bureau to make selection; received back with indorsement giving the name of the person selected. The order for appointment for a probationary period of six months and the appointment itself is prepared for the Secretary's signature, and the same further action taken as in case of appointments in the unclassified service; a letter is written notifying the Civil Service Commission of the selection, and, after the oath is filed, that the appointment has been made and the person entered upon duty.

Upon the expiration of the probationary appointment a report in writing is received from the Bureau officer setting forth the character and qualifications of the appointee; if satisfactory, the person is permanently appointed, the same details being observed as in the probationary appointment; if unsatisfactory the probationer is deemed out of the service, and is so informed; the Commission is also informed, the letters recorded and the press copies filed with the papers.

3. *Confederate records.*—The Confederate records comprise the records of a government in all its branches, legislative, executive (including military correspondence, orders, and army rolls), and judicial, although incomplete; the clerks on duty in this branch are engaged in classifying, arranging, and indexing the records, and searching for and furnishing information therefrom.

4. *Telegraph office.*—Telegrams sent are given a file number, with time of filing, counted and checked, recorded in receiver's register, transmitted, which includes a wire number, with a record of the sending and receiving operator and time of transmission; they are then indexed and filed.

Telegrams received are copied direct from the wire on a type-writer, entered in delivery register, press copy taken for record, enveloped, entered on messenger's receipt sheet, which includes a delivery number for message and time it was sent out, delivered, and receipt taken, which shows who received it and the time of delivery.

Bills are rendered monthly, items of bills are verified, as to address, signature, and check, from the record in receiver's register, and a check placed against such record to prevent duplication of the accounts.

ADVERTISING DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the advertising division of the office of the Secretary of War, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.
January.....
February.....
March.....
April.....
May.....
June.....
July.....
August.....
Sep ember.....
October.....
November.....
December.....

The following statement shows the amount and character of business on hand, received, and disposed of in the advertising division of the office of the Secretary of War at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to March 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
	Applications of Army officers requesting authority to publish advertisements inviting proposals for supplies or services.....	0	657	0	605	0	722	0	113
Letters to Army officers granting authority to publish advertisements inviting proposals for supplies or services.....	657	605	722	113
Accounts for publishing advertisements submitted by Army officers for audit and approval.....	0	2,325	0	2,528	0	3,235	0	391	0
Accounts approved and returned for payment.....	2,325	2,523	3,235	391
Job printing accounts submitted by Army officers for audit and approval.....	0	299	0	239	0	317	0	77	0
Job printing accounts approved and returned for payment.....	299	239	317	77
Miscellaneous letters received.....	0	977	0	1,199	0	1,290	0	198
Miscellaneous letters sent.....	1,047	1,437	1,348	205

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the advertising division of the office of the Secretary of War in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business

are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.		Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
		Greatest.	Least.							
1884.....	307	300	279	0	579	2	289½	6½	300	279
1885.....	301	283	278	0	561	2	280½	6½	283	278
1886.....	305	296	278	0	574	2	287	6½	296	278
1887 (to March 1).....	47½	48	48	0	96	2	48	6½	48	48

The following statement shows in detail the methods of transacting business in the advertising division of the office of the Secretary of War:

The items of the principal business matters transacted in this division consist of—

1. Receiving from officers of the Army applications to advertise in newspapers and for job printing.

2. To issue letters authorizing the publication of advertisements and for the procuring of printing.

3. To receive, record, and examine accounts and vouchers for advertising and printing so authorized, and to audit the same.

4. To place upon such vouchers an endorsement of the amount allowed.

5. To return such approved vouchers to the proper officers for payment.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

The applications referred to above are received by the chief of the division, a practical printer, who, under instructions, makes the necessary changes, if any are required; then they are handed to a clerk, who makes record of them in a record book kept for the purpose, one for each calendar year, each application being numbered commencing with the year, and the action upon the same is recorded in the same book on the page opposite. The letter of authority is given the same number as the application, and when signed by the chief clerk, by order of the Secretary of War, and a press-copy taken, is sent to the officer making the application.

The accounts for this advertising, when received, are entered in a record book kept for the purpose (one book for each calendar year) by a clerk, who also checks the same against the "letter of authority" in the record first mentioned; they are then handed to the chief of the division, who audits them according to the sworn rates of advertising of the newspapers on file in the advertising division. The vouchers are then returned to the clerk who keeps the record, who enters the amount allowed in each account, and writes upon each voucher an endorsement of approval of the amount allowed. The voucher is then sent to the chief clerk for his signature, after which the account is returned to the officer for payment.

Substantially the same process is followed as regards accounts for printing.

DISBURSING DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employé in the disbursing division of the office of the Secretary of War in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	1,132	0	1,132	4	283	7	307	254
1885.....	301	1,152	0	1,152	4	288	7	301	249
1886.....	305	1,031½	0	1,031½	3½	275¾	7	292	248
1887 (to March 1).....	47½	190	0	190	4	47½	7	47½	47½

The following statement shows the average amount of business performed, transacted, and disposed of in the disbursing division of the office of the Secretary of War, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the time specified :

Month.	Fiscal year 1884. January to June 30, 1884, six months.				Fiscal year 1884 and 1885. July 1, 1884, to June 30, 1885.				Fiscal year 1885 and 1886. July 1, 1885, to June 30, 1886.				Fiscal year 1886 and 1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	796 ³ / ₄	4	818 ³ / ₄	4	863 ¹ / ₂	4	870	4
February	786 ³ / ₄	4	818	4	1,122 ³ / ₄	4	873 ³ / ₄	4
March	824 ³ / ₄	4	854 ³ / ₄	4	1,127 ³ / ₄	4
April	787	4	842 ³ / ₄	4	932 ³ / ₄	4
May	865 ³ / ₄	3 ³ / ₄	894	4	954	4
June	844 ³ / ₄	4	907 ³ / ₄	4	974	4
July	1,135 ³ / ₄	3	1,032 ³ / ₄	3	931 ³ / ₄	3
August	1,031 ³ / ₄	3	1,011	3	1,161 ³ / ₄	3
September	954 ¹ / ₂	3	1,121 ³ / ₄	3	1,195 ³ / ₄	3
October	1,091	3	985	3	823 ³ / ₄	4
November	902 ³ / ₄	3	998 ³ / ₄	3	1,134 ³ / ₄	3
December	814 ³ / ₄	4	1,337 ³ / ₄	3	1,333	4
Total averages	4,905 ¹ / ₁₀	23 ³ / ₄	11,047 ⁵⁵ / ₁₀₀	44 ³ / ₈	12,460 ³⁵ / ₁₀₀	43 ¹ / ₂	8,220 ⁴ / ₁₀	29 ¹ / ₁₀

* The character of the duties performed by the employes of this division is varied, and no standard could be fixed upon by which a just comparison would be possible. All have been faithfully employed.

The following statement shows the amount and character of business on hand, received, and disposed of in the disbursing division of the office of the Secretary of War at the times named :

Character of business.	Pending Jan. 1, 1884.	Received Jan. 1 to June 30, 1884.	Disposed of to June 30, 1884.	Pending July 1, 1884.	Received July, 1884, to June 30, 1885.	Disposed of July, 1884, to June 30, 1885.	Pending July 1, 1885.	Received July 1, 1885, to June 30, 1886.	Disposed of July 1, 1885, to June 30, '86.	Pending July 1, 1886.	Received July 1, 1886, up to Mar. 1, 1887.	Disposed of July 1, '86, up to Mar. 1, '87.	Pending Mar. 1, 1887.
Salaries and miscellaneous accounts paid	0	17,847	17,744	103	35,674	35,538	239	36,289	36,345	183	24,689	24,779	93
Subscription to the Official Records of the War of the Rebellion	0	1,766	1,766	1,367	1,367
Appointments, discharges, transfers, &c., recorded	0	176	176	524	524	431	431	310	310
Letters received and sent	0	1,225	1,225	3,897	3,897	6,146	6,146	4,184	4,184
Register of civil-service employes	0	82	82	292	292	203	203	147	147
Miscellaneous cases	0	74	74	219	219	207	207	193	193
Totals	19,404	19,801	103	40,606	40,470	239	45,042	45,098	183	30,890	30,980	93

In disposing of the above cases 162,587 entries were made on the records of the division.

The following statement shows in detail the methods of transacting business in the disbursing division of the office of the Secretary of War.

The items of the principal business matters transacted in this division consist of disbursing the funds appropriated for the War Department and its Bureaus, viz :

Salaries of office of the Secretary of War, Adjutant-General, Inspector-General, Military Justice, Signal, Quartermaster-General, Commissary-General, Surgeon-General, Paymaster-General, Chief of Ordnance, Chief of Engineers; office War Records, building corner Seventeenth and F streets; compensation and expenses of agents, Quartermaster's Department; publication of Official Records War of the Rebellion; postage to postal-union countries; rent of buildings, contingent expenses, contin-

gencies of the Army, examination of claims of States and Territories; statue to memory of General La Fayette and his compatriots; irregular or retained bounty fund; subscriptions to Official Records of the War of the Rebellion; recording appointments, transfers, promotions, discharges, and deaths of employes.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

Funds, how obtained.—Requisitions are made by the disbursing clerk, and after being approved by the Secretary of War are forwarded to the Secretary of the Treasury with request that a warrant be issued, and that the amount be placed to the credit of the disbursing clerk on the books of the Treasurer of the United States. Upon receipt of advice of credit the various appropriations are at once credited on the cash-book and appropriation book under the respective heads of appropriations and the total sum entered on the check-book, naming number of draft and warrant. The certificate of credit is filed with the check-book.

Salaries, how paid, &c.—Rolls and books, the latter being duplicates of the former, are prepared in the offices of the various Bureaus, and each employe after signing them is handed a ticket with his name, the name of the office in which he is employed, and amount of salary due, signed by the officer in charge; this the employe presents to the disbursing clerk on the day set apart for payment and receives his pay in cash. The rolls and books are turned in to the disbursing clerk before payment; after being examined and compared with the pay tickets and completed, and the proper entries made in the cash-book, are placed in the safe.

Other accounts, how paid, &c.—Vouchers for expenditures from the appropriation for contingencies of the Army are prepared in the office of the disbursing clerk. All others are received from the supply division and Bureaus of the War Department, certified as to their correctness, and after being properly audited are paid by check or cash; if by the latter, the sum of the voucher is \$20 or less. The greater number of these accounts are paid by check and transmitted by letter through the mail to the creditor with request that the receipt of the check be acknowledged. The acknowledgment is filed with the voucher. After the accounts are paid they are at once briefed, numbered, and entered on the cash-book under the proper heads of the appropriation to which they pertain.

Subscription to Official Records War of the Rebellion.—The subscriptions to this work are received by letter, and are recorded in a day-book giving the name of the subscriber, the volumes and character of the binding wanted, and the amount transmitted; they are also entered in a book of subscribers by volumes. The letter is then stamped with the date of its receipt, the amount inclosed, and sent to the librarian of the Department for final action. The amount received from the subscriptions, less the amount paid the Public Printer for extra binding, is deposited in the United States Treasury at the end of each month to the credit of the United States on account of proceeds of sales of Official Records of the War of the Rebellion, act of August 7, 1882. The total receipts and payments are entered upon a ledger which is balanced monthly.

Appointments, promotions, transfers, discharges, &c., of employes.—Notice of all appointments, promotions, transfers, &c., are received from the record division, and are recorded in a record kept for that purpose, noted and returned to the record division. This record is a complete history of all employes from their inception into the Department.

Death of employes.—On receiving information of the death of an employe the fact is noted against his name on the record above referred to. Blanks are then prepared for a final settlement of pay due and forwarded to decedent's relatives, which, when returned properly executed, are certified to by the head of the Bureau of which the deceased was an employe, and forwarded to the First Comptroller of the Treasury for authority to make payment to the heirs.

Accounts, when closed and how rendered.—Accounts are closed and rendered quarterly to the Treasury Department. The papers forwarded in substantiation of the disbursements consist of accounts current, abstracts, and vouchers for each appropriation disbursed. When the accounts have been examined and adjusted by the Comptroller of the Treasury the disbursing clerk is advised of the result and the letter filed with the account to which it relates. The accounts are all approved by the Secretary of War before they are sent forward.

The *personnel* of the division consists of one disbursing clerk and three assistants, and for safety and correctness of the accounts the business of the division is so devised that it passes more or less through the hands of all employed therein.

LIBRARY DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the library division of the office of the Secretary of War in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2 245	0	2 245	8	280 ⁵ / ₈	6½	297	240
1885	301	2 507	0	2 507	9	278 ³ / ₉	6½	290	272½
1886	305	2 523½	0	2 523½	10	252 ³⁵ / ₁₀	6½	301	275
1887 (to March 1)	47½	474	0	474	10	47 ⁷ / ₁₀	6½	47½	46½

The following statement shows the average amount of business performed, transacted, and disposed of in the library division of the office of the Secretary of War, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and least therein during the times specified :

Month.	Average amount, 1884.			Average amount, 1885.			Average amount, 1886.			Average amount 1887 (to March 1).		
	By all employés.	By each employé.	Average employés.	By all employés.	By each employé.	Average employés.	By all employés.	By each employé.	Average employés.	By all employés.	By each employé.	Average employés.
January	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
February	11,462	1,332	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
March	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
April	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
May	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
June	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
July	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
August	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
September	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
October	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
November	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
December	11,462	1,432	8	19,264	2,140	9	19,227	1,922	10	29,179	2,919	10
Total averages												

REMARKS.—The business of this division is such that no two employés are engaged upon the same work, and, therefore, it is impossible to give the maximum and minimum amount transacted and disposed of by each employé separately.

The following statement shows the amount and character of business on hand, received, and disposed of in the library division of the office of the Secretary of War at the times named:

Character of business.	Pending Jan. 1, 1864.	Received during 1864.	Disposed of in 1864.	Pending Jan. 1, 1865.	Received during 1865.	Disposed of in 1865.	Pending Jan. 1, 1866.	Received during 1866.	Disposed of in 1866.	Pending Jan. 1, 1867.	Received up to Mar. 1, 1867.	Disposed of up to Mar. 1, 1867.	Pending Mar. 1, 1867.
Official Records of the War—													
Volumes distributed.....		36,212	36,212		56,138	56,138		50,896	50,896		10,545	10,545
Volumes sold to subscribers.....		1,628	1,628		2,991	2,991		2,258	2,258		1,094	1,094
Labels addressed.....		37,840	37,840		59,129	59,129		59,186	59,186		11,639	11,639
Entering dates on which volumes were mailed.....		31,412	31,412		48,938	48,938		44,896	44,896		9,345	9,345
Circular letters, acknowledgments, &c., sent.....		9,673	9,673		3,224	3,224		2,500	2,500		1,000	1,000
Receipts received and filed.....		3,256	3,256		5,982	5,982		4,516	4,516		1,200	1,200
Other publications distributed.....		6,997	6,997		9,407	9,407		10,281	10,281		610	610
Arrangements of Congressional bills, documents, &c.....		26,859	26,859		26,457	26,457		35,944	35,944		18,461	18,461
Library books received and catalogued.....		785	785		680	680		645	645		132	132
Library books loaned and returned.....		14,300	14,300		18,247	18,247		19,613	19,613		4,333	4,333
Totals.....		137,550	137,550		231,175	231,175		230,735	230,735		58,359	58,359

The following statement shows in detail the methods of transacting business in the library division of the office of the Secretary of War:

The items of the principal business matters transacted in this division consist of—

1. Care of the library.
2. The distribution of the "Official Records of the War of the Rebellion."
3. The distribution of other publications.
4. Custody of Congressional and other documents.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

1. All library books are at once stamped with the library stamp, labeled, catalogued, and placed on the proper shelf for issue or reference. Persons in the civil service of the War Department and officers of the Army (averaging together about 1,650) are permitted to take books from the library, and they are charged against them until returned, when proper credit is given in the ledger kept for that purpose. Assistance is afforded those who use the library for reference purposes.

2. The "Official Records of the War of the Rebellion" are distributed as required by the act of August 7, 1862 (sec. 22, Stats., p. 320). Eleven thousand (11,000) copies of each volume are received from the Public Printer, the address-slips immediately pasted thereon, and sent to the post-office for delivery. Those mailed to distributees show plainly on the wrapper the name of the Senator or Representative at whose instance they are sent, and those copies intended for subscribers are forwarded by registered mail. A proper account is kept of each volume that leaves the Department.

3. Publications distributed by order of the Secretary of War are sent in general to the several bureaus of the War Department, the Military Academy, the Army schools, post libraries, and certain officers of the Army—a proper distribution being made according to the nature of the work.

4. The bills, reports, and unbound documents are arranged in numerical order, by classes, for the use of the Secretary's Office and Bureaus of the War Department.

Very respectfully,

DAVID FITZGERALD,
Librarian.

CORRESPONDENCE DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the correspondence division of the office of the Secretary of War in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2,390.46	0	2,390.46	8.50	281.23	6.50	305	256.86
1885	301	2,425.88	0	2,425.88	8.92	271.96	6.50	293	260.43
1886	305	2,396.66	0	2,396.66	8.66	276.75	6.50	298	264
1887 (to March 1)	47.50	418.77	0	418.77	9.00	46.53	6.50	47.40	43.50

The following statement shows the average amount of business performed, transacted, and disposed of in the correspondence division of the office of the Secretary of War, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Maximum.*	Minimum.*	Average amount.	Average employés.	Maximum.*	Minimum.*	Average amount.	Average employés.	Maximum.*	Minimum.*	Average amount.	Average employés.	Maximum.*	Minimum.*
January	662	8	508	9	674	8	545	9
February	670	8	469	9	687	9	573	9
March	661	8	445	9	667	9
April	697	8	265	9	667	9
May	720	8	279	8	630	9
June	707	8	242	9	636	9
July	584	9	224	9	626	9
August	265	9	232	9	587	9
September	274	9	223	9	230	9
October	262	9	218	9	236	8
November	258	9	203	9	222	8
December	332	9	245	9	247	8
Total averages.	449	8.5	295	8.9	521	8.8	559	9

* Cannot be stated.

For the purpose of complying with the requirements of this blank the different items of all kinds of business have been counted as units.

The figures in the column headed "average amount" indicate the average amount of work performed by each employé in each of the months named, and the total averages of business disposed of by each employé for every month in the year.

The maximum and minimum amount of business disposed of by the employé doing the most and the least cannot be stated, as no record of the amount of work performed by any individual employé has been kept, such record not having been required until lately. A system providing for such record has been recently adopted, under the orders of the Secretary of War, and it will hereafter enable detailed reports to be furnished when called for.

The character of the business does not admit of any specific division of labor, but as far as practicable the work has been apportioned among the employés in such manner as will best utilize the services of all; the work is interchangeable, the object being to make the clerks familiar with all the details of the duties the division is called upon to perform. The business being principally of a current nature, admitting of no delay, is taken up in the order of its receipt, except in special cases, and is, as a rule,

disposed of the same day as received, each employé performing such share of work as may be assigned him.

The following statement shows the amount and character of business on hand, received, and disposed of in the correspondence division of the office of the Secretary of War, at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Letters written.....	0	0	5,314	0	0	3,982	0	0	4,467	0	0	956	0
Press copies of letters.....	0	0	5,314	0	0	3,982	0	0	4,467	0	0	956	0
Letters noted in "letters sent" book.....	0	0	5,314	0	0	3,982	0	0	4,467	0	0	956	0
Envelopes, addressed.....	0	0	6,376	0	0	4,978	0	0	5,363	0	0	1,147	0
Type-writing (folios).....	0	0	10,560	0	0	10,560	0	0	10,560	0	0	1,589	0
House and Senate bills, resolutions, reports, and documents examined.....	0	13,905	13,905	0	2,954	2,954	0	19,382	19,382	0	3,442	3,442	0
House and Senate bills, resolutions, reports, and documents pertaining to the Department indexed.....	0	3,602	3,602	0	608	608	0	5,299	5,299	0	902	902	0
Acts of Congress indexed.....	0	408	408	0	552	552	0	0	221	0	107	107	0
Miscellaneous business*.....	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals.....	0	17,975	50,853	0	4,114	31,599	0	24,902	54,226	0	4,451	10,055	0

* Cannot be tabulated, but see detailed statement.

The number of letters received in the division is not given, as no record of such number has heretofore been kept. It cannot be assumed that the number of letters written represents the number received, as many of the former are based solely upon oral instructions given. As the proportion of these, therefore, could not be accurately determined, only such letters as have been written are tabulated above.

Briefs of important cases have also been prepared, but for a similar reason their number cannot be definitely stated.

A system of detailed reports, however, has recently been adopted and is now in operation under the orders of the Secretary of War, by which the division will hereafter be able to furnish accurate information in this matter when called upon.

The following statement shows in detail the methods of transacting business in the correspondence division of the office of the Secretary of War:

The items of the principal business matters transacted in this division consist of—

1. Drafting letters.
2. Preparing briefs of important cases.
3. Preparing letters for signature.
4. Preparing the mail.
5. Notation of letters sent from the division.
6. Examining and indexing House and Senate bills, resolutions, reports, documents, and acts of Congress.
7. Type-writer and manuscript copying.
8. Preparing and distributing circulars and orders.
9. Miscellaneous business.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

The principal business transacted in this division is that of preparing and dispatching the official correspondence of the Department.

The cases upon which letters are written are either sent to the division directly from the record division or by the chief clerk of the Department; in the former instance the character of the letter required being generally indicated by the report of the officer in charge of the Bureau to which the subject-matter pertains, supplemented by such instructions from the chief of this division as the circumstances of the case seem to demand, and in the latter instance by the accompanying instructions.

The cases are carefully examined by the chief of the division, in connection with the Bureau reports and the instructions received, and then distributed among the several clerks for the preparation of the letters called for. Except in routine business,

drafts are first made; and upon receipt of a case the clerk charged with the preparation of the required letter familiarizes himself with the reports, instructions, &c., in connection with the regulations of the Department and the precedents established. The draft having been prepared, it is submitted to the chief of the division for examination and revision, after which a fair copy is made for the signature of the Secretary of War or the chief clerk of the Department, as the case may be; and such type-written copies of papers as are to be inclosed are then made. If the party addressed is a member of Congress, a penalty-envelope, addressed to his correspondent, is also inclosed.

In special cases, such as those that have been frequently before the Department, and in which complicated questions are involved and voluminous papers submitted, it is usual, before drafting a letter, to prepare a synopsis of the papers, exhibiting their subject-matter and the previous action of the Department upon any of the questions presented. These briefs enable the chief of the division to present the matter to the chief clerk of the Department in a condensed form, in order that the character of a proposed letter can be readily indicated.

These preliminaries being completed, the retained papers and the inclosures are deposited for the time being in separate receptacles, appropriately labeled, to avoid mistakes in mailing. When the letters for the day have been written, and carefully examined by the chief of the division to provide against errors, their file numbers are noted on a list kept by him, this list operating as a check against the losing or mislaying of letters. They are then sent to the chief clerk for the signature of the Secretary of War or himself. When signed, the letters are returned to the division and the date of their return noted on the list referred to. They are then press-copied, and the name of the party addressed and the purport of the letter are noted in the "letters-sent" book. The letters, with their inclosure, before being sealed, are examined by the chief of the division. They are then ready for the mail or for delivery by messenger to local points. Such letters as are to be delivered by the messenger and regarded of great importance are noted in a book kept by him, and upon their delivery receipts therefor are taken from the persons to whom they are delivered.

The press-copy of each letter and the retained papers pertaining to the case are then sent to the record division, and the case is completed so far as this division is concerned.

Duplicate copies of all House and Senate bills, resolutions, documents, &c., are received from the Government Printing Office as soon as printed; and those which, upon examination, are found to pertain to the business of the War Department are noted in a subject-index, to facilitate reference to them, one copy of each being reserved for the use of the chief clerk, while the other is retained on the files of the division during the current session of Congress, after which the whole number are bound. These bills and documents are of great value to the Department, reference to them being of frequent occurrence, especially during the sessions of Congress, the system of notation used being such as to enable the searcher to trace legislation upon a given subject or case with little delay.

After the receipt of the first "print" of a bill affecting the War Department, all subsequent forms of it, and all amendments until it is finally passed by Congress, are filed with the original bill; and as bills and documents are from time to time withdrawn from the files by employes in the ordinary course of business, new copies are obtained to take their place.

Files are also kept of public and private acts and resolutions for reference until they are published in the statute-books, a separate index-book of acts being used for each session of Congress. One set of acts is received from the Department of State, examined and stamped, and sent to the Adjutant-General's Office for publication in orders of such as affect the Army.

A large amount of work performed by the employes of this division can only be classified under the head of miscellaneous business, and may be stated as follows:

Numerous cases (of which no record is kept), principally inventory and inspection reports of property to be sold, repaired, or destroyed, are examined, and indorsements placed thereon for the signature of the chief clerk.

Orders and circulars conveying the instructions of the Secretary of War to chiefs of Bureaus upon various subjects are prepared in this division, and copies sent to them for their information.

A pamphlet copy of the annual report of the Secretary of War is annually sent from this division to each member of Congress, and to the principal officers in the several Executive Departments.

Foreign letters are translated and briefed, and foreign publications assorted and examined with a view to sending them to the Bureaus for which they are intended.

Copies of the Congressional Directory are received and distributed to the several Bureaus, and copies of the Congressional Record are furnished daily during the session of Congress to the divisions of the office of the Secretary of War and to the several Bureaus for official use.

In addition to the supervision of the business herein detailed, the services of the chief of the division are frequently utilized by the Secretary of War in special work of an important character, such as making stenographic reports of interviews between the Secretary and civilians upon cases presented for his official action, and of investigations ordered by him. He is also occasionally called in consultation with the chief clerk, and receives his dictation in the preparation of communications of importance. These services are, however, of such a character that they cannot be specifically enumerated.

JAY STONE,
Chief of Division.

SUPPLY DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the supply division of the office of the Secretary of War in person, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884 (from August 1)*.....	126½	675½	0	675½	(†)	102	6½	104½	96½
1885	302½	1,693	0	1,693	(‡)	271	6½	279	185
1886	305	1,422	0	1,422	(§)	279	6½	291½	271½
1887 (to March 1).....	48	269	0	269	6	45	6½	48	48

*The supply division, War Department, was organized August 3, 1884. (See War Department circular of July 21, 1887.)

†Five clerks were borne on the rolls for 5 months, and two additional clerks for 4 months in 1884.

‡Four clerks were borne on roll during whole of year 1885, one additional for 11 months, two more for 6 months, one for 3 months, and one for 1 month.

§Five clerks were borne on roll during whole of year 1886, and one additional for 1 month.

The following statement shows the average amount of business performed, transacted, and disposed of in the supply division of the office of the Secretary of War, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Month.	1884 (last 5 months).				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January					506	7			748	5			678	6		
February					477	6			620	5			620	5		
March					488	7			626	5						
April					496	5			793	5						
May					494	6			659	5						
June					558	5			934	5						
July					765	6			633	5						
August.....	443	4			505	5			754	4						
September.....	472	7			674	6			646	3						
October.....	513	5			678	5			841	5						
November.....	420	5			512	5			635	5						
December.....	583	5			628	5			890	5						
Total averages	2,431				6,781				8,779				1,298			

*The duties of the several employes being separate and distinct, and of a different character, do not admit of comparison; and for this reason on record of the services of each has been kept. When necessary to keep up the current business of the office, work is done without regard to hours.

The custom of service by "proxy" does not appear to have obtained in the War Department.

The average number of employes is stated above in whole numbers.

The following statement shows the amount and character of business on hand, received, and disposed of in the supply division of the office of the Secretary of War at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884 (last 5 months).	Disposed of in 1884 (last 5 months).	Pending Jan. 1, 1886,†	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1886,†	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887,‡	Received up to March 1, 1887.	Disposed of up to March 1, 1887.	Pending Mar. 1, 1887.
Contracts	0	0	0	34	34	0	34	34	0	0	0	0	0
Orders	841	841	0	1,863	1,863	0	2,256	2,256	0	275	275	0	0
Vouchers (in triplicate)	483	483	0	1,607	1,607	0	1,397	1,397	0	230	230	0	0
Requisitions (stationery and miscellaneous)	626	626	0	1,591	1,591	0	1,611	1,611	0	263	263	0	0
Letters received	212	212	0	495	495	0	955	955	0	137	137	0	0
Letters sent	170	170	0	936	936	0	2,115	2,115	0	294	294	0	0
Invoices and receipts	78	78	0	234	234	0	390	390	0	78	78	0	0
Record books (see Report for list)	21	21	0	21	21	0	21	21	0	21	21	0	0
Totals	2,431	2,431	0	6,781	6,781	0	8,779	8,779	0	1,298	1,298	0	0

* Supply division of the War Department organized August 3, 1884. (War Department circular dated July 21, 1884.)

The following statement in detail shows the methods of transacting business in the supply division of the office of the Secretary of War:

The items of the principal business matters transacted in this division consist of—

(1) Purchase and procurement of stationery and miscellaneous supplies, books, periodicals, and services of all kinds for the War Department, its offices, buildings, and bureaus, on contract and in open market, under the provisions of sec. 3709, Revised Statutes, and the issue of such stationery and miscellaneous supplies on requisitions of chiefs of Bureaus, officers in charge, and superintendents of buildings, under instructions from the honorable Secretary of War; the preparation of certified accounts (vouchers) to be used in the payment for such supplies and services, and furnishing the disbursing clerk of the War Department with daily certified lists of accounts issued for payment by him.

(2) The preparation of certified accounts for gas, telegraph and telephone services, street-car tickets, freight and express charges, necessary labor by the day or hour, such as cleaning snow from sidewalks, shoveling coal, cleaning public buildings, washing towels (by the dozen), and all other mechanical work and services properly chargeable to the appropriation for contingent expenses, War Department.

(3) The preparation of formal leases of buildings and preparation of monthly vouchers in payment of rent; also the inspection of articles received on contract and by purchase in open market, and the care of such as are kept in store until issued.

(4) Miscellaneous correspondence and records.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

Payments for supplies and services are made by the disbursing clerk of the War Department, on vouchers issued by the officer in charge of the supply division, from the following appropriations:

(1) Appropriation for stationery, War Department.
 (2) Appropriation for contingent expenses, War Department.
 (3) Appropriation for rents of buildings. The appropriations having been made, allotments of funds are announced by the honorable Secretary of War to the War Department, its bureaus and offices; ten per cent. of the amount appropriated being held in reserve, and additional allotments made from time to time by the Secretary of War, as the exigencies of the service may require.

1. *Procurement of supplies.*—Supplies are procured either by purchase under formal contract or by open purchase, as the exigencies of the service may require, in accordance with the provisions of sec. 3709, Revised Statutes:

(1) *Under contract.*—Blank forms of proposals, with schedules giving the number or quantity of articles of each kind, which, after careful estimates and comparison with expenditures of previous years appear to be required in the ensuing fiscal year, are

prepared and sent to the Public Printer, after approval by the honorable Secretary of War. Application is then made for authority to advertise for proposals for furnishing the supplies, in certain designated newspapers in this and other localities, according to the character of the articles required. Thus advertisements for proposals for stationery and miscellaneous supplies are published in newspapers in several principal cities, those for ice and fuel only in local newspapers. The authority to advertise having been granted, a copy of the advertisement is sent to each newspaper on the list, with a letter giving instructions as to the number of insertions and dates of each during the period previous to the letting, which is usually six weeks. Blank forms of proposals with schedules of articles required, and circulars giving instructions, are sent out to parties of prominence and in good standing, known to be engaged in the different kinds of business, and also in response to applications. All proposals are sealed, and character of proposals marked on outside of envelope, thus: "Proposals for _____." Bidders are invited to be present at the appointed hour for opening. Sealed proposals are in the custody of the chief clerk of the supply division, and are kept in the office safe until the hour of opening. They are then opened separately by the officer in charge, the papers marked for identification, and announced item by item; a record of each bid being kept in a book with numbered pages corresponding with the number of items on the schedule, and a separate page for each item.

Such of the bidders present as may desire to do so take notes of prices, every facility being furnished them. The number of items on the schedule varies somewhat from year to year. Last year the schedule for stationery contained 137 different items, and the schedule of miscellaneous supplies, 69 different items, some bidders bidding for every item on the list, and others only specialties, such as inks, rubber bands, &c. The opening and recording of the proposals generally occupies between four and five hours; miscellaneous supplies somewhat less. Awards are made with due regard to samples furnished, and price. Seven to eight days are occupied in an examination and comparison of the samples of stationery submitted, and in making up the awards on each item separately, commencing with the first on the list. This inspection and the awards are made by the officer in charge, assisted by the chief clerk and storekeeper of the supply division, each of whom keeps a complete record of the awards, which are at the same time entered in the record book, pagged for item numbers, each page showing one item, all proposals received, and the award. (From the time of the opening until the contracts are let, all proposals and other papers connected with the contracts are kept constantly in the office safe.) The awards with necessary statements and explanations, after being carefully compared with the original proposals, are then submitted to the honorable Secretary of War for his approval. In case of approval by the Secretary of War, the successful bidders are notified by letter of the awards made to them, and that they will be required to enter into contract; and in case the amount of the award exceeds \$500, to furnish satisfactory bonds with sureties for the faithful performance of the contract. Samples furnished by unsuccessful bidders are returned to them without expense to the Government; the others are retained, properly marked, and filed. Five copies of each contract, with bonds (in case the award is over \$500) are then prepared and sent to the successful bidders, with letters of instruction. These, when returned properly executed, are submitted to the honorable Secretary of War for his approval, which is signified by writing the word "Approved," followed by the original signature of the Secretary of War on each of the five copies; which are then disposed of as follows: One copy of the contract is sent to the contractor, one copy to the disbursing clerk; one copy to the First Comptroller, Treasury Department, one copy to the returns office, Department of the Interior, with a copy of each bond, proposal, and all other papers relating to the contract (which fact is established by the affidavit of the contracting officer), bound together and sealed with the seal of the War Department. One copy of the contract and one copy of the bond are retained for the files of the War Department.

Advertisements for proposals are usually inserted about April 2, and all contracts properly executed and filed soon after the close of the fiscal year. Each contract contains a provision, reserving to the Department the right to order a greater or lesser quantity of each article named in the agreement, as the public service may require, provided the quantities ordered shall not exceed the quantities named in the proposal by more than 50 per cent. for miscellaneous supplies and 75 per cent. for stationery.

All contracts are executed on the part of the Government by the officer in charge of the supply division. The number of contracts made in one year is usually about forty, including those for stationery, miscellaneous supplies, fuel, ice, and leases of buildings.

All the legal requirements having been observed, and the appropriations having become available, orders on the contractors may be given for such quantities as may appear necessary to fill probable requirements during the whole or a portion of the year, dependent on the nature of the supplies. As a rule, contract articles are those

for which there is a regular demand; and such, excepting fuel and ice, are kept in stock, in rooms set apart for that purpose in the basement and sub-basement of the War Department (north wing of the State, War, and Navy Department Building), ready for issue as required. Example: Order on contractor for stationery, Order No. —, dated —, addressed to —, calls for —. To be delivered at the War Department, free of charge for transportation. Signed by the officer in charge of the supply division. Articles received at War Department —, 18—, with duplicate invoices. The articles are carefully inspected according to samples on file, and if found equal to samples in all respects, and the quantities of each article correspond with the invoices, they are accepted and placed in store. If found to be of inferior quality, or in other respects not equal to sample, they are rejected, and the contractor notified to remove and replace them by articles in accordance with his contract and samples without delay. If accepted, accounts are stated on the regular War Department blanks (in duplicate), corresponding with invoices, and sent to the contractor by mail, with letter of transmittal, instructing him to present them to the disbursing clerk of the War Department for payment.

A triplicate copy of the account is retained for the files of the supply division. At the same time, a letter is sent to the disbursing clerk containing a description of the vouchers, to whom issued, date, and amount, together with one copy of the original duplicate invoices. All accounts issued in payment for articles purchased under written contract contain a reference to the particular contract under which they are furnished, and are vouched by the certificate of the officer in charge of the supply division.

(2) *In open market.*—When immediate delivery or performance is required by the public exigency, the articles or services required are procured by open purchase. When time permits, or when the value of the articles to be procured, or any other circumstances appear to justify it, informal proposals (sealed) are invited by circular letter to principal well-known dealers, to be opened at a specified hour, in presence of bidders, when the bids are announced and the same formalities observed as in the case of formal contracts. Awards are made after careful inspection and comparison with samples furnished. An order is then given to the successful bidder to furnish the articles without delay, and thereafter the same course as to inspection and payment is observed as in the case of written contracts, except that the articles are delivered (immediately after being received by the storekeeper and inspected) to the bureau or office on whose requisition they were purchased, and receipts taken therefor signed by some person having authority, and a memorandum invoice sent at the same time to the bureau officer or custodian of property, giving description of articles or service, and cost, corresponding with the memorandum receipt. All accounts for open-market purchases contain a clause to the effect that they were purchased under emergency, in open market, and are vouched by the certificate of the officer in charge.

2. *Issue of supplies.*—All supplies are issued and services procured on requisitions made on the officer in charge of the supply division by chiefs of bureaus, officers in charge, or superintendents of buildings, and are accompanied by the certificate of the officer signing them, that the articles or services are "necessary for the business" of his office. Articles issued in this way are formally receipted for by the chief clerk of the War Department for the office of the Secretary of War, and by chiefs of bureaus, or some officer of the Army designated by them for this duty, with the approval of the Secretary of War, and by superintendents of buildings. Invoices corresponding with the receipts are furnished the receiving officer, showing the quantity of articles of each kind, and the price. If the articles required are in store, they are issued; otherwise they are purchased in open market, as above stated. Express charges, accounts for telephone service, washing towels, &c., are paid on bills certified by chiefs of bureaus, officers in charge, or superintendents of buildings.

In order to systematize the operations and for security, the following records are kept in the supply division:

1. A complete record book of all vouchers issued, showing the condition of the allotments from the several appropriations for each bureau and office of the War Department.
2. Stationery bureau account book.
3. Record book of all orders for supplies and services.
4. Requisition books, one for miscellaneous supplies, and one for stationery, in which all requisitions received for services and supplies are entered according to number and date of receipt.
5. Record book of letters received, indexed, record book of letters sent, indexed; letter-press copy books, indexed.
6. Stock ledger, stationery, stock ledger, miscellaneous supplies, showing condition of supplies on hand, received, and issued during the year.
7. Receipt books, containing memorandum receipts for articles delivered on requisitions, in order of date of delivery, for stationery, miscellaneous supplies, and fuel.
8. Blotter of all articles received by store clerk, and date.
9. Blotter book of ice delivered. Blotter book of towels washed. Blotter book of newspapers. Books and periodicals subscribed for for the several bureaus, &c.
10. Inventory of public property belonging to the War Depart-

ment and its bureaus required to be kept by section 197, Revised Statutes. 11. Time book of all employes of the supply division.

Examples of principal business matters transacted in the division.—1. Stationery requisition, No. 92, Secretary of War, February 1, 1887. Order No. 1265, on Easton & Rupp, dated February 1, 1887, for one double inkstand, price, \$4. Received by storekeeper, February 23, 1887. Issued to Secretary's Office and receipted for same day. Voucher issued in payment, March 3, 1887.

2. Requisition for books, No. 12, Adjutant-General of the Army, dated February 9, 1887, for one Washington City Directory, cost \$5. Referred to honorable Secretary of War, February 12, 1887. Returned February 15, 1887, approved by Secretary of War. Ordered, February 15, 1887. Delivered to storekeeper and receipted for February 16, 1887. Voucher issued in payment, February 23, 1887.

3. Certified bill for washing towels, Surgeon-General's Office, in February, 1887, 100½ dozen towels, at 30 cents per dozen, \$30.20. Certified by Surgeon-General. Voucher issued in payment, March 2, 1887.

4. Order No. 518, on contractor, October 12, 1886, Geo. T. Fritch & Sons, 20 dozen brooms, at \$3.25, \$65. Received, inspected, and accepted October 21, 1886. Voucher issued in payment, November 5, 1886.

5. Order No. 138, on Contractor, E. Morrison, dated August 9, 1886, for fifteen thousand manila envelopes, 12½ by 10½. Goods received, inspected, and rejected, September 14, 1886, and contractor notified to remove them, and replace them with others of quality equal to sample. Second lot received, inspected, and accepted November 13, 1886. Voucher issued in payment, December 13, 1886.

Respectfully submitted.

C. H. HOYT,
Assistant Quartermaster.

WAR DEPARTMENT, SUPPLY DIVISION,
April 18, 1887.

PUBLICATION OF WAR RECORDS.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the publication office, war records division of the office of the Secretary of War, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and one-half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	7,799	0	7,799	29 $\frac{1}{2}$	265½	5.61	291	205
1885	302½	7,204½	0	7,204½	27 $\frac{1}{2}$	266	5.71	291½	219½
1886	305	6,854½	0	6,854½	25 $\frac{1}{2}$	272½	5.80	298	188½
1887 (to March 1).....	48	1,028½	0	1,028½	22	46½	6.53	48	41½

The following statement shows the average amount of business performed, transacted, and disposed of in the publication office war records division of the office of the Secretary of War, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*
January		31				28				26						
February		31				28				28						
March		34				27				27						
April		31				27				27						
May		31				27				28						
June		30				27				28						
July		28				27				26						
August		28				27				23						
September		28				27				23						
October		28				27				23						
November		28				27				23						
December		28				27				22						
Total averages		29 ⁵ / ₁₆				27 ¹ / ₁₆				25 ³ / ₁₆						

* No record; see remarks.

REMARKS.—No record has been kept from which a statement could be made in the columns left blank, as required by the several headings. The work is of an anomalous character. Such reports, verbal and written, as were necessary to a proper understanding of the condition and efficiency of the work were made from time to time by the employes in charge of copying, printing, and of the routine affairs of the office.

The following statement shows the amount and character of business on hand, received, and disposed of in the publication office war records division of the office of the Secretary of War at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to March 1, 1887.	Disposed of up to March 1, 1887.	Pending March 1, 1887.
Preparing for publication the Official Records of the War of the Rebellion, both of the Union and Confederate Armies, and general supervision of the work until printed, bound, and ready for issue*													

* No record; see remarks.

REMARKS.—No record has been kept from which a statement could be made in the columns left blank, as required by the several headings. The work is of an anomalous character. Such reports, verbal and written, as were necessary to a proper understanding of the condition and efficiency of the work were made from time to time by the employes in charge of copying, printing, and of the routine affairs of the office. The main and most important part, i. e., the final compilation, was prepared personally by the late Lieut. Col. Robert N. Scott. His annual reports for the several years exhibit what has been accomplished. Extracts from said reports are hereto attached.

WAR DEPARTMENT, WAR RECORDS OFFICE,
Washington, D. C., October 14, 1884.

SIR: I have the honor to report the progress made in the publication of the Official Records of the War of the Rebellion since October 14, 1883:

Of Series I, Volume X (in two parts) and Parts 1 and 2 of Volume XI have been issued; the index to Part 3 of that volume is now undergoing final revision; the text of Volumes XVI (Part 2), XVII (in two parts), and XVIII has been stereotyped; Volume XIX is now in the hands of the Public Printer, and the manuscript of Volumes XX to XXIV is ready for him.

To the SECRETARY OF WAR.

PUBLICATION OFFICE, WAR RECORDS 1861-'65.

Washington, D. C., October 10, 1885.

SIR: I have the honor to report the progress made since October 14, 1884, in the publication of the Official Records of the War of the Rebellion:

Of Series I, the 3d part of Volume XI, Parts 1, 2, 3 of Volume XII, and Volume XIII (in all, five books) have been issued, and Volume XIV is in press. The text of Volumes XIX (in two parts), XX (in two parts), XXI, and Part 1 of Volume XXII has been stereotyped. The 2d part of Volume XXII is in the hands of the Public Printer, and the manuscript of Volumes XXIII to XXVI and XXVIII and XXIX is ready for him, and XXVII will be in a few days.

To the SECRETARY OF WAR.

PUBLICATION OFFICE, WAR RECORDS 1861-'65.

Washington, D. C., October 9, 1886.

SIR: I have the honor to report the progress made since October 10, 1885, in the publication of the Official Records of the War of the Rebellion:

Of Series I, Volumes XIV, XV, and XVI (in two parts), and Part 1 of Volume XVII (in all, five books), have been issued, and the index of Part 2, Volume XVII, is completed and in type. This part of Volume XVII and Volume XVIII will probably be issued by December 1st, next. The text of Part 2, Volume XXII, of Volume XXIII (in two parts), and of the first two parts of Volume XXIV has been stereotyped; and the third part of that volume and Volume XXV (in two parts) is in the hands of the Public Printer. The text of the supplement to Volume XII (the record of the Fitz-John Porter court-martial, called for by the act of July 31st, last) has been stereotyped and indexed, and will probably be issued before Congress reassembles. The manuscript of Volumes XXXI, XXXII, and XXXIII is arranged for the printer, but Volume XXX is yet incomplete.

To the SECRETARY OF WAR.

MEMORANDUM.—Since October 9, 1886 (date of last annual report), Volume XVII, Part 2, and the Supplement to Volume XII (the record of the Fitz-John Porter court-martial, called for by the act of July 31, last), in all, two books, have been issued, and the index to Volume XVIII is completed and in type. The manuscript of index of Parts 1 and 2, Volume XIX, is practically completed and ready for the printer. The text of Part 3, Volume XXIV, and Parts 1 and 2, Volume XXV, has been stereotyped, and Parts 1 and 2, Volume XXVI, is in the hands of the Public Printer. The preliminary compilation of the manuscript of Volumes XXXIV, XXXV, XXXVII, and XXXVIII has been completed, and when revised will be ready for the printer; but Volumes XXX and XXXVI are yet incomplete.

The following statement shows in detail the methods of transacting business in the publication office, Records of the Rebellion:

The items of the principal business matters transacted in this division consists of—

To prepare for publication the Official Records of the War of the Rebellion, both of the Union and Confederate Armies, and to exercise general supervision of the work until printed, bound, and ready for issue.

It is the intention that this compilation should be a general publication of the military records of the late war, 1861-'65. It is to embrace all official documents that can be obtained by the compiler that appear to be of any historical value.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

The preliminary work consisted of the examination of the official records and the selection of all important documents found. The papers thus selected were copied in print directly from the original manuscript or by the ordinary process of copying; then carefully verified, assorted, and arranged for the compiler. This portion of the work was commenced in 1874 and practically completed in 1883. It involved an examination of records, selection of material, copying, verifying, and arranging for the compiler.

In June, 1880, the "publication" was authorized by Congress, and the work of compilation commenced. This work involved:

1st. The adoption of a plan of publication.

2d. The arrangement of the documents or material in accordance with said plan.

The method of transacting this business, after the adoption of the plan, is as follows:

1st. To prepare a complete summary of all the principal events of the campaign or chapter.

2d. To arrange in proper order all circumstantial reports of the same, found in the files.

3d. To arrange in chronological order all correspondence, orders, and returns relating specially to the particular campaign or chapter.

This arrangement develops "missing links," for which search is made, and, when found, the necessary copies are prepared and properly inserted.

When the arrangement of orders, correspondence, and reports is completed, all returns of strength, casualties, &c., are collected and the necessary organization tables, casualty and strength returns, are compiled.

The work is then ready for the Public Printer, who places it in type. His proofs are carefully revised, to secure the utmost possible accuracy in the text, and, when perfected, the work is stereotyped, proofs furnished from the plates, and the index prepared by this office.

The preliminary compilation is made by officers of the Army detailed as assistants, and is revised and perfected personally by the compiler, who also prepares the strength, organization, and casualty returns.

The revision of the proofs received from the Public Printer is made by the proof-readers and assistants, who, with the sanction of the compiler, settle all questions of style, &c.

The index is prepared by a clerk of class 4, specially assigned to that duty, and his assistants.

With the preparation of the index, the volume is finally disposed of, so far as this office is concerned, and is ready for publication and issue.

WYLLYS LYMAN,
Captain Fifth Infantry, Assistant in charge.

WAR RECORDS OFFICE,
 April 1, 1887.

JUDGE-ADVOCATE-GENERAL'S OFFICE.

The following statement shows the average amount of business performed, transacted, and disposed of relating to furnishing of abstracts of trials in the office of the Judge-Advocate-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	51	1	51	2	56	2	90	2
February	53	1	40	2	92	2	80	2
March	45	58	163	2
April	62	40	169	2
May	26	41	94	2
June	78	57	129	2
July	76	57	109	2
August	38	42	108	2
September	150	98	82	2
October	52	64	52	2
November	35	60	109	2
December	42	34	82	2
Total averages ..	59.75	1.68	53.5	2	103.75	2	85	2

* This information cannot be given for the reason that the work was performed by the two clerks acting together in the preparation of each case.

It is to be noted that from March 1, 1884, the clerks engaged in this work were largely employed with other duties to which, on account of the limited clerical force, it was necessary to assign them, such as comparing copies of records and other papers, searches for information necessary in the investigation of claims for witness fees, many of which involved several days' work, searches for records required to be

withdrawn for copy, and all searches where an examination of the records became necessary in the preparation of reports and opinions. No record has been kept of this work, except as it appears generally in the annual reports of the office. It involves the expenditure of much time and labor.

The following statement shows the amount and character of business on hand, received, and disposed of, relating to furnishing of abstracts of trials in the office of the Judge-Advocate-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Furnishing to the Second Auditor, Commissioner of Pensions, and Adjutant-General abstracts of proceedings of trials by courts-martial and other information essential to the investigation of claims for back pay, bounty, and pensions, and to the correction and completion of the files of the War Department. Applications	115	644	717	42	748	642	148	1,176	1,245	79	162	170	71

The following statement shows in detail the methods of transacting business relating to the furnishing of abstracts of trials in the office of the Judge-Advocate-General :

The items of the principal business matters transacted under this head consist of furnishing to the Second Auditor, Commissioner of Pensions, and Adjutant-General abstracts of proceedings of trials by courts-martial and other information essential to the investigation of claims for back pay, bounty, and pensions, and to the correction and completion of the files of the War Department.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this office, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party.

Applications of this class are not entered in the letters-received book, but are registered in a book showing the name, rank, company, and regiment of the party of whom information is desired, the official requesting the same, the number of the record, if any, and the date when the report is made. They then pass into the hands of a clerk to search for the record of the trial. From this an abstract is made showing the name of the man, his company, and regiment; the charges and specifications upon which he was arraigned; the findings of the court; the sentence, and the decision and orders of the reviewing authority in the case. This, after being compared with the record, certified, and entered is returned with an indorsement, for which a blank form is used. If no record is discovered on the first search, an examination of the files is again made by another clerk; and if the second search is unavailing, the fact is communicated to the official applying for information, by indorsement, for which a blank form is also used.

The following statement shows the average amount of business performed, transacted, and disposed of relating to furnishing copies of proceedings of courts-martial in the office of the Judge Advocate-General, with the average number of employes therein, and the maximum and the minimum amount of business disposed of by the employé doing the most and the least therein during the time specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Maximum.*	Minimum.*	Average amount.	Average employés.	Maximum.*	Minimum.*	Average amount.	Average employés.	Maximum.*	Minimum.*	Average amount.	Average employés.	Maximum.*	Minimum.*
January	11	1	9	1	20	3	28	4
February	26	1	9	1	33	3	38	4
March	14	1	5	1	33	3	38	4
April	25	1	16	1	33	3	38	4
May	24	1	23	4	20	3	33	4
June	18	1	20	4	5	3	33	4
July	24	1	19	4	16	3	33	4
August	23	1	11	4	18	3	33	4
September	15	1	7	4	33	3	33	4
October	11	1	4	4	33	3	33	4
November	5	1	2	3	33	3	33	4
December	9	1	12	3	20	4	33	4
Total averages.	16.75	1	11.3	2.5	10.3	2.58	33	4

* The figures here given represent the completed copies furnished each month. On account of the greatly varying size of the records, many of them requiring over a month to copy, and the fact that copies are frequently begun near the close of one month and are not completed until the next, the work of preparing them cannot be tabulated by months. The maximum and minimum amount of work by each employé cannot therefore be stated.

The following statement shows the amount and character of business on hand, received, and disposed of relating to furnishing copies of proceedings of general courts-martial in the office of the Judge-Advocate-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Furnishing copies of proceedings of court-martials to parties tried, and to the War and Treasury Departments and the Pension Office..... Applications..	27	200	201	26	149	136	39	142	124	57	31	66	22
Total.....	27	200	201	26	149	136	39	142	124	57	31	66	22

The following statement shows in detail the methods of transacting business relating to furnishing copies of proceedings of courts-martial in the office of the Judge-Advocate-General :

The items of the principal business matters transacted under this head consist of furnishing copies of proceedings of courts-martial to parties tried and to the War and Treasury Departments and the Pension Office.

Following is a detailed statement of the method of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this office and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party :

The furnishing of copies of the records of proceedings to parties tried is made mandatory upon the military department by the 114th Article of War. To this should be

added the furnishing of copies of records to the War and Treasury Departments and Pension Office required in the investigation of claims for back pay, bounty, and pensions, and in correcting and completing the files of the War Department. Copies are also prepared to be used as evidence in the civil and military courts, and for examination by committees of Congress. Many of these are of a most elaborate character, and cover many hundreds and even thousands of pages. Applications of this character are stamped, entered on the book of letters received and numbered. They are then placed in the hands of a clerk to search for the record, which, when found, is placed in the hands of a copyist to make the copy. The copy when made is compared with the original, certified by the Acting Judge-Advocate-General, entered in the letters-received book, and sent by mail to the address of the applicant. Cases of this class are taken up in the order of their receipt, unless immediate compliance with the request is required. Official requests for such copies are usually made special.

The following statement shows the average amount of business performed, transacted, and disposed of relating to reports and opinions prepared in the office of the Judge-Advocate-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	114	3	86	3	104	3	133	3
February	114	3	95	3	76	3	111	3
March	102	3	72	3	80	3
April	55	3	120	3	73	3
May	58	3	97	3	77	3
June	63	3	129	3	82	3
July	87	3	108	3	86	3
August	73	3	86	3	113	3
September	79	3	77	3	103	3
October	80	3	88	3	112	3
November	74	3	81	3	86	3
December	97	3	82	3	109	3
Total averages...	83	3	93.41	3	91.75	3	122	3

* It is impracticable to report more than results in this branch of the work of the office. Three clerks (in addition, of course, to the Acting Judge-Advocate-General and his assistant) are engaged in the preparation of opinions, and in the clerical work appertaining thereto. Of the latter, it has not heretofore been deemed necessary to keep a separate account.

The following statement shows the amount and character of business on hand, received, and disposed of, relating to reports and opinions prepared in the office of the Judge-Advocate-General, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Reports and opinions upon proceedings of courts-martial, miscellaneous questions of law, applications for executive clemency, and preparation of legal papers	13	985	996	2	1,139	1,121	20	1,096	1,101	15	241	244	12

The following statement shows in detail the methods of transacting business relating to reports and opinions prepared in the office of the Judge-Advocate-General :

The items of the principal business matters transacted under this head consists of the preparation of reports and opinions upon proceedings of courts-martial, miscellaneous questions of law, applications for executive clemency, and drafting legal papers.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this office and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

All papers referred to this office for opinion and report are stamped, numbered, and a summary of their contents entered in a book of letters received. Cases of this class present, generally, legal questions relating to civil and military law, among which may be mentioned claims of officers and soldiers to rank, pay, promotion, and other military rights; to their civil rights and liabilities, and their relations to the civil authorities; to contracts made by military officers representing the United States with contractors, corporations, &c.; to claims upon the War Department; to official or other bonds given to the United States; to the rights of the Government and civilian on military reservations; to riparian and other rights of the United States and civilians in navigable waters. In addition to these cases, the office is very frequently called upon to report upon applications for the extension of clemency to military offenders, to prepare charges, and to draft licenses, deeds, and other legal papers. These cases are under the special direction of the Acting Judge-Advocate-General. Upon the completion of the report or opinion a fair copy is made, signed, copied, noted in the letters-received book, and, with all the papers, returned to the Secretary of War or other official by whom the case was referred.

The following statement shows the average amount of business performed, transacted, and disposed of relating to the recording of proceedings of military courts in the office of the Judge-Advocate-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 to (March 1.)			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	179	1	154	1	169	1	171	1
February	297	1	174	1	132	1	150	1
March	273	1	217	1	166	1
April	75	1	359	1	154	1
May	141	1	235	1	137	1
June	310	1	196	1	233	1
July	171	1	104	1	147	1
August	99	1	104	1	128	1
September	231	1	162	1	150	1
October	227	1	271	1	147	1
November	77	1	139	1	130	1
December	319	1	184	1	181	1
Total averages.....	199.83	1	191.58	1	152	1	160.5	1

The following statement shows the amount and character of business on hand, received, and disposed of relating to the recording, &c., of proceedings of military courts in the office of the Judge-Advocate-General at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to March 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Records of military courts received, revised, and recorded; number	2,393	2,398	2,299	2,299	1,824	1,824	321	321

NOTE.—The recording of these records is of a routine character, performed as nearly as possible on the day of their receipt, which rarely accumulates, and never to any considerable extent. No record has been kept of the number of cases, if any, remaining unacted on at the end of each year.

The following statement shows in detail the methods of transacting business relating to the recording, &c., of proceedings of military courts in the office of the Judge-Advocate-General:

The items of the principal business matters transacted under this head consist of records of military courts received, revised, and recorded.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this office and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

By section 1199, Revised Statutes, it is made the duty of the Judge-Advocate-General to receive, revise, and cause to be recorded the proceedings of all courts-martial, courts of inquiry, and military commissions. These records upon reaching the office, are stamped, numbered, and recorded in a book showing the name, rank, company and regiment of the party tried, the president and judge-advocate of the court, when tried and the place where the court was convened. They are then revised by an officer of the judge-advocate's department, and such as do not require report are placed on file.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the office of the Judge-Advocate-General in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and a half hours for business:

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days worked.	Hours employed daily.	Maximum days present.	Minimum days present.
1884 *					11	279.1	6.5	291.07	270.07
1885	301.07	3,071.34		3,071.34	11	279.1	6.5	291.07	270.07
1886	305	3,142.5		3,142.5	11,127	282.4	6.5	301	270
1887 (to March 1)	47.5	638		638	13,747	46.4	6.5	47.5	34.5

* No record kept by former chief clerk.

INSPECTOR-GENERAL'S OFFICE.

The following statement shows the amount and character of business on hand and received and disposed of in the office of the Inspector-General at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Letters received and sent recorded and indexed.....	0	4,594	4,594	0	4,311	4,311	0	4,312	4,312	0	976	976	0

NOTE.—The other work in this office is of such a nature that it cannot be tabulated.

The following statement shows the average amount of business performed, transacted, and disposed of in the office of the Inspector-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the time specified :

Months.	1884.				1885.				1886.				1887.			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	382	3	359	3	359	3	488	3
February	382	3	359	3	359	3	488	3
March	382	3	359	3	359	3
April	382	3	359	3	359	3
May	382	3	359	3	359	3
June	382	3	359	3	359	3
July	382	3	359	3	359	3
August	382	3	359	3	359	3
September	392	3	362	3	363	3
October	382	3	359	3	359	3
November	382	3	359	3	359	3
December	382	3	359	3	359	3
Total averages...	4,594	2½	4,311	2½	4,312	2½	976	3

* See remarks.

REMARKS.—The reports of the inspection upon the *personnel* and the *materiel* of the Army, at all posts, stations, and depots in the United States, are received in this office from the Inspectors-General, acting Inspectors-General, and special inspectors. These reports are carefully examined, and such matters as require correction are immediately brought to the notice of the Secretary of War, the Lieutenant-General commanding the Army, or the chiefs of the several staff departments.

The Inspector-General is called upon to give instruction relative to the correct interpretation of doubtful points of law, regulations and orders, and upon other mooted questions regarding the proper performance of military duties.

The inspection of the money accounts of all disbursing officers of the Army required by act of Congress of April 20, 1874, is under the supervision of the Inspector-General and the reports of these inspections are received and examined in this office.

The tabulated statement above shows only the number of letters received and letters sent which have been recorded and indexed during the years specified.

The other work of the office cannot be shown in tabulated form, and no record is kept of the work performed by each employé. The employes are two clerks and one messenger.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the office of the Inspector-General in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days worked.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	865	0	865	3	288½	6½	297	281
1885	301	847	0	847	3	282½	6½	291	275
1886	305	887	0	887	3	279	6½	279	279
1887 (to March 1)	47½	142½	0	142½	3	47½	6½	47½	47½

The following statement shows in detail the methods of transacting business in the office of the Inspector-General :

The items of the principal business matters transacted in this office consist of :

1. Reports of inspection of posts, stations, depots, and military schools throughout the United States.
2. Reports of inspection of the money accounts of all officers of the Army disbursing public funds.
3. Decisions on mooted points of law, regulations, and orders.

4. Miscellaneous correspondence, distribution of blanks, &c.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

1. Inspection reports of posts, stations, &c., are received from the Adjutant-General and entered on the letter-received book. They are carefully scrutinized and extracts furnished the proper officers who are responsible for irregularities and defects, so that the proper remedies may be applied. The reports are retained in this office and the annual report is made up from the data contained therein.

2. The money accounts of all disbursing officers of the army are inspected three times in each year. The reports of these inspections are entered and carefully examined, and the proper steps are taken to correct irregularities. They are then filed in this office until the annual report is made, when they are forwarded to the Secretary of War for transmittal to Congress, as required by the act of Congress approved April 20, 1874.

3 and 4. Miscellaneous papers and those calling for decisions are entered on the letter-received book. The decisions and letters of reply are dictated by the Inspector-General or his assistant, and a record of the same is made on the letter-sent book; the papers are then returned to the office calling for the decisions, &c.

OFFICE OF THE CHIEF SIGNAL OFFICER.

CORRESPONDENCE AND RECORDS DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the correspondence and records division of the office of the Chief Signal Officer of the Army at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
"Letters received," briefed, entered, distributed and filed.....		19,160	19,160		23,290	23,290		22,564	22,564		3,097	3,097	
"Letters sent,"† prepared, copied, and mailed.....		23,534	23,534		24,695	24,695		26,574	26,574		4,454	4,454	
General orders, circulars, instructions, and memorandums:													
Number issued.....		384	384		434	434		506	506		49	49	
Copies distributed.....		48,828	48,828		31,664	31,664		32,495	32,495		3,779	3,779	
Special orders:													
Number issued.....		149	149		117	117		137	137		13	13	
Copies distributed.....		14,900	14,900		14,040	14,040		16,440	16,440		1,300	1,300	
Candidates for enlistment examined.....		52	52		75	75		47	47		3	3	
Enlistments and re-enlistments.....		92	92		150	150		104	104		24	24	
Reports of instruction in signaling at military posts received and examined.....					88	88		1,305	1,305		233	233	
Translations of works on military signaling and kindred subjects from German, French and Danish (pages).....					517	517		145	145		115	115	
Totals.....		107,099	107,099		95,070	95,070		100,317	100,317		13,067	13,067	

*None on hand except the current work of the day, no business allowed to accumulate.

†Many of these letters were prepared in the stations and other divisions.

J. MITCHELL,
Second Lieut. Signal Corps, U. S. A.,
In charge Correspondence and Records Division.

EXAMINER'S DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the examiner's division of the office of the Chief Signal Officer at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Vouchers for purchases and expenditures audited, recorded, and approved.....	90	9, 166	9, 256	0	7, 014	6, 964	50	7, 100	7, 072	78	1, 206	1, 191	93
Letters of authority for purchases and expenditures examined, recorded, and approved.....	0	3, 767	3, 767	0	3, 186	3, 186	0	2, 615	2, 615	0	357	357	0
Letters received, recorded, and acted upon.....	0	1, 820	1, 820	0	2, 140	2, 140	0	2, 080	2, 080	0	454	454	0
Letters sent in connection with the examination of money accounts and property returns...	0	0	2, 544	0	0	3, 312	0	0	2, 268	0	0	477	0
Returns of signal equipments and stores examined, adjusted, and forwarded to the Treasury for final settlement.....	(*)	(*)	754	(*)	(*)	1, 021	(*)	(*)	893	(*)	(*)	184	323
Accounts current for telegraph line receipts, and for appropriations, examined, adjusted, and forwarded to the Treasury for final settlement.....	(*)	(*)	174	(*)	(*)	61	(*)	(*)	51	(*)	(*)	13	75
Weekly and monthly statements of public funds received, recorded, and verified....	0	242	242	0	138	138	0	219	219	0	49	49	0
Totals.....	190	14, 995	18, 557	10	12, 478	16, 822	150	12, 014	15, 198	178	12, 066	2, 725	491

* Records do not show.

† These columns are incomplete, inasmuch as the records do not show the number of property returns and accounts current pending at the beginning of and received during each year. The property returns of one quarter and the accounts current of one month are always held until the receipt of the property returns for the next quarter, or the accounts current for the next month, for the purpose of checking off the property or money (as the case may be) reported on hand, before forwarding them to the Treasury. The number of property returns and accounts current noted in this table do not represent the actual number of papers handed, as, in nearly every instance, the returns and accounts are accompanied by numbers of vouchers and subvouchers varying from one or two to upwards of a thousand, as in case of some of the money accounts of the property and disbursing officer of the Signal Service, where the number of papers pertaining to each account has averaged about 720, or an aggregate of about 33,000 papers for the 46 accounts of his examined during the years above specified, which do not appear as a separate item in the table. Of the 75 accounts current reported on hand undisposed of on the list of March, 1887, 39 of them have been examined and are held awaiting adjustment of irregularities found in them, leaving 43 awaiting examination.

Incidental to the above the following records are kept: Record of letters of authority; record of purchases; record of expenditures; record of regular expenses on stations; record of disbursements by classes; record of certificates of deposit; record of funds on deposit; record of accounts current; record of returns of signal service property; record of letters received; record of letters sent; and a number of minor records, such as check-list of property returns received; monthly balance-sheet, and record of unpaid vouchers; record of amounts received and disbursed by the pay and disbursing officer; and messenger-book.

R. E. THOMPSON,

First Lieutenant, Sixth Infantry, Acting Signal Officer.

SIGNAL OFFICE,

Examiner's Division, April 13, 1887.

INDICATIONS DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the indications division of the office of the Chief Signal Officer, U. S. Army, at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.*	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.*	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.*	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.*	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
Weather reports and river reports entered on charts.....			162, 870			173, 375			173, 375			27, 780	
Charts completed showing weather conditions.....			7, 686			7, 665			6, 747			885	
Synopses and indications prepared from above reports.....			14, 274			14, 235			34, 370			7, 139	
Copies of synopses, indications, and special bulletins made and distributed.....			14, 222			14, 183			14, 052			2, 282	
Cautionary and cold-wave signal orders made, recorded, and sent.....			6, 144			6, 821			5, 303			1, 380	
Special telegrams giving indications, &c.; frost warnings and warnings of northers sent.....			1, 774			15, 362			24, 461			3, 580	
Percentages of verifications of indications compiled and recorded separately for each State or district and element.....			54, 704			54, 560			103, 284			21, 240	
Monthly percentages of verifications of indications computed.....									264			88	
Verifications of cautionary and cold-wave signals determined.....									1, 512			1, 021	
Totals.....			263, 674			286, 201			363, 368			65, 404	

* The nature of the work requires that it be disposed of immediately on receipt; none is ever pending or undisposed of.

H. H. C. DUNWOODY,
First Lieutenant Fourth Artillery, Acting Signal Officer and Assistant.

INSTRUMENT DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the instrument division of the office of the Chief Signal Officer at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
Instruments issued, packed, registered, and shipped.....			958			2,328			2,467			447	
Instruments received, unpacked, examined and assorted.....	1,834	1,834		1,945	1,945		2,164	2,164		402	402		
Instruments compared with standards.....	1,060	1,060		1,858	1,858		2,500	2,500		460	460		
Instruments cleaned and repaired.....	163	163		209	209		183	183		30	30		
Letters, forms, &c., acted upon and examined.....	5,006	5,006		5,149	5,149		5,050	5,050		665	665		
Barometer tubes boiled.....	143	143		160	160		217	217		32	32		
Number of visitors to whom instruments were exhibited.....	13,600	3,600		13,600	3,600		13,600	3,600		600	600		
Experimental work †.....													
Totals.....													

* Work was kept up to date.

† The average number of visitors per month is 300.

‡ Totals cannot be given, as the items are of different character.

§ A physical laboratory for experimental determinations and investigations in the subjects of "Atmospheric electricity," "Ground currents," "Earth temperatures," "Cable and wire tests," "Anemometry," and kindred studies is kept in operation at 1704 G street northwest (basement). Four persons are employed here, and the supply of work is sufficient to require their full time from 9 a. m. until 4 p. m.

THOS. M. WOODRUFF,

First Lieutenant Fifth Infantry, Acting Signal Officer and Assistant.

PROPERTY DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the property division of the office of the Chief Signal Officer at the times named:

Character of business.	Pending July 1, 1883.	Received during fiscal year ending June 30, 1884.	Disposed during fiscal year ending June 30, 1884.	Pending July 1, 1884.	Received during fiscal year ending June 30, 1885.	Disposed during fiscal year ending June 30, 1885.
Letters received and letters sent.....	Current.	57,002	57,002	{ 5 back indexes	65,483	65,483
Property accounts and telegraph accounts.....	Current.	13,080	13,140	Current.	14,693	14,723
Auditing accounts and money accounts.....	Current.	17,714	17,714	Current.	16,060	16,155
Orders (that is letters authorizing purchases and expenditures) and settlement of accounts of dealers.....	Current.	26,588	37,433	Current.	24,096	24,568
Book-keeper and settlement of accounts of enlisted men.....	Current.	40,900	40,900	Current.	42,301	42,301
Proposals, advertisements, &c., and settlement of accounts of civil employes.....	Current.	24	24	Current.	273	273
Receiving, packing, and shipping supplies.....		16,235	20,653	Current.	16,469	24,089
Keeping, cataloguing, and keeping the accounts of issues of books from the library.....	4,000	1,314	1,314	4,000	1,327	1,327
Manufacture, &c., of instruments.....	Current.	907	907	Current.	163	163
Making of packing boxes, &c.....		909	909		1,071	1,071
Totals.....	4,000	174,673	189,996	4,005	181,936	190,153

PROPERTY DIVISION—Continued.

Character of business.	Pending July 1, 1885.	Received during fiscal year ending June 30, 1886.	Disposed during fiscal year ending June 30, 1886.	Pending July 1, 1886.	Received up to March 1, 1887.	Disposed of up to March 1, 1887.	Pending March 1, 1887.
Letters received and letters sent.....	13 back indexes.	79, 329	79, 329	22 back indexes.	44, 413	44, 413	25 back indexes.
Property accounts and telegraph accounts.....	Current.	17, 069	18, 203	3 months.	14, 388	14, 947	4 months.
Auditing accounts and money accounts.....	Current.	14, 412	14, 549	Current.	10, 248	10, 481	Current.
Orders (that is letters authorizing purchases and expenditures) and settlement of accounts of dealers.....	Current.	20, 611	32, 277	Current.	12, 297	21, 778	Current.
Book-keeper and settlement of accounts of enlisted men.	Current.	41, 064	41, 064	Current.	29, 275	29, 275	Current.
Proposals, advertisements, &c., and settlement of accounts of civil employes.....	Current.	1, 260	1, 260	Current.	994	994	Current.
Receiving, packing, and shipping supplies.....	Current.	14, 672	25, 091	Current.	8, 780	15, 523	Current.
Keeping, cataloguing, and keeping the accounts of issues of books from the library.....	4, 000	1, 097	2, 597	2, 500	461	1, 461	1, 500
Manufacture, &c., of instruments.....	Current.	603	603	Current.	471	471	Current.
Making of packing boxes, &c.....	Current.	1, 089	1, 089	Current.	661	661	Current.
Total.....	4, 013	196, 206	216, 062	*2, 522	121, 988	140, 204	†1, 525

* And three months.

† And four months.

Respectfully submitted.

F. B. JONES,
*Captain and Assistant Quartermaster,
 Pay and Disbursing Officer, Signal Service, U. S. Army.*

PUBLICATIONS DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the publications division of the office of the Chief Signal Officer at the times named:

Character of business.	Pending July 1, 1888.	Received during fiscal year 1884.	Disposed of in fiscal year 1884.	On hand pending July 1, 1884.	Received during fiscal year 1885.	Disposed of in fiscal year 1885.
Printing subdivision: Printing, consisting of Daily Bulletins of International Meteorology, Monthly Summaries, Monthly Reviews, Farmers' Bulletins, Signal Service notes, Tornado Circulars, General Orders, circulars and instructions, post-office wrappers and miscellaneous envelopes, letter-heads, forms, &c.; also advertisements, proposals, &c.....	Current.	Current.	5, 198, 733	Current.	Current.	5, 878, 374
Draughting subdivision: Work in reducing maps; transferring to stone maps and forms; maps backed and mounted maps examined when printed; International Daily Charts prepared for transfer; tracings, drawings of instruments, furniture, &c., required for use in this service.....	Current.	Current.	304, 764	Current.	Current.	403, 795
Distributing subdivision: Distribution of printed matter as above described; forwarding by mail and otherwise the official publications of this office; storing and properly arranging of publications kept on hand in stock.....						
Totals.....			5, 503, 497			6, 282, 169

PUBLICATIONS DIVISION—Continued.

Character of business.	On hand pending July 1, 1885.	Received during fiscal year 1886.	Disposed of in fiscal year 1886.	On hand pending July 1, 1886.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	On hand pending Mar. 1, 1887.
Printing subdivision: Printing, consisting of Daily Bulletins of International Meteorology, Monthly Summaries, Monthly Reviews, Farmers' Bulletins, Signal Service notes, Tornado Circulars, General Orders, circulars and instructions, post-office wrappers and miscellaneous envelopes, letter-heads, forms, &c.; also advertisements, proposals, &c.	Current.	Current.	3,307,070	Current.	Current.	1,940,625	Current.
Drafting subdivision: Work in reducing maps; transferring to stone maps and forms; maps backed and mounted maps examined when printed; International Daily Charts prepared for transfer; tracings, drawings of instruments, furniture, &c., required for use in this service	Current.	Current.	228,574	Current.	Current.	160,901	Current.
Distributing subdivision: Distribution of printed matter as above described; forwarding by mail and otherwise the official publications of this office; storing and properly arranging of publications kept on hand in stock *							
Totals.....			3,535,644			2,101,526	

* No itemized record possible of work done in this subdivision owing to nature.

W. D. WRIGHT,
Second Lieutenant, Signal Corps, U. S. Army.

REVIEW DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the meteorological record division* of the office of the Chief Signal Officer at the time named.

- Character of business.*—Compiling data for publication of Monthly Meteorological Record. In addition to the work performed as noted, under headings, manuscript, maps, and charted lines were reviewed and corrected, and the tri-daily synopsis and indications were compared and attached to manuscript of corresponding dates.
- Pending Jan. 1, 1884.*—Data from original records for portions of December, 1880, January and February, 1881, and after, to be entered. Data for drawing isobars, &c., for a portion of November, 1879, and after, to be entered. Isobars, &c., to be drawn for portions of October, 1879, and after.
- Received during 1884.*—All records from which data are copied are on file at this office.
- Disposed of in 1884.*—Data copied from original records to include portions of the months to January, 1883. Data compared to include portions of months to July, 1882. Data for drawing isobars, &c., entered on charts to include a part of August, 1881, isobars, &c., drawn to include a part of August, 1881.
- Pending Jan. 1, 1885.*—Data from original records for portion January, 1883, and after, to be entered. Data to be entered, and isobars, &c., traced on charts for and subsequent to a portion of August, 1881.
- Received during 1885.*—All records from which data are copied are on file at this office.
- Disposed of in 1885.*—Data copied from original records to include portion of December, 1883. Data for drawing isobars, &c., entered on charts to include portion of March, 1883. Isobars, &c., drawn to include portion of March, 1883.
- Pending Jan. 1, 1886.*—Data from original records for portions of months to December, 1883, and after, to be entered. Data to be entered, and isobars, &c., traced on charts for a portion of and subsequent to March, 1883.
- Received during 1886.*—All records from which data are copied are on file at this office.
- Disposed of in 1886.*—Data copied from original records to include portions of the first six months of 1885. Charts reviewed, corrected, and completed to May 21, 1882.
- Pending Jan. 1, 1887.*—Copying, entering data on charts and tracing isobars, &c., subsequent to dates given under preceding headings.
- Received up to Mar. 1, 1887.*—All records from which data are copied are on file at this office.
- Disposed of up to Mar. 1, 1887.*—Meteorological record completed for 1885, and for portions of January and February, 1886.
- Pending Mar. 1, 1887.*—Meteorological record for, and subsequent to, portions of January and February, 1886.

FACT AND INTERNATIONAL BULLETIN DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the fact and International Bulletin division* of the office of the Chief Signal Officer at the times named:

- Character of business.*—Compiling data on which are based the text and charts as published in the Monthly Weather Review, the Summary and Review of International Observations, and the Daily International Bulletin; checking receipt of meteorological reports from co-operating voluntary observers in the United States and in foreign countries, and acknowledging the receipt of same; also indexing and filing the reports named.
- Pending Jan. 1, 1884.*—The preparation of the manuscript copy of the Monthly Weather Review for December, 1883; Monthly Summaries, &c., for December, 1882 and 1883; Daily International Bulletin for 1883.
- Received during 1884.*—A total number of 4,200 monthly meteorological reports from foreign observers; 480 from United States naval vessels; 3,500 from voluntary observers in the United States; 593 from U. S. A. post surgeons; and about 3,600 from marine observers.
- Disposed of in 1884.*—Compiled manuscript and read proof of the Monthly Weather Review for the months from December, 1883, to November, 1884, inclusive; compiled manuscript and read proof of Summary and Review from December, 1882, to November, 1883, inclusive; prepared manuscript and read proof of the Daily International Bulletin for 1883; also checked receipt of reports on which these publications are based, and acknowledged same.
- Pending Jan. 1, 1885.*—The preparation of the Monthly Weather Review for December, 1884; the preparation of the Monthly Summaries, &c., for December, 1883, and for 1884; the Daily International Bulletin for 1884.
- Received during 1885.*—A total number of 3,900 monthly meteorological reports from foreign observers; 400 from United States naval vessels; 3,750 from voluntary observers in the United States; 569 from U. S. A. post surgeons; and about 3,000 marine observers.
- Disposed of in 1885.*—Compiled manuscript and read proof of the Monthly Weather Review for the months from December, 1884, to November, 1885; compiled manuscript of Monthly Summaries, &c., from December, 1883, to November, 1884, inclusive; the Daily International Bulletin from January to June, 1884, inclusive; also checked receipt reports on which these publications are based and acknowledged receipt of same.
- Pending Jan. 1, 1886.*—The preparation of the manuscript copy of the Monthly Weather Review for December, 1885; the preparation of the Monthly Summary, &c., for December, 1884 and for 1885; International Storms from April to September, 1883, inclusive.

* Merged in the review division, August 1886.

Received during 1886.—A total number of 3,900 monthly meteorological reports from foreign observers; 325 from United States naval vessels; 3,600 from voluntary observers in the United States; 760 from U. S. A. post surgeons; and from about 3,600 marine observers.

Disposed of in 1886.—Compiled manuscript and read proof of the Monthly Weather Review for the months from December, 1885, to November, 1886, inclusive; prepared manuscript, and read proof of Monthly Summaries, &c., from December, 1884, to November, 1885, inclusive; also checked the receipt of the reports on which these publications are based, and acknowledged receipt of same.

Pending Jan. 1, 1887.—Monthly Weather Review for December, 1886; International Summaries and Review for December, 1885; Meteorological Record for portions of months from June to November, 1885, and for months subsequent to November, 1885.

Received up to March 1, 1887.—Meteorological data not previously received for the preparation of publications here noted.

Disposed of up to March 1, 1887.—Monthly Weather Review for December, 1886, and January, 1887; International Summary and Reviews for December, 1885, and January, 1886; Meteorological Record compiled for 1885 and for portions of January and February, 1886.

On hand pending March 1, 1887.—Monthly Weather Review for February, 1887; International Summary and Review for February, 1886; Meteorological Record for and subsequent to portions of January and February, 1886.

F. M. M. BEALL,
Second Lieutenant, Signal Corps.

STUDY DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the study division* of the office of the Chief Signal Officer at the times named:

Character of business.—To this division was assigned the preparation of a bibliography of meteorology; the collection and discussion of reports of thunder-storms and tornadoes; the computation of tables for the reduction of meteorological observations; the determination of altitudes of stations, and of corrections to barometric and thermometric records; the instruction of enlisted men at Fort Myer by lectures; the preparation of replies to scientific correspondence, and such other work as the Chief Signal Officer from time to time ordered to be done.

Pending Jan. 1, 1884.—The amount cannot be stated in figures.

New work received during 1884.—Preparation of bibliography of meteorology; collection of tornado and thunder-storm reports.

Disposed of in 1884.—Copying of magnetic records from Fort Barrow; one-quarter of the work on the bibliography; 2,213 miscellaneous letters; 5,462 thunder-storm reports; tornado reports; current work on other items.

Pending Jan. 1, 1885.—The amount cannot be stated in figures.

New work received during 1885.—Computation of sextant observations from Lady Franklin Bay.

Disposed of in 1885.—Action on 835 miscellaneous letters; on 7,926 thunder-storm and tornado reports; one-third of the bibliography and current work on other items.

Pending Jan. 1, 1886.—The amount cannot be stated in figures.

Received during 1886.—Lectures and class of officers; report on reduction to sea-level; on hygrometry; &c.

Disposed of in 1886.—Computation of sextant observations; 400 miscellaneous letters; 4,122 thunder-storm reports, and current work on other subjects.

Totals.—The total sums cannot be adequately expressed in figures.

CLEVELAND ABBE,
Professor and Assistant.

* Merged in the review division, August, 1886.

STATIONS DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the stations division of the office of the Chief Signal Officer at the times named :

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
Correspondence received from observers and others relative to meteorological work		9,361			13,154			13,065			1,808		
The instruction of, and correspondence with, observers of the Signal Service, all special river and cotton region observers and cautionary signal displaymen			15,044			14,253			16,557			3,063	
The receipt and distribution of meteorological forms and reports	220,189	220,189		226,642	226,642		221,367	221,367			35,104	35,104	
The examination and revision of meteorological forms and reports			67,994			81,798			85,407			12,376	
The translation of all weather reports received in cipher	144,452	144,452		156,585	156,585		159,870	159,870			25,842	25,842	
The time consumed by four men (equal to labor of one man) during year in the preparation of meteorological tables, annual report Chief Signal Officer			†1,224			†1,104			†1,104			†196	
Number of individuals and courts for which meteorological data were prepared			254			144			291			71	
Meteorological observations for Washington City		2,196				2,343			2,555			354	
Weather bulletins and press reports issued at Washington City		10,593				21,546			23,201			3,691	
The examination of reports of inspectors of the railway bulletin service					1,449	1,449		1,248	1,248				
Recommendations as to purchase of station supplies and action on bids					4,392	4,392		4,348	4,348		768	768	
Time consumed by four men (equal to the labor of one man) in restoring records of signal-service stations destroyed by fire												†196	
Totals	374,002	470,946		402,222	510,286		399,898	515,948			63,522	81,661	

* The work is current business and is disposed of as rapidly as received, the exception being papers that are held for various causes, such as the action of a board of officers for further information or a search of the records for information.

† Days.

F. R. DAY,
Second Lieutenant, Signal Corps, U. S. Army.

TELEGRAPH DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the telegraph division of the office of the Chief Signal Officer at the times named :

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
Telegrams of all kinds, including weather reports, sent and received by operators on duty in this division.....		236, 685	236, 685		238, 500	238, 500		240, 200	240, 200		40, 100	40, 100	
Mail reports of all kinds from observers and private parties.....		14, 196	14, 196		14, 500	14, 500		14, 500	14, 500		65	65	
Bills for audit of telegraph companies against the Signal Service.....		528	528		426	426		445	445		2, 390	2, 390	
Reports and forms from officers in charge and operators of the United States military telegraph lines.....		1, 440	1, 440		1, 500	1, 500		1, 200	1, 200		245	245	
Bills, for audit, for services rendered on, and supplies furnished for, the United States military telegraph lines.....		824	824		305	305		255	255		41	41	
Miscellaneous papers received from other divisions for report or action.....		1, 800	1, 800		1, 800	1, 800		2, 100	2, 100		210	210	
Work performed by telephone operator, battery and line-man.....													
Totals.....		255, 473	255, 473		257, 031	257, 031		258, 700	258, 700		43, 051	43, 051	

*Business in this division, consisting principally of telegraphing, is disposed of as fast as received, leaving nothing pending at end of month.

†No record is kept of the work performed by these men, but they are kept constantly employed, either at their regular work or at odds jobs.

F. R. DAY,
Second Lieutenant Signal Corps, U. S. Army.

MARINE DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the marine division of the office of the Chief Signal Officer at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
The collection of meteorological observations made by the merchant marine over the North Atlantic:													
(1) Number of ship's barometers compared with standard, errors determined, and correction cards issued		561	561	2,945	2,945	3,732	3,732	532	532				
(2) Number of forms containing observations received, examined, and acknowledged	2,380	2,380	3,728	3,728	5,097	5,097	813	813					
(3) Number of abstracts of logs of vessels gathered containing meteorological information		43	43	1,057	1,057	1,078	1,078	66	66				
(4) Number of packages containing supplies issued to correspondents	1,751	1,751	3,350	3,350	3,582	3,582	166	166					
(5) Number of international storm reports containing specific data secured				460	460	833	833	214	214				
(6) Number of danger, distress, and storm signal codes issued to shipmasters	1,288	1,288	1,635	1,635	1,299	1,299	70	70					
(7) Number of cablegrams sent to the London meteorological office		10	10	148	148	85	85						
(8) Number of cablegrams sent to the Paris meteorological office						48	48	59	59				
Totals	6,033	6,033	13,323	13,323	15,754	15,754	1,920	1,920					

JNO. P. FINLEY,
Second Lieutenant Signal Corps, U. S. Army, Assistant.

PROFESSOR ABBE'S DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in Professor Abbe's division of the office of the Chief Signal Officer at the times named:

Character of business.—1. Preparation of treatise on meteorological instruments.

Character of business.—2. Completion of bibliography of meteorology.

Received during 1886.—Work ordered Aug. 2.

Disposed of in 1886.—One-third of the whole.

Pending Jan. 1, 1887.—Two-thirds of the whole.

Received up to Mar. 1, 1887.—Nothing.

Disposed of up to Mar. 1, 1887.—Treatise, one-sixth; bibliography, two-fifteenths.

On hand pending Mar. 1, 1887.—Treatise, one-half; bibliography, eight-fifteenths.

CLEVELAND ABBE,
Professor and Assistant.

INSTRUCTION DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the instruction division* of the office of the Chief Signal Officer at the times named:

Character of business.—Instruction by lectures and recitations of two lieutenants of the Signal Corps in subjects pertaining to weather prediction.

Pending Jan. 1, 1884.—Nothing.

Received during 1884.—Instruction of two officers.

Disposed of in 1884.—Instruction of two officers.

CLEVELAND ABBE,
Professor and Assistant.

CORRESPONDENCE AND RECORDS DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the correspondence and records division of the office of the Chief Signal Officer of the Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the time specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	9,724	22	8,798	25	7,339	20	7,459	17
February	9,746	22	6,774	15	7,711	20	5,608	16
March	13,107	21	7,081	16	7,925	19
April	9,849	22	7,669	21	8,955	19
May	8,834	21	7,882	21	6,446	19
June	5,918	20	8,444	22	8,303	19
July	9,401	21	10,072	22	7,389	19
August	8,088	20	8,182	23	10,869	14
September	8,085	21	7,069	24	7,097	14
October	7,022	22	8,266	23	8,289	13
November	7,846	22	6,611	23	9,111	13
December	9,529	21	8,222	19	10,883	13
Total averages.....	107,099	255	85,070	254	100,317	202	13,067	33

* No account kept, it being impracticable in this division, in view of the amount of miscellaneous work.

The correspondence and records division, the executive or adjutant's office of the service, receives all the mail for the Bureau (separating therefrom and sending to the several divisions of the office such forms, &c., as pertain to their special duties) briefs and records the letters, &c.—excepting those relating to the property or funds of the service—and refers such letters to the several divisions for action, consideration, suggestions, or note, and prepares and makes record of the necessary replies, &c., with certain exceptions; prepares and issues general orders, instructions, circulars, and memoranda relating to the duties, and special orders directing movements of the officers and men of the service, giving necessary instructions in connection therewith; considers applications for employment or enlistment, and conducts correspondence incident thereto, and examines, educationally, the candidates for enlistment; attends to enlistments and re-enlistments; submits monthly return of the corps, and return of enlistments to the Adjutant-General, and other matters relating to the *personnel* of the service. The above tabulated statement shows, as far as practicable by means of figures, the work done.

A very large amount of miscellaneous work is done in this division, which cannot be tabulated and is therefore not included in the above statement. This fact also precludes the possibility of stating the exact amount of business performed and disposed of by each employe.

J. MITCHELL,
Second Lieutenant Signal Corps, U. S. Army,
In Charge Correspondence and Records Division.

* The instruction division was abolished at the close of 1884.

EXAMINER'S DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the examiner's division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
Jan....	1,338 446	3			1,651 412½	4			1,635 545	3			1,409 469½	3		
Feb....	1,040 346½	3			1,223 407½	3			899 299½	3			1,316 438½	3		
Mar...	1,507 502½	3			1,485 495	3			1,352 450½	3						
Apr...	1,761 587	3			1,685 561½	3			1,213 404½	3						
May...	1,897 565½	3			1,460 292	5			1,349 449½	3						
June..	1,751 641½	3½			675 138¾	4½			985 328½	3						
July...	1,859 525½	3½			1,812 453	4			1,411 470½	3						
Aug...	1,592 530½	3			1,687 562½	3			1,389 463	3						
Sept...	1,563 521	3			1,264 421½	3			1,140 380	3						
Oct....	1,867 622½	3			1,530 510	3			1,143 381	3						
Nov...	1,251 417	3			1,111 370½	3			1,248 416	3						
Dec....	1,331 443½	2½			1,239 413	3			1,434 478	3						
Total	18,557	36½			16,822	41½			15,198	36			2,725	6		
Total aves..	510½+	3½+			401½-	3½-			421½	3			454½	3		

* These columns have not been filled up because no record of the data necessary to do so has been kept, this being impracticable from the fact that the work of the division is interchangeable and of such character as not to be comparable. For this reason the above columns have been filled up by entering the total work performed on the line of the month; the average, one line below; which has been obtained by dividing the total by the average number of men for the month. The total work done for each year is entered at the foot of the column, and the average thereof below it, both in black ink.

R. E. THOMPSON,
First Lieutenant Sixth Infantry, Acting Signal Officer.

INDICATIONS DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the indications division of the Office of the Chief Signal Officer, U. S. A., with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
Jan'y..	22.419	7	25.563	7	25.337	7	34.251	8
Febr'y.	20.920	7	22.544	6	23.898	7	31.153	8
March.	22.380	7	24.672	6	23.632	7
April.	21.504	7	24.018	6	22.818	7
May...	22.335	7	24.226	6	33.961	6
June...	21.214	7	23.400	6	31.874	5
July...	22.028	6	23.912	6	33.767	6
August.	21.875	6	23.901	6	33.347	6
Sept...	21.504	6	23.362	6	32.716	6
Octo...	22.122	7	23.304	6	33.976	6
Nov...	21.763	7	23.783	6	33.724	8
Dec...	22.570	7	24.516	6	34.318	8
Total average.	263.674	81	286.201	7	363.368	79	65.404	16

*The men alternate on the different kinds of work; all are constantly employed and do an equal amount of work, so that there is no maximum or minimum amount transacted by any.

H. H. C. DUNWOODY,
First Lieutenant Fourth Artillery,
Acting Signal Officer and Assistant.

INSTRUMENT DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the instrument division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).				
	Average amount.*	Average employes.	Max.	Min.	Average amount.*	Average employes.	Max.	Min.	Average amount.*	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	
Jan'y..	4	29	Days.	26	7	29	Days.	25	8	28	Days.	26	
Feb'y.	4	26	24	7	26	23	8	27	26	8	26	
March.	4	29	27	8	29	25	8	26	26	
April.	4	28	26	8	28	23	8	29	26	
May...	4	29	27	8	29	23	8	29	26	
June...	5	28	26	8	28	23	8	29	26	
July...	5	29	27	9	29	23	8	29	26	
Aug...	5	29	27	7	29	24	8	29	25	
Sept...	5	28	26	9	28	23	8	29	25	
Oct...	5	29	27	9	29	23	7	29	26	
Nov...	5	28	26	9	28	23	7	29	26	
Dec...	5	29	27	10	29	26	7	29	26	
Total average.	5	28.4	26.3	8	28.4	25.3	9	28.7	25.8	8	27	24

* See statements in detail. Work too diversified to average.

The work of the division is of the following peculiar character: (1) Accounts of instruments on station in possession of private observers and elsewhere; (2) distillation of mercury; (3) determination of corrections of instruments, *e. g.*, barometers, thermometers, anemometers, pluviometers, &c.; (4) care of self-recording apparatus; (5) attention to visitors; (6) certain clerical work in connection with the description of instruments; (7) experimental work; (8) miscellaneous work not embraced under above heads.

THOS. M. WOODRUFF,
First Lieutenant Fifth Infantry,
Acting Signal Officer and Assistant.

PROPERTY DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the property division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months-	Fiscal year ending June 30, 1884.				Fiscal year ending June 30, 1885.				Fiscal year ending June 30, 1886.				Fiscal year ending June 30, 1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
July	15, 577	37	16, 000	48	17, 768	41	17, 820	52
Aug	15, 258	39	15, 551	49	18, 085	43	16, 964	49
Sept	15, 614	41	15, 494	45	17, 855	43	17, 316	49
Oct	15, 814	40	16, 044	48	18, 586	44	18, 305	50
Nov	15, 725	40	15, 606	48	17, 695	48	18, 352	48
Dec	15, 657	42	16, 097	45	18, 355	49	18, 004	48
Jan	15, 757	44	16, 458	42	17, 807	52	17, 875	49
Feb	15, 736	48	15, 777	42	17, 502	52	15, 368	50
Mar	16, 341	47	15, 871	43	18, 034	49
Apr	16, 454	47	16, 076	40	17, 871	49
May	16, 346	48	15, 721	41	17, 969	50
June	15, 717	49	15, 458	42	18, 535	50
Total av's....	189, 996	522	190, 153	533	216, 062	570	140, 004	395

*The work of this division is of such a character, it being interchangeable, and each man being kept busy while on duty, that no record of the work performed by individuals is kept, it being considered as a waste of time and labor to have done so; it would also have involved some expense, as it would have required the services of at least one additional clerk.

For the fiscal year ending June 30, 1884-'86, a complete synopsis of the work performed is contained in the annual report of the Chief Signal Officer for those years respectively, and a complete synopsis of the work performed for the fiscal year ending June 30, 1887, will be contained in the report for that year.

Respectfully submitted.

F. B. JONES,
Captain, A. Q. M., U. S. A.,
P. and D. Officer, Signal Service.

PUBLICATIONS DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the publications division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and mini-

imum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	Fiscal year 1884.				Fiscal year 1885.				Fiscal year 1886.				Fiscal year 1886 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January ..	467, 155	42	535, 175	42	295, 004	30	271, 863	30
February ..	419, 617	42	483, 135	42	264, 747	31	243, 841	29
March	465, 531	45	534, 543	41	295, 944	31
April	451, 389	45	516, 379	41	283, 698	31
May	466, 222	45	532, 342	41	293, 727	30
June	449, 970	45	545, 069	41	283, 868	30
July	462, 348	45	530, 222	42	291, 087	40	267, 111	31
August	463, 348	45	531, 599	42	292, 483	36	269, 165	29
September ..	450, 919	45	515, 339	42	283, 658	35	261, 465	29
October	467, 365	45	534, 886	42	295, 801	31	272, 331	29
November	452, 443	45	516, 813	42	284, 545	31	262, 239	30
December	466, 423	46	535, 167	42	296, 012	31	271, 915	30
Total av's.	5, 563, 497	6, 282, 169	3, 535, 644	3, 101, 526

* No record kept.

† A reduction of force occurred during this year, owing to the fact that the publication of the Daily International Bulletin was suspended with the issue of June 30, 1884.

‡ A reduction of 2,100,000 envelopes and newspaper wrappers printed from previous year. The largest piece of work turned out is the Monthly Weather Review, of which 8,000 copies are printed monthly. It is of quarto size, 24 to 32 pages, and from 4 to 8 lithographic charts. The Monthly International Summary is an international monthly publication of the same general character, of which 630 copies are printed monthly.

W. D. WRIGHT,
Second Lieutenant, Signal Corps, U. S. A.

REVIEW DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the meteorological record division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified.

[Merged in the review division, August, 1886.]

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employes.*	Max.*	Min.*	Average amount.*	Average employes.*	Max.*	Min.*	Average amount.*	Average employes.*	Max.*	Min.*	Average amount.*	Average employes.*	Max.*	Min.*
January	4.7	9.8	11.9
February	7.4	6.5
March	8.	4.8
April	8.	4.8
May	3.6	11.
June	13.5	19.
July	12.4	5.4
August	8.	5.5
September	8.	3.9
October	5.2	4.1
November	5.2	4.1
December	11.2	9.9
Total averages.	8.7	7.4	5.9

* The character of the work performed in this division requires diversified duties on the part of all clerks engaged, and individual records cannot be given. A large portion of the work is also performed jointly.

F. M. M. BEALL,
Second Lieutenant, Signal Corps.

FACT AND INTERNATIONAL BULLETIN DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the fact and International Bulletin division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

(Merged in the review division August, 1886.)

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*
January		13				11				6				20		
February		13				11				7				20		
March		13				11				7						
April		13				9				6						
May		13				8				7						
June		14				7				5						
July		14				6				7						
August		14				6				17						
September		14				6				17						
October		14				6				17						
November		13				6				17						
December		11				6				16						
Total averages		13.2				7.8				10.7				20		

* The character of the work performed in this division requires diversified duties on the part of all clerks engaged, and individual records cannot be given. A large portion of the work is also performed jointly.

F. M. M. BEALL,
Second Lieutenant, Signal Corps.

STUDY DIVISION.

The following statement shows the average amount of business performed, transacted and disposed of in the study division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified.

(Merged in the review division, August 1886.)

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employes.	Max. †	Min. †	Average amount.*	Average employes.	Max. †	Min. †	Average amount.*	Average employes.	Max. †	Min. †	Average amount.*	Average employes.	Max.	Min.
January		5				10				9						
February		1				9				9						
March		9				9				7						
April		9				9				6						
May		9				9				5						
June		13				9				7						
July		14				9				7						
August		12	5			9										
September		11				10										
October		11				10										
November		12				10										
December		10				10										
Total averages		10.1				9.4				7						

* Entirely satisfactory.

† The character of work in this division makes it impracticable to give these data.

The very miscellaneous character of the work performed prevents a satisfactory numerical statement of its average amount, but it is believed to have been always equal to current requirements.

CLEVELAND ABBE,
Professor and Assistant.

STATIONS DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the stations division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified.

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	4,609	26	31	19	3,797	26	31	27	4,128	23	31	25	3,696	28	31	24
February	4,088	27	29	0	3,446	26	28	22	3,768	23	28	23	3,310	30	28	17
March	4,558	26	21	0	3,625	26	31	22	4,046	23	31	27				
April	4,479	26	30	0	3,580	24	30	27	3,975	23	30	23				
May	4,574	27	31	26	4,021	23	26	25	4,134	24	31	19				
June	4,431	24	30	23	3,980	24	26	13	4,097	23	30	26				
July	4,477	25	31	26	4,075	25	27	21	4,098	21	14	25				
August	4,459	22	24	21	4,094	23	31	15	4,105	23	31	22				
September	4,396	23	14	26	3,914	21	20	27	3,998	23	30	16				
October	4,529	24	31	27	4,063	24	31	20	4,112	28	31	26				
November	4,420	25	30	24	3,876	23	30	0	3,963	28	30	24				
December	4,545	24	31	24	4,430	22	24	0	4,076	25	18	19				
Total averages	53,565	299	333	216	46,901	287	235	219	48,500	286	335	275	7,006	58	59	41

F. R. DAY,
Second Lieutenant, Signal Corps U. S. A.

TELEGRAPH DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the telegraph division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
Jan	21,631	11			21,725	11			21,851	11			21,794	11		
Feb.	21,423	11			21,597	11			21,716	11			21,257	11		
March	21,666	11			21,741	11			21,865	11						
April	21,518	11			21,581	11			21,738	11						
May	21,346	11			21,741	11			21,558	11						
June	21,045	12			21,106	11			21,255	11						
July	20,863	12			21,054	11			21,199	11						
August	20,890	12			21,012	11			21,153	11						
Sept.	21,048	12			21,184	11			21,346	11						
Oct	21,250	12			21,452	11			21,575	11						
Nov.	21,305	12			21,489	11			21,654	11						
Dec.	21,483	11			21,349	11			21,760	11						
Sums.	255,473	138			257,031	132			258,700	132			43,051			
Total av's.	21,289	11.5			21,419	11			21,558	11			21,525			

*No account is kept of amount of business disposed of by each employe, as the majority of the employes interchange tours of night and day duty periodically, and each man disposes of whatever business offers during his tour of duty.

F. R. DAY,
Second Lieutenant Signal Corps, U. S. A.

THE DEPARTMENT OF WAR.

MARINE DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the marine division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1.)			
	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*	Average amount.*	Average employes.	Max.*	Min.*
Jan		4				5				5						
Feb		4				5				5						
March		4				5				4				5		
April		4				5				5						
May		4				5				5						
June		4				5				5						
July		4				5				5						
August		4				5				5						
Sept		4				5				5						
Oct		4				5				5						
Nov		4				5				5						
Dec		5				5				5						
Total av's.		4 $\frac{1}{2}$				5				5				5		

* No record of business made.

More than one-half of the time required in conducting the work of the marine division was consumed by the enlisted men in visiting vessels at the ports of New York, Boston, and Philadelphia for the purpose of collecting meteorological observations, comparing instruments, and soliciting new observers. No record has been made of the number of vessels visited, which, if given, would indicate the amount of work accomplished. Considerable time was also devoted to the furnishing of information verbally and by the distribution of pamphlets and circulars to persons who called at the agencies in New York, Boston, and Philadelphia, which, if a record had been kept of the number of persons so calling and the character of their requests, the importance and extent of this feature of the work could be properly presented.

JNO. P. FINLEY,

Second Lieutenant Signal Corps, U. S. Army, Assistant.

PROFESSOR ABBE'S DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in Professor Abbe's division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

[This division was organized August 1, 1886, for the completion of certain specific work.]

Month.	1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January.....					$\frac{1}{4}$	5		
February.....					$\frac{1}{4}$	5		
March.....								
April.....								
May.....								
June.....								
July.....								
August.....	$\frac{1}{4}$	5						
September.....	$\frac{1}{4}$	5						
October.....	$\frac{1}{4}$	5						
November.....	$\frac{1}{4}$	5						
December.....	$\frac{1}{4}$	5						
Total averages.....	$\frac{1}{4}$	5			$\frac{1}{4}$	5		

*The character of the work of this division makes it impracticable to give these data.

†The fractions given in these columns show what portion of the whole work was completed and disposed of each month.

CLEVELAND ABBE,
Professor and Assistant.

INSTRUCTIONS DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the instructions division of the office of the Chief Signal Officer, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

In January, February, March, April, May, and June, 1884, two hours daily were devoted to recitations and lectures by one employe.

NOTE.—The commissioned officers engaged in the work of instruction division are not included in the above enumeration of "employes."

CLEVELAND ABBE,
Professor and Assistant.

CORRESPONDENCE AND RECORDS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the correspondence and records division of the office of the Chief Signal Officer of the Army in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Average number of employes.	Average number of days' work.	Hours employed daily.*	Maximum days present.	Minimum days present.
1884.....	307	5,712	0	5,712	21	272	6½	280	257
1885.....	305½	5,793	0	5,796	21	276	6½	280	275
1886.....	306	4,675	0	4,675	17	275	6½	288	259
1887 (to March 1).....	47½	720	0	720	16	45	6½	47½	44

*The office hours of business were from 8.30 a. m. to 5 p. m. from April 28 to May 31, 1885, inclusive, except Saturdays.

In addition to the number of employes given in the above table, there were carried on the roster of this division, 6 men in December, 1884, an average of 6 men during the years 1885 and 1886, and 2 men during the months of January and February, 1887, variously employed as mechanics, laborers, and watchmen.

J. MITCHELL,
Second Lieutenant Signal Corps, U. S. A.,
In charge Correspondence and Records Division.

EXAMINER'S DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the examiner's division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Average number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	0	307	3.7	283½	6½	287½	260½
1885	305½	305½	0	305½	3	284	6½	286½	236½
1886	306	306	0	306	3	284	6½	287½	279½
1887 (to March 1)	47½	47½	0	47½	3	42½	6½	46½	35½

* From April 28 to June 1, 1885, the force in the division worked from 8.30 a. m., to 5 p. m., or 8 hours per day, deducting half hour for lunch.

The regular working force of the examiners division consists of 3 clerks. In 1884 the records of the 2 men continuing throughout the year has been taken. The one working the least number of days was relieved from the division on December 20, making the total number of days which he could have worked 298. In 1885, the man present for the least number of days was on furlough and on leave from July 25 to October 10. In a number of instances additional men have been detailed in the division for short periods to take the places of absentees or to assist during an unusual press of business.

During the year 1884 an average number of 3 men per day, and in 1885 and 1886 an average number 1½ men per day, additional to the above, were employed continuously in deducing results from the records and in preparing the official reports of the International Polar Expeditions to Point Barrow, Alaska (in 1884), and to Lady Franklin Bay (in 1885 and 1886).

A. E. THOMPSON,
First Lieutenant Sixth Infantry, Acting Signal Officer.

INDICATIONS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the indications division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days division open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	366	2,562	0	2,562	7	2,562	6	336	327
1885	365	2,190	0	2,190	7	2,190	6	335	311
1886	365	2,555	0	2,555	7	2,555	6	365	300
1887 (to March 1)	59	472	0	472	8	472	6	59	53

The hours of duty in this division are from 8 a. m. to 11.30 a. m.; from 3.30 p. m. until indications are completed, say 6 p. m., and from 10.30 p. m. until indications are completed, say 1 a. m.

The work goes on every day, Sundays and holidays included.

The force is divided into reliefs, so that each clerk is present only two hours of duty per day.

H. H. C. DUNWOODY,
First Lieutenant Fourth Artillery, Acting Signal Officer and Assistant.

INSTRUMENT DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the instrument division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	*307	1,537	0	1,537	5	307	6½	311	286
1885	*305½	2,444	0	2,444	8	305½	16½	316	283
1886	*306	2,448	0	2,448	8	306	6½	318	280
1887 (to March 1)	*47½	380	0	380	8	47½	6½	50½	44

*The instrument-room of this division is open every day in the year, requiring the presence of at least one person.

† From April 28 to June 1, 1885, an additional half hour in the morning and an hour in the evening, making eight hours' work.

THOS. W. WOODRUFF,
First Lieutenant Fifth Infantry, Assistant Signal Officer and Assistant.

PROPERTY DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the property division of the office of the Chief Signal Officer in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Fiscal years ending June 30—	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	0	307	*43	307	6½	300	223
1885	307	307	0	307	*44	307	6½	300	208
1886	307	307	0	307	*47	307	6½	300	239
1887 (to March 1)	203	203	0	203	*49	203	6½	200	171

* These figures do not include either messengers or laborers.

Respectfully submitted.

F. B. JONES,
Captain and Assistant Quartermaster,
Property and Disbursing Officer Signal Service, U. S. Army.

PUBLICATIONS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the publications division, of the office of the Chief Signal Officer, in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily,*	Maximum days present.	Minimum days present.
Fiscal year 1884	307	7,526	7,526	*45	1318	1386.9	278
Fiscal year 1885	305½	8,475	3	9,478	*41	1316	1379	272
Fiscal year 1886	306	9,121	12	9,133	*50	1317	1370	279
1887 (to March 1)	47½	1,482	1,482	*29	† 51	156	43

* Averages herein are based upon the number of employes now (1887) in the division, of whom there were 23 in the division in 1884, 27 in 1885, and 29 in 1886.

† Until February 1, 1887, including all previous years, the printing subdivision worked from 7.45 a. m. to 4 p. m., with one-fourth hour for lunch, working 8 full hours. A detail of 3 printers and 2 lithographers work one-half day every Sunday and holiday. In the above figures credit is given for these extra hours and days.

W. D. WRIGHT,
Second Lieutenant Signal Corps, U. S. A.

METEOROLOGICAL RECORD DIVISION.

The following statement shows the average numbers of days and the time and attention devoted to the transaction of business by the employes in the meteorological record division of the office of the Chief Signal Officer, in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

(Merged in the review division, August, 1886.)

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Average number of employes.	Average number of days' work.	Hours employed daily,*	Maximum days present.	Minimum days present.
1884	307	307	0	307	8.7	285	6½	293	277
1885	305½	305½	0	305½	7.4	291	6½	295	285½
1886	306	306	0	306	5.9

* From April 28 to June 1 all clerks were required to work from 8.30 a. m. to 5 p. m., with the exception of an interval of 30 minutes for lunch between 12 m. and 1 p. m.

F. M. M. BEALL,
Second Lieutenant Signal Corps.

FACT AND INTERNATIONAL BULLETIN DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the fact and International Bulletin division of the office of the Chief Signal Officer, in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

(Merged in the review division, August, 1886.)

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Average number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	0	307	13.2	285	6½	292	277
1885	305½	305½	0	305½	7.8	289½	6½	293½	285½
1886	306	306	0	306	10.7	290	6½	294	286
1887 (to March 1).....	47½	47½	20.	45	6½	47	41½

* From April 28 to June 1 all clerks were required to work from 8.30 a. m. to 5 p. m., with the exception of an interval of 30 minutes for lunch between 12 m. and 1 p. m.

F. M. M. BEALL,
Second Lieutenant Signal Corps.

STUDY DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the study division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

(Merged in the review division, August, 1886.)

Years.	Number of days Department open.	Total number of days worked in person.	Days worked by proxy.	Total days worked.	Average number of employes.	Average number of days' work per employe.	Hours employed daily.	Maximum days present for any employe.	Minimum days present for any employe.
1884	307	2,899	2,899	10.1	287	6½	290	277
1885	305½	2,660	2,660	9.3	286	6½	290	276
1886 (to August 1).....	178	1,211	1,211	7.0	178	6½	178	165

* From April 28 to June 1 the office hours were 8 hours per day.

The work of the study division was conducted under my supervision until its abolition August 1, 1886, and the attention given to it by the employes was always satisfactory.

CLEVELAND ABBE,
Professor and Assistant.

STATIONS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the stations division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.*	Maximum days present.	Minimum days present.
1884†	307	7,464	277	7,741	25	309.6	6	333	216
1885‡	305½	7,008	275	7,883	25	315.3	6½	335	219
1886§	306	7,084	276	7,960	24	331.3	6½	335	275
1887 (to March 1)§	47½	1,450	47	1,407	29	51.6	6½	59	41

*From April 28 to June 1, 1885, the hours of duty for each clerk were from 8.30 a. m. to 5 p. m., or 8 hours per day.

†The nature of the work performed required the services of 6 men each day throughout the year.

‡The nature of the work performed required the services of 4 men each day throughout the year.

§The nature of the work performed required the services of 3 men each day throughout the year.

F. R. DAY,
Second Lieutenant Signal Corps, U. S. A.

TELEGRAPH DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the telegraph division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.*	Days worked in proxy.	Total days worked.*	Number of employes.	Average number of days' work.*	Hours employed daily.†	Maximum days present.*	Minimum days present.
1884	307	3,772	3,772	11.5	328	7	336	259
1885	305½	3,740	3,740	11	340	7	335	285
1886	306	3,740	3,740	11	340	7	335	285
1887 (to March 1)	47½	594	594	11	54	7	59	47

* Two-thirds of the force in this division work every day in the week as telegraph operators and at such clerical duties, in the intervals of operating, as pertain to telegraph work.

†The hours of duty for telegraph operators, i. e., two-thirds of the force, average 8 hours daily; that of the other employes 6½ hours.

F. R. DAY,
Second Lieutenant Signal Corps, U. S. A.

MARINE DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the marine division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	307	307	4	307	6½	307	307
1885.....	305½	305½	305½	5	305½	6½	305½	305½
1886.....	306	306	306	5	306	6½	306	306
1887 (to March 1).....	47½	47½	47½	5	47½	6½	47½	47½

JNO. P. FINLEY,
Second Lieutenant Signal Corps, U. S. A., Assistant.

PROFESSOR ABBE'S DIVISION.

The following table shows the average number of days and the time and attention devoted to the transaction of business by the employes in Professor Abbe's division of the office of the Chief Signal Officer in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

(This division was organized August 1, 1886, for the completion of certain specific works.)

Years.	Number of days Department open.	Total number of days' work in person by all employes.	Days' work by proxy.	Total days worked.	Number of employes.	Average number of days' work per employe.	Hours employed daily.	Maximum days present by any employe.	Minimum days present by any employe.
1886 (since August 1).....	128	570	570	5	114	6½	128	108
1887 (to March 1).....	47½	232½	232½	5	46½	6½	46½	42½

CLEVELAND ABBE,
Professor and Assistant.

INSTRUCTION DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the instruction division of the office of the Chief Signal Officer, in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least

number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Year.	Number of days Department open.	Days worked in person.	Number of employes.	Average number of days' work.	Hours employed daily.
1884 (to June 30)	157	*52	1	52½	2

* The work of the instruction division continued from January to June, inclusive, 1884, occupying about two hours daily every business day of 1 employé (myself) and 2 commissioned officers, whose time is not included in the above estimate.

The instruction division was abolished at the close of the year 1884.

CLEVELAND ABBE,
Professor and Assistant.

CORRESPONDENCE AND RECORDS DIVISION.

The following statement shows in detail the methods of transacting business in the correspondence and records division of the office of the Chief Signal Officer, U. S. Army.

The correspondence and records division is the executive or adjutant's office (the headquarters) of the service.

The items of the principal business matters transacted in this division consist of—*Mail.*—All letters (about 3 sacks daily) for the Bureau are opened, forms, &c., separated therefrom, and sent to the divisions of this office to which they pertain; letters, with the exception of those relating to money or property of the service, which are sent to the property or examiner's (auditor's) divisions—are read, briefed, recorded, and either presented to the chief of the Bureau or sent to the several divisions of the office for action, consideration, suggestions, or note; replies prepared to certain classes of letters, and copies taken of all answers to, or indorsements on, letters prepared by the other divisions—excepting the property and examiner's—the letters being then mailed.

Orders.—General orders, circulars, instructions, and memorandums, publishing for the information of all concerned, matters pertaining to the duties of the service, and special orders directing the movements from one station to another, when necessary, of officers and men, are prepared for print, and then distributed to the stations of the service, and to all concerned.

Employment, enlistment, &c.—Applications for civilian employment are received, considered, and answered, and applications for enlistment are considered, correspondence had with applicant, and if considered satisfactory the candidate is subjected to a written examination (educational) before coming to this city, and on his arrival here to another written and also physical examination. Correspondence, &c., as to the discharge and re-enlistment of the members of the Signal Corps, scattered throughout the country, is also conducted.

Miscellaneous.—This division being the office of the chief—in other words, the headquarters—of the Bureau, much matter of a miscellaneous character comes before it, which it would be difficult to classify. In fact all correspondence, &c., of a general or miscellaneous character, and which does not come within the province of any of the divisions of the office, is here conducted. A brief running record is kept of the history of each man while in the service. All applications for data, &c., in pension cases are received, the war records (the indexing of which is now being brought up to date), &c., searched, and statement made to the Adjutant-General of what is found of record. Applications for leave of absence by employés at the stations of the service and in this city are considered when recommended by the chiefs of divisions interested, and when granted notification sent applicant and to the division. The adjutant is the medium of conveying, in the name of the Chief Signal Officer, to members of the service commendation or censure, and generally all matters relating to the personnel of the service. Applications by individuals or communities for the indications, reports, &c., of this service are recorded, and correspondence, orders, &c., in reference thereto conducted.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the

various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party :

Mail.—The forms (generally tabulated data of various kinds from the observers and co-operators with this service) having been distributed to the several divisions for use, scrutiny, &c., each communication, letter or telegram, is read rapidly by the assistant chief clerk, who stamps it, also noting thereon the division of the office to the duties of which it pertains (except it be of importance, when it is at once presented, through the adjutant, to the Chief Signal Officer for his consideration and directions as to action), and it passes to the entry clerks, who brief, record, and number each consecutively, putting previous correspondence, if any, therewith, and note the division to which sent. The paper having reached the division indicated, is considered by the officer in charge thereof, who sends it to his chief clerk, with directions, when necessary, for reply, which, when prepared, is returned to the officer, initialed by him, submitted through the adjutant to the Chief Signal Officer for signature, then signed, copied in this division, and mailed; the "letter received" being then returned to the assistant chief clerk, who, if no other action be necessary, sends it to the entry clerks, who note its return and file it. If the officer receiving a letter desires, before replying to or acting on it, to consult some other division, he sends it there with an informal note of inquiry, suggestion, or recommendation, and action is taken as above, either separately or jointly by the divisions, or perhaps if none of the officers in charge of divisions consider the necessary action within their delegated powers, the matter is submitted through the adjutant to the Chief Signal Officer for specific instructions or with recommendation. The officers in charge of this division and of the stations division, sign, in the name of the Chief Signal Officer, the letters to the officers, enlisted men, and other employes of the service. The foregoing is the routine course in correspondence, as far as can be shown briefly, and connected with or growing out of it are the orders, &c., as follows :

Orders.—When it becomes necessary to establish or discontinue stations, duties, rates, or to change the existing general regulations affecting the various duties—meteorological, telegraphic, military signaling, &c.—or to publish anything for the general information of the Signal Service, general orders, circulars, instructions, and memorandums are, when directed by the Chief Signal Officer, either of his own volition or at suggestion to him of one of his advisory officers, prepared by the order clerk of this division for print, and when printed, distributed by order clerk and assistant, and acknowledgments of receipt therefor checked when received and filed. General orders and circulars are distributed to all Signal Service stations, and throughout this office, and instructions and memorandums to latter only. Before adoption by the Chief Signal Officer, proposed orders may be referred by him, in important cases, to the divisions interested for opinion, &c. When the exigencies of the service require movements of men, special orders are, when directed by the Chief Signal Officer, generally on recommendation (on a prescribed form, showing cause) by the officer in charge of stations division, prepared by the order clerk for print, and when printed transportation to carry into effect is secured from the Quartermaster's Department, and orders and transportation mailed, with any special instructions necessary from this division. Discharge, illness, death, and other casualties at the scattered stations of the service necessitate many changes of men. Special orders are also issued appointing boards of officers, &c.

Employment, enlistment, &c.—An application for employment (as a civilian) upon being received is immediately briefed and entered, and then sent to the advisory officer whose duty it is to suggest what reply will be given the applicant. The suggested reply is then prepared in this division and sent, the original rough copy of the reply being filed with the application, which is then returned to file.

An application for enlistment in the Signal Corps is first briefed and entered in a book kept for that purpose; if it be of such a character as to require that it be brought to the attention of the Chief Signal Officer, it is sent to the enlisting officer for that purpose, and for a suggested answer; if not, as a rule, a circular, giving full information in reference to the Signal Service is mailed to the applicant, together with a set of preliminary examination papers, on the subjects of English grammar, geography, history, and arithmetic, with the request that they be answered—under oath that the work has been done without aid from books or persons—the papers then to be returned with letters of recommendation and a brief original essay; when received they are entered as additional papers with the original application, and at once sent to the standing examination board of officers, who examine them and mark on each paper the percentage made in that subject, and then return them to the enlisting officer, who, if the work is satisfactory, directs the clerk in charge of enlistments to so notify the applicant, and return the papers to file. When it is desired to enlist the applicant, he is requested to report at this office, where he is again ex-

amined mentally, and also physically by the examining surgeon; if successful in these examinations he is then enlisted by the enlisting officer of the Signal Service, and all papers in his case filed for ready reference.

J. MITCHELL,
Second Lieutenant Signal Corps, U. S. A.

EXAMINER'S DIVISION.

The following statement shows in detail the methods of transacting business in the examiner's division of the office of the Chief Signal Officer:

The items of the principal business matters transacted in this division consist of a careful scrutiny of all letters of authority for purchases or for expenditure of money, previous to their approval and issue; the auditing and approval of vouchers previous to payment; a thorough and complete examination of all money accounts and property returns pertaining to the Signal Service before forwarding them to the Third Auditor of the Treasury; and the exercise of a supervision, under the law and the regulations of the War and Treasury Departments, of the fiscal operations of the Service, where disbursements are made by the Signal Bureau. No letter of authority, voucher, account, or other paper representing the expenditure of money, or of property accountability, is allowed to pass until the examining officer is satisfied as to its propriety, legality, and justice. Papers emanating from the property and disbursing officer which are deficient in any of these respects are returned to him with the objections thereto stated in writing, and action on them is suspended by the examiner until compliance with the requirements of the case has been had. Those from others than the property and disbursing officer, when found deficient, are suspended, pending correspondence in regard to their adjustment.

The functions of the division consist not only in the examination as to the technical correctness of all accounts, but also in the scrutiny as to extravagance or exorbitant payments or demands. The duties are especially directed to a close scrutiny of accounts and authorities for expenditure of money with a view to prevent illegality, and to secure to the Service the greatest possible economy.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

An observer on station being in need of supplies which are not furnished from the Chief Signal Office, makes requisition on the Chief Signal Officer, using a form provided for the purpose, which sets forth the kind, or kinds, of article, or articles, needed, the price at which they can be purchased in open market, the length of time since last purchase of the same kind of article, the cost of last purchase, and the necessity for the articles required. This requisition is sent to the Chief Signal Office, and then to the property and disbursing officer, by whom it is considered, and, if he finds that the articles are actually needed, the observer is instructed to invite sealed proposals from three or more business men, if time will permit, giving from ten to thirty days' notice, according to circumstances as the urgency of the case will allow. Upon the receipt of sealed proposals from a station they are opened by the property and disbursing officer; they are then entered on an abstract of proposals, and the award made to the lowest bidder. The property and disbursing officer then causes a form for a letter of authority to be prepared, which, with the abstract of proposals and the bids, is sent to the examining officer, under whose direction it is critically examined as to legality, &c., and to see that the award is made in accordance with the bids; that it is a proper expenditure; that the proper appropriation is specified; and that it conforms to all the rules of the War and Treasury Departments. Being found correct in all these particulars, it is given a serial number; is recorded in the record of letters of authority, and is then issued "By order of the Chief Signal Officer," over the signature of the examining officer, where the amount is less than \$100. Where the amount is \$100 or more, it is, after record in the examiner's division, issued over the signature of the Chief Signal Officer himself. In cases where articles are needed immediately, and time will not permit the issuing of proposals for bids, the facts which constitute the emergency are set forth, and, if deemed sufficient, a letter of authority to purchase under the emergency is issued.

A full record of each letter of authority is made showing its date, the name of each article, the price, the name of the person to whom the award is made, the date of opening proposals, the appropriation from which payment is to be made, the date of issue, and to whom it is sent. A similar course is pursued with letters of authority for the purchase of supplies by the property and disbursing officer, to be kept in

stock for issue to stations, except that sealed proposals are invited without the formality of a requisition.

Accounts for purchases or expenditures are sent to the property and disbursing officer, who causes formal vouchers to be prepared. These vouchers are then sent to the examining officer, under whose direction they are critically examined as to correctness, under the requirements of Army Regulations and of the Signal Office, as set forth in instructions No. 15, dated Signal Office, March 1, 1885. The bills are first compared with the letter of authority to see that the expenditure is in accordance with the authority granted; the bill is compared with the vouchers, and the duplicate copies of the vouchers with each other. If found to be correct they are recorded in the record of purchases, or the record of expenditures, as the character of the voucher may require. All vouchers are numbered in serial order, beginning with the calendar year, but in a different series from the letters of authority. A voucher having been recorded, the number of the letter of authority on which it is based is entered in red ink in connection with it, and, *vice versa*, the number of the voucher is entered in connection with the authority in the record of letters of authority. When vouchers have been examined, found correct, and recorded, they are, for all sums less than \$100, approved "By order of the Chief Signal Officer," over the signature of the examining officer, and when for \$100 or more, or are for telegraphing reports, no matter what the amount is, they are approved by the signature of the Chief Signal Officer himself. Vouchers for regular expenses on stations are, in addition, recorded in the record of regular expenses on station, in which is set forth the authority for every running expenditure, and, from its arrangement by months, renders a double payment impossible. All vouchers are recorded in the record of disbursements by classes. This record shows all subappropriations from which payments can be made, with the amount allotted to each entered in the heading. All payments made from each of these are deducted, and by this means it is not possible to exceed the amount of the appropriations without detection.

"Letters received" are stamped with date of receipt, briefed, recorded in record of letters received, such action taken upon them as may be necessary, and are finally filed as part of the archives of the office.

"Letters sent" are prepared as the business of the office requires. After signature by the examining officer they are copied by letter-press in record of letters sent, and are then mailed to their destination.

Returns of signal equipments and stores are received quarterly from officers in charge of and responsible for Signal-Service property. They are examined by checking off the property on hand at last return (the return having been held until the receipt of the next succeeding one for that purpose), to see that the property is all taken up on the current return; the invoices and other vouchers showing receipt of property are next checked, to see that all property received is taken up; the totals are carried down on the return; the receipts and other vouchers on which property is dropped are then checked on the return, to see that proper credit is taken for property disposed of; and, lastly, the amount remaining on hand to be accounted for is deduced. When this has been done, the return for the preceding quarter is transmitted to the Third Auditor of the Treasury, provided no errors or irregularities have been found in it. When errors and irregularities are found, the return is suspended and correspondence is had with the responsible officer, with a view to the adjustment of the differences. No property return is sent to the Treasury Department until all the property dropped by an officer on receipts of other officers is taken up and accounted for by those officers, and is correct in all other particulars.

Accounts-current are received monthly from all officers accountable for Signal-Service funds. They are examined by comparing "the balance on hand from last account" with the account-current for the preceding month; carefully verifying, with the vouchers, all amounts entered thereon as received during the month; and noting that the amounts disbursed agree with the amounts shown in the vouchers, and that the vouchers are correct. The procedure of examination of accounts-current is very similar to that of property returns, except that one is for money and the other for property. Great care is exercised in the scrutiny of the accounts and the vouchers thereto.

Statements of public funds are received weekly and monthly from officers accountable for Signal-Service funds. Upon receipt they are stamped with date of receipt, recorded, and indorsed to the Treasurer of the United States for verification of the amounts reported on deposit in a United States depository. When received back, the amount reported by the Treasurer is recorded in connection with the amount reported by the officer. If the Treasury reports a less amount on deposit than the officer does, an explanation of the discrepancy is at once called for.

Incidental to the transaction of telegraph business with commercial telegraph lines, the officers in charge of military telegraph lines are required to make monthly accounts-current of funds received on account of other line tolls, showing the amounts re-

ceived and how disposed of. These accounts-current are examined in the same manner as those for United States money, and, after examination, are filed in this office.

R. E. THOMPSON,

First Lieutenant Sixth Infantry, Acting Signal Officer.

EXAMINER'S DIVISION, SIGNAL OFFICE,
Washington, D. C., April 9, 1887.

INDICATIONS DIVISION.

The following statement shows in detail the methods of transacting business in the indications division of the office of the Chief Signal Officer, U. S. Army:

The items of the principal business matters transacted in this division consist of (1) the preparation and distribution of the tri-daily indications; (2) the sending of warnings of storms, cold waves, frosts, floods, and northers; (3) computing the percentages of verifications of indications.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

(1.) The preparation and distribution of the tri-daily indications.

The weather reports from stations, received in cipher, are translated and called out by a man of the stations division detailed for that purpose. As the reports are called out portions of the data contained in them are entered on each of five different charts (a blank chart being a skeleton map of the country) by the men of the indications division. After the reports are all entered the charts are completed, and on completion show, respectively, the different weather conditions prevailing over the country, as follows: Chart 1, the temperature, barometer, direction and velocity of the wind, state of the weather, precipitation, isobars, and isotherms; Chart 2, the barometer changes in 8 and 24 hours and departures from the normal; Chart 3, the temperature changes in 8 and 24 hours and departures from the normal; Chart 4, the amount of cloudiness and kind and direction of movement of clouds, and at 7 a. m. and 3 p. m. the minimum and maximum temperatures, respectively; Chart 5, the temperature, depression of the dew-point, the direction and velocity of the wind, state of weather, precipitation, isotherms, and lines of equal depression of the dew-point.

After a study of these charts the indications officer decides as to what are the indications and makes predictions of the weather, wind directions, and temperature changes for 32 or 33 hours in advance, covering the 24 hours beginning 7 or 8 hours after the time of the observations on which the predictions are based. Predictions are made for thirty-nine separate States and districts at the a. m. and p. m. reports and for forty-one of the midnight report. They are set up in type from the officer's dictation by one of the men of the division, all of whom are required to be proficient in this duty, the requisite number of copies struck off on a hand-press, and the type afterwards distributed. The printed copies are then distributed by messenger to the telegraph, press, and newspaper offices throughout the city.

(2.) The sending of warnings of storms, cold waves, frosts, floods, and northers.

After the completion of the indications the indications officer examines the charts to ascertain if any of the above warning are necessary, and if he considers that they are he dictates to a clerk the stations or regions to which they are to be sent. The clerk makes out and records the necessary messages and hands them to the officer for verification and signature, after which they are turned over to the telegraph division.

(3.) Computing the percentages of verifications of indications.

After the time for which the predictions are made has expired an officer, detailed for that purpose, examines the charts to ascertain the per cent. to which they have been verified. This percentage is determined by fixed rules, and is computed separately for each of the three elements and for the forty-one separate States or districts predicted for. The predictions are read off by a clerk from one of the original copies of indications and the percentages, as announced by the officer, marked over each State or district. These are afterwards copied on a tabulated form, and after the close of the month the monthly percentages are computed separately for each State or district and for each element. The general average per cent. for all the States and districts and elements is also computed. The complete statement is then transmitted to the correspondence division.

FRANK GREENE,

Second Lieutenant Signal Corps, U. S. Army.

INSTRUMENT DIVISION.

The following statement shows in detail the methods of transacting business in the instrument division of the office of the Chief Signal Officer:

The items of the principal business matters transacted in this division consist of (1) custody and care of instruments; (2) receiving instruments; (3) issuing instruments; (4) comparing instruments; (5) repairing instruments; (6) distilling mercury; (7) boiling barometer tubes; (8) care of self-recording instruments; (9) keeping history of instruments; (10) attention to visitors; (11) work on atmospheric electricity; (12) experimental work; (13) action taken on correspondence and forms. Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

(1) *Custody and care of instruments.*—To prevent loss of or damage to instruments constant vigilance is exercised; they are frequently counted and a statement of those received and issued is submitted to the Chief Signal Officer monthly.

(2) *Receiving.*—Instruments received from manufacturers are entered in a day-book, by number and kind; they are carefully inspected, subjected to rigid comparison with standards, and are then ready for issue. Instruments returned from stations or other sources, if in good condition, are stored subject to be issued; if broken, they are repaired, or if the damage be too great, are condemned.

(3) *Issuing.*—When an instrument is issued to a station a complete record is made as to date of issue, to whom, the means of transportation, Signal Service number, and kind. Report of this is made to the property officer.

(4) *Comparing.*—Thermometers received from the maker are examined before being brought into the testing-room. The thermometers to be tested are put up in bunches of six. The first test is at freezing point; the thermometers are then compared in water at 42° with a standard thermometer, and in like manner tests are made every ten degrees up to 112°, and at intervals of twenty degrees below 32° down to 28°. The proper corrections are calculated and recorded. Instruments with defects are rejected. Correction cards are made out consisting of a transcript of the corrections above mentioned. On the last two days of every month comparative readings of substandard and station barometers are made, and careful records are kept in the testing-room. Aneroid barometers are carefully compared in a receiver from which the air has been exhausted. Tests are usually made at three temperatures,—0°, F., 62° and 95°.

(5) *Repairing.*—Barometers of the Service are repaired in this division whenever necessary. Particular care is necessary in order to render the instruments as perfect as possible and "mercury tight." After being repaired each barometer is carefully compared with the standard instrument. Tarnished thermometer scales are cleaned and resilvered.

(6) *Distilling mercury.*—Commercial mercury not being sufficiently pure for the purpose of filling barometer tubes, it is redistilled in this division.

(7) *Boiling barometer tubes.*—A small quantity of pure mercury is placed in the tube and carefully boiled for some time, when a further quantity of mercury is added and boiled, and so on until the tube is full.

(8) *Care of self-recording instruments.*—Sixteen self-recording instruments are kept in operation, which require repairing, adjusting, and cleaning from time to time. One of the two record sheets on each instrument is changed daily, the other semi-weekly, weekly, or semi-monthly. Each instrument is timed and checked twice daily. At the end of each month all record sheets are assorted and filed.

(9) *History of instruments.*—For this purpose sixteen separate books are kept, each containing a short history of from 500 to 1,900 instruments, according to kind. This history includes date of receipt, range of scale, date of issue, to what station charged, date of return, its condition when returned, date of reissue or condemnation, and how the instrument was transported.

(10) *Visitors.*—The different instruments and their uses are explained to visitors, and all desired information regarding the workings of the Signal Service is given.

(11) *Work on atmospheric electricity.*—The work is of a twofold character, viz, that which may be called the "instrumental," pertaining to the devising, construction, and supervision of the various philosophical instruments and apparatus required in a work of a scientific nature, and, secondly, what may be called the work of record, which is of a clerical nature, but greatly differing from ordinary clerical work, since much of it must be done not at the desk, but with note-book and tablet while experiments and testings are in progress. The work is well up to time and carried on with all fidelity and earnestness.

(12) *Experimental work.*—The manner of conducting the experimental work of the instrument division is very varied, according to the nature of the experiment and the surrounding conditions. The work is accomplished largely by the aid of electrical apparatus, which requires the setting up of galvanometers, electrometers, &c. These instruments are tested in different ways to make sure that they are not acted upon by forces other than those whose action is to be studied. The instruments are properly calibrated to evaluate their indications.

(13) *Correspondence.*—All correspondence referring to the purchase of or requests for instruments from stations or other parties is referred by the proper officers to this division for recommendation, which is usually made on communications by indorsement, is copied, and the communication returned to the officer from whom it was received. Forms relating to the condition of instruments on station are examined monthly.

THOS. M. WOODRUFF,
First Lieutenant, Fifth Infantry, A. S. O. and Assistant in charge.

MARINE DIVISION.

The following statement shows in detail the methods of transacting business in the marine division of the office of the Chief Signal Officer, U. S. A.:

The items of the principal business matters transacted in this division consist of ships' barometers compared with Signal Service standards, forms containing observations, abstracts of logs, packages of forms issued, international storm reports, storm-signal codes, cablegrams to London, cablegrams to Paris.

NOTE.—The marine division was first established in this office in November, 1881, and on December 3, 1884, the work was removed to New York City, and the organization changed from marine division to Signal Service agency. In view of the above facts, it is evident that a report on marine work as a division of this office can not be given except for the year 1884. However, the report submitted herewith embraces the period called for by the Senate Select Committee, viz: January 1, 1884, to March 1, 1887.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Ships' barometers compared with Signal Service standard.—Three of the five men on duty in the marine division are designated marine agents. One is stationed in Boston, one in Philadelphia, and the third at the headquarters of the work at the Maritime Exchange, New York City. They board vessels on arrival in those ports and carry with them aneroid barometers set to Signal Service standards, by which a series of comparative readings are taken with the ships' instruments; errors in ships' barometers, if any, are determined and noted, and in each case a correction card, showing how much "too high" or "too low," is issued to the captain.

The location of all instruments is noted and care is exercised to see if they have proper exposure. The agent on his return from the vessel makes a report showing all the facts in each case, and forwards it to the central office; note of the same is also made in the records of the sergeant in charge of the marine work for reference.

Forms containing observations.—Forms containing reports of vessels are received at the New York office; each form is examined carefully and its receipt is noted in a check-book. Acknowledgment is made at once by mail, and should instructions be necessary they are incorporated in the letter acknowledging the report. When this is done, the forms are stamped with date of receipt and acknowledgment and then sent to the review division in the office of the Chief Signal Officer, for use in the preparation of charts and the chapter on "North Atlantic Storms" in the Monthly Weather Review.

Abstracts of logs.—Marine agents carefully collect from logs of vessels all data that can be obtained, showing the position of icebergs observed, water-spouts seen, and other interesting meteorological phenomena, and forward the same to the review division at the central office.

Packages of forms issued.—These consist of the regular forms calling for one daily observation taken at Greenwich noon, storm reports, fog-bank blanks, and envelopes with which to mail reports. They are issued to shipmasters when in ports of the United States; in some cases they are mailed to foreign addresses when observers are not likely to return soon to the United States. Shipmasters as a rule have no fixed place of abode, and this branch of the marine work requires vigilant attention, or val-

uable meteorological observations may be lost on account of the non-receipt of forms by shipmasters.

International storm reports.—Storm reports containing specific data observed in the North Atlantic, west of the 45th meridian are received from incoming steamers arriving at New York and Boston; the data, when of value, are incorporated in cablegrams sent to the London meteorological office.

Storm signal codes.—This publication is placed in the hands of shipmasters in order that they may become acquainted with the system of signals used by the Signal Service to warn shipping of the probable approach of destructive storms on our seaboard.

Cablegrams to London.—Cablegrams were sent from December 1, 1884, to November 1, 1886, from the Signal Service agencies at Boston and New York, to the London meteorological office. They contained specific data, obtained from shipmasters commanding the fast steamers on reaching these ports from Europe. The data cabled embraced the data and position of storms encountered west of the 45th meridian; the lowest barometer reading observed the force of the wind, and how it shifted as the disturbance progressed, also the position and data of icebergs encountered on the passage.

Cablegrams to Paris.—The meteorological offices of London and Paris have now organized, and with the co-operation of the United States Signal Service have provided for the daily transmission of weather dispatches to each of these centers. Upon the receipt of such information, bulletins and warnings are issued and telegraphed to all European seaports, by means of which a knowledge of the weather conditions prevailing over that portion of the Atlantic, embracing the great storm region north of 35° north latitude, becomes available for the benefit of the commerce of two great continents. These cablegrams are of two kinds, one relative to the weather conditions over the entire United States, and the other to similar conditions over the entire Atlantic Ocean between 35° and 50° north latitude and 45° and 70° west longitude. The data from which the former is constructed is entered in what is known as the continental code chart, and the data received from shipmasters is charted upon what is known as the marine code chart; the cablegrams are made up separately from the two charts and afterwards combined into our dispatch for convenience and economy, which is cabled to Paris at midnight of each day. The marine dispatch is based entirely upon observations made by the gratuitous co-operation of shipmasters, who gladly extend every facility in their power towards the successful prosecution of the work, on account of the benefit they receive from the publication of the information. The land dispatch is made up from the 10 p. m. telegraphic reports received from the regular stations of the Signal Service throughout the United States. There are three kinds of marine meteorological information used in the preparation of cable dispatches which is collected from shipmasters immediately upon their arrival: (1) Synchronous observations extending over a period of five days, including date of arrival, which are recorded at 12 m., Greenwich meantime, and consist of latitude and longitude, barometer corrected for all error, the direction and force of wind. (2) Storms when not over five days old and observed to the westward of the 45th meridian, giving the date and lowest barometer corrected for all error, together with the change of the wind during its progress. (3) Gales or severe storms under the above conditions, but where no barometer readings were obtainable. In addition the position of derelict wrecks, abandoned vessels, icebergs, and field ice reported also enters into the composition of the daily cablegram.

JNO. P. FINLEY,

Second Lieutenant Signal Corps, United States Army, and Assistant.

MILITARY SIGNALING DIVISION.

The following statement shows in detail the methods of transacting business in the military signaling division of the office of the Chief Signal Officer, U. S. Army:

The items of the principal business matters transacted in this division consist of supervision of purchase of signal equipment, apparatus, and supplies, and issue of same to the Army through the property and disbursing office of this service; care and improvement of field telegraph train, knapsack, telephone, and telegraph, heliograph, and other signal apparatus; preparation of a manual of instruction in military signaling and the management of the field telegraph train; supervision of instruction in signaling, and collation of all information possible from American and foreign sources in relation to the foregoing subjects.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes

through whose hands the same passes and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of, and notice duly given to the proper party :

Purchase of signal equipments and apparatus.—A letter is written in each case to the Chief Signal Officer requesting that directions be given for the purchase contemplated. This letter is entered and recorded in the property and disbursing division. It is then, if approved by the Chief Signal Officer, sent through the military signaling division to the publications division, where drawings of the apparatus are made. When these are finished it is returned to the military signaling division, where specifications are drawn up. The letter, with specifications and drawings, is then returned to the property and disbursing officer, who has the latter lithographed. The proof is sent to this division for revision and corrections before final lithographing. The property and disbursing division then invites bids. The proposals are opened at the specified date in the property and disbursing division, entered and referred to this division to recommend to whom contract should be awarded, and then returned to the property and disbursing division, where the contract is made with the successful bidder. Upon receipt of the apparatus, they are tested and examined by the military signaling division before acceptance and final payment by the property and disbursing officer.

Issue of signal equipments, &c.—Requisitions for signal equipments, &c., are received and entered in the property and disbursing division, and then referred to this division, where the action to be taken is suggested and noted and papers returned to the property and disbursing division to carry out the recommendation. The action taken consists either in wholly or partly filling the same, or returning the same for correction, if the laws regulating them have not been complied with.

Improvement of signaling apparatus.—The improvement of any apparatus requires preliminary study of the apparatus in use in other armies, of books and literature on the subject, comparison of the different instruments in use, suggestions from experts, &c.; then a sample is devised and constructed under direction of this division either by the mechanics at this office or by private firms; this sample then undergoes a series of tests in the field at long and short ranges, and in all kinds of weather. If found to be an improvement upon those in use the Chief Signal Officer appoints a board of officers to examine and report upon the same previous to purchasing a supply. At this stage the same steps are taken as described under "Purchase of signal equipments and apparatus."

Reports from acting signal officers.—These are monthly reports of instruction in signaling held at each military post. They are received in this division, examined and entered, *i. e.*, condensed statement kept of signaling done in the Army. If the reports seem to be unsatisfactory they are submitted to the Adjutant-General, who gives the necessary directions in the matter.

Collation of all information possible on military signaling.—This consists in translating books of foreign countries on the above subjects, and in the collection of articles from American and other sources in a scrap-book kept for that purpose.

R. E. THOMPSON,
First Lieutenant Sixth Infantry, Acting Signal Officer.

NOTE.—The tabulated data of this division are included in the statement of the correspondence and records division.

PROPERTY AND DISBURSING DIVISION.

The following statement shows in detail the methods of transacting business in the property and disbursing division of the office of the Chief Signal Officer of the Army :

The items of the principal business matters transacted in this division consist of—(1) Recording all letters received, and indorsements thereon, relating to property or money matters; (2) writing, recording, and mailing all letters sent relating to property or money matters; (3) the examination and adjustment of quarterly reports of property, from observers of the Signal Service, the invoicing and recording of all property sent from the office; (4) the examination and adjustment of the accounts current from such telegraph stations as report to the property and disbursing officer; (5) the preparation of the money accounts of the property and disbursing officer, including abstracts and accounts current, the comparison and correction of vouchers for submission to the Chief Signal Officer, and the proper record of the same, including record of receipts and expenditures; (6) the preparation of orders, letters of authority, contracts, leases, &c., the examination of bills, and the preparation of vouchers for settlement; (7) the settlement of all accounts against the office; (8) the examination and preparation for settlement of the pay and commutation accounts of the

enlisted men of the Signal Corps; (9) the preparation for settlement of the pay accounts of the civil employes on duty in the city of Washington; (10) the receiving, packing, and shipping of all supplies, and recording of such receipts and shipments; (11) the proper keeping, cataloguing, and keeping the accounts of the issues of books from the library; (12) the manufacture, repair, and modification, &c., of equipments, instruments, &c.; (13) the making of packing boxes for shipment of supplies, shelving, office repairs, and other necessary work; (14) the supervision of all messengers and laborers and general policing; (15) the preparation of all specifications and advertisement for supplies, and of estimates for appropriations.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

(1) All communications received are properly briefed, numbered, and entered in the proper record-books, and sent to the chief clerk of the division for action. (2) The action to be taken is then noted thereon by him, and the papers distributed throughout the division. (3) If the letter is a request for the issue of property, it goes to the clerk in charge of property accounts, who issues a shipping memorandum to the shipping clerk; the memorandum is signed by the chief clerk; or, in case of instruments, the shipping memorandum is sent to the instrument division (having custody of the instruments), and the memorandum is signed by the property and disbursing officer. (4) The articles are then prepared for shipment, being properly packed and marked, and the shipment made; and the shipping memorandum returned to the chief clerk's desk, with notation thereon showing by whom packed, when, and how shipped. (5) The memorandum is then turned over to the property clerk, where proper record is made, showing to whom the articles were sent; this is the charge of the property, and at the end of each quarter invoices corresponding to all the charges made during said quarter are sent to the persons. (6) From these invoices the quarterly returns of property are made, and when received they are sent to the property clerk, who thoroughly examines them, and uses them in preparing the consolidated report of the property and disbursing officer. (7) No purchase or employment, of any kind, is contracted for until a written request, fully setting forth the necessity of the article or service, has been made, and the recommendation, when necessary, of the officer in charge of the stations or telegraph or other proper division obtained. (8) If recommended, the paper is sent by the chief clerk of the division to the order clerk, with proper instructions indicated thereon. (9) The order clerk then prepares the formal letter of authority, which goes to the chief clerk of the division, and is initialed by him, if correct, and sent to the property and disbursing officer for signature, and then goes to the examining officer for his signature and for record; it then goes to the book-keeper, who retains the coupon, initials the letter, and turns the latter over to the order clerk, for record and mailing. (10) The book-keeper's coupon is used in keeping the record of expenditures; it is entered on the form provided for the purpose, by the book-keeper, and known as the debit sheet; these sheets are stitched together at the end of each year—they are used as being more convenient than bound books. (11) The letters of authority are required to be returned with the bill, when the latter is rendered, and the bill must be accompanied with vouchers, in duplicate properly signed. (12) When the bill and vouchers are received, they go to the clerk charged with the examination of bills and the preparation of vouchers for settlement. (13) After examination by him, they (if articles) go to the receiving clerk, to be checked by him, then to the settlement of accounts room, where the vouchers are completed in the form required by the rules of the War and Treasury Departments, and sent to the examining officer for examination and record; if passed by him, they are so marked and returned. (14) They then go back to the settlement of accounts room, where the check in payment is drawn and transmitted, after being signed by the property and disbursing officer; all vouchers are paid by checks drawn to order, and in no case to bearer. (15) The vouchers then go to the book-keeper, who enters them up on a credit sheet. (16) Then to clerk charged with preparing the necessary abstracts and accounts current, where they are prepared for transmission to the Chief Signal Officer, for final examination and transmission to the Third Auditor of the Treasury. (17) The accounts current from telegraph stations are sent to the clerk charged with their examination and adjustment, and all action taken by him; all correspondence relating thereto, however, passes through the chief clerk's hands for the signature of the property and disbursing officer. (18) All accounts for pay and commutations of the enlisted force of the office are sent to the mustering officer, who examines and prepares them for settlement by the proper disbursing officers. (19) The civil rolls and pay accounts of the civilians on duty at the office of the Chief Signal Officer are prepared semi-monthly by one clerk, and all correspondence relating thereto is attended to by him; the letters, however, pass

through the hands of the chief clerk, for the signature of the property and disbursing officer, or the Chief Signal Officer. (20) All articles received at the office are recorded in a book kept for the purpose by the receiving clerk; when goods are ordered or called in from stations, coupons are made and sent to the receiving clerk, notifying him of the expected receipt; in the case of goods ordered, when received, the coupon corresponding thereto is properly filled up by the receiving clerk, notifying the property and disbursing officer that the goods have been received and are ready for inspection; the goods are then inspected, and, if accepted, are turned over to the shipping clerk for storage, until such time as they are needed, or turned over to him for immediate issue, as the case may be. (21) All letters sent are based upon memorandum, or rough drafts of letters, prepared under the direction of the property and disbursing officer, by the chief clerk of the division, or dictated by him to a stenographer, and when written they pass through the hands of the chief clerk of the division, who places thereon his initials, and passes the letters to the property and disbursing officer for signature.

F. B. JONES,

Captain and A. Q. M., P. and D. Officer Signal Service, U. S. A.

APRIL 8, 1887.

PUBLICATIONS DIVISION.

The following statement shows in detail the methods of transacting business in the publications division of the office of the Chief Signal Officer of the Army:

The items of the principal business matters transacted in this division consist of— (1) Entering upon charts designed for the purpose meteorological data compiled from reports of stations of the United States Signal Service and international stations and vessels at sea; drawing isobars and isotherms based upon such data; preparing transfers to lithographic stones; miscellaneous draughting, such as drawings of instruments, &c., used in this Service; special charts, maps, &c., used in this service. (2) Receipt and printing by lithographic process of the maps, charts, &c., and miscellaneous drafting prepared as above; press printing of forms, reports, Monthly Weather Review, Monthly Summaries and Reviews; the printing of all special orders, instructions, &c., for distribution; printing of letter-heads, envelopes, and miscellaneous work originating in this Service. (3) The folding, stitching, and binding of all pamphlets, periodicals, &c., printed as above; keeping lists of societies co-operating with this Service, scientists, meteorologists, and other persons entitled to receive the publications of this office; general editorial and clerical supervision of the work of this division; wrapping and addressing the publications of the office; replying to casual applications for publications in stock; properly caring for and arranging the publications on hand.

The division is divided, as above indicated, into three subdivisions, drafting, printing, and distributing.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party.

In the drafting subdivision.—(1) Charting the international Daily Weather Maps; the data for these maps being furnished by the review division, and entered upon a chart of the northern hemisphere, specially designed for this purpose; the data is then examined to determine points of equal atmospheric pressure and isobaric lines drawn connecting these points for every two-tenths of an inch of difference in pressure; the maps are then submitted to the officer in charge, and if approved by him are returned and the features of the map transferred to a sheet of special paper preparatory to transferring to the lithographic stones. (2) Charting the international monthly mean map and charting of the international annual mean map, all of which, after being drawn from data furnished by the review division, are submitted to the officer in charge, and if approved by him are then drawn in ink on a special paper for this purpose and transmitted to the publications division for transfer to the lithographic stones. (3) The preparation of the Monthly Weather Review Charts; these vary in number from six to ten, are originally prepared on basis of different sizes according to the requirements of space for data, &c., but they are eventually reduced by hand in this room to the size of the publication Monthly Review, and are finished in autographic transfer ink and transmitted to the lithographer to print for publications. (4) The above constitutes the regular routine work of the drafting subdivision; in addition there is considerable miscellaneous work; the drawing and copying of mechanical drawings of instruments and implements used in the Service; drawing charts on cyclostyle plates; reducing and enlarging of charts received from

time to time. All of the above work is entered in a book when received from the different divisions of the office, the work completed, and then finally transmitted to the lithographer for printing.

In the printing subdivision.—(1) When a request is received for printing of either or all of the different classes of work, including orders, instructions, circulars, job work of various kinds, and the monthly publications, a record is made in a book kept for the purpose, the date of receipt is entered, and the work is taken up in order, the composition (type-setting) performed; a proof sent to the division from which the work is received, and when the proof is returned corrected, the work is printed, and with all the papers pertaining thereto it is returned to the division to which it belongs; a record being made of the time of its delivery. (2) The same course is pursued with regard to the lithographic work.

In the distributing subdivision.—(1) This subdivision keeps a list of addresses of foreign meteorologists, meteorological societies, bureaus, signal service, voluntary observers, tornado reporters, libraries, colleges, scientists, &c., to whom office publications are sent, and alters these lists from time to time, when so directed by proper authority. (2) It receives from the printing subdivision the Monthly Weather Review, Monthly Summaries, daily maps, &c., and from the Government Printer annual reports and other office publications, and issues all publications to parties entitled to receive them. (3) The stitching, binding, and folding of all pamphlet publications is done by this subdivision, and the storing and properly caring and arranging of all publications is done by this subdivision. (4) It receives and acts upon applications for the various office publications from parties not regularly listed by referring these applications to the proper authority, and keeps the records of the whole publications division.

Respectfully submitted.

F. B. JONES,
Captain and Assistant Quartermaster.

REVIEW DIVISION.

The following statement shows in detail the methods of transacting business in the review division of the office of the Chief Signal Officer:

The items of the principal business matters transacted in this division consist of the preparation of data for publication in the Monthly Weather Review and Summary and Review of International Observations; also the work of preparing a series of monthly normals (covering a period of ten years), based upon international simultaneous observations.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party: Upon the receipt of the monthly reports of meteorological observations, on which are based the Monthly Weather Review and Summary and Review of International Observations, they are checked, filed, and indexed. The data from these reports are examined, copied, and arranged for publication in pamphlet form, with accompanying charts, under the titles above mentioned. When meteorological reports from the various sources are received they are first checked and acknowledged. The barometric readings are corrected and reduced to the level of the sea; the temperature readings are corrected for publication in both the Fahrenheit and centigrade scales; and all other data are reduced to a uniform standard. The data are then charted and arranged for publication.

This work is performed under the direct supervision of an officer whose duty it is to see that the work is properly and accurately done before being submitted for publication.

A statement as to the amount of work done and the general condition of the business of the division is made to the Chief Signal Officer at the close of each month by the officer charged with the supervision of this work.

F. M. M. BEALL,
Second Lieutenant Signal Corps.

STATIONS DIVISION.

The following statement shows in detail the methods of transacting business in the stations division of the office of the Chief Signal Officer:

The items of the principal business matters transacted in this division consist of—
(1) Action upon correspondence received from observers and others; (2) correspondence with and instruction of observers of the Signal Service relative to their meteorological observations.

logical duties; (3) correspondence with and instruction of all special river observers; (4) correspondence with and instruction of all special cotton-region observers; (5) correspondence with and instruction of all cautionary-signal displaymen; (6) the receipt and distribution of all meteorological forms and reports; (7) the examination and revision of meteorological forms and reports; (8) the translation of all weather reports received in cipher; (9) the preparation of meteorological tables for annual report, Chief Signal Officer; (10) the preparation of meteorological data for courts, merchants' exchanges, Mississippi River Commission, railroads, and scientific purposes generally; (11) the taking and recording of all meteorological observations for Washington City; (12) the preparation and issuance of weather bulletins and press reports for the information of the public of Washington City; (13) examination of and all necessary action upon reports of inspectors of the railway weather bulletin service; (14) the supervision of and all correspondence relative to the display of weather and temperature signals and cold-wave signals; (15) recommendations to the property and disbursing officer Signal Service relative to the purchase of station supplies, action on bids for purchases of supplies, removals of offices, erection of roof instruments, and the disposition of meteorological instruments; (16) supervision of the work of inspectors of stations, and necessary action relative to changes in meteorological work recommended in their reports; (17) recommendations as to the removal and the discontinuance of Signal Service stations; also the necessary instructions for the establishment of Signal Service stations; (18) recommendations as to the necessary changes of station of enlisted men, and the employment and discharge of civilians at Signal Service stations; (19) general supervision of and instructions relative to the issuance of weather bulletins, weather maps, and press reports at Signal Service stations for the information of the public; (20) the keeping of all necessary records pertaining to the classes of business above enumerated, and also the personal official record of each enlisted employé of the Signal Service.

Total number of Signal Service stations at which meteorological observations are taken	182
Total number of stations at which special observations are taken for the benefit of cotton-growers	135
Total number of stations at which cautionary signals are displayed for the benefit of mariners and in the interest of commerce	69
Total number of stations at which special observations are taken in the interest of river navigation and for the purpose of foretelling floods	70
Total number of cities and towns at which weather and temperature and cold-wave signals are displayed	302

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

(1) All correspondence is received direct from the officer in charge of the division, who notes thereon briefly the action required; it is then referred by the chief clerk of the division to employé having charge of the particular class of work to which it pertains, who prepares the necessary reply, which is submitted to the chief clerk for approval, and by him submitted to the officer in charge for examination and final action.

(2) Correspondence originating in the division is prepared by the clerk having charge of each special class of work, under the direction of the chief clerk and officer in charge.

(3, 4, 5) Correspondence with, and instruction of, special river observers, special cotton-region observers, and cautionary-signal displaymen are disposed of in the same manner as set forth in Nos. 1 and 2.

(6) Meteorological forms and reports, upon their receipt from the chief clerk of the correspondence division, are delivered to the clerk having charge of the checking of such forms, who, after checking them in books kept for the purpose, distributes them, under the direction of the chief clerk, to the clerks in this division for examination and correction, and then to other divisions using the data contained in same. Forms that are not received when due are called for.

(7) Meteorological forms and reports are referred by the chief clerk to the clerks performing the special classes of work to which they belong. These forms are then carefully examined and revised, necessary corrections are made, and observers informed of errors detected in order to properly correct their retained records. The data are classified for use in other branches of work, and forms filed.

(8) The observations taken at stations are received tri-daily in the form of telegraphic reports in cipher; such weather reports upon their receipts are translated into ordinary language for use of officer in charge of "indications."

(9) The meteorological tables for the annual report, Chief Signal Officer, are prepared by clerks specially designated for that class of work. These tables are made up from data contained in the various forms received in this division, and from tabulated data compiled from records extending over a number of years. This branch of work is examined with the greatest care prior to publication to insure absolute accuracy.

(10) Applications for meteorological data, upon their approval by the officer in charge, are referred by the chief clerk to the employé charged with the preparation of the same. When prepared the data are carefully examined, returned to the chief clerk for approval, then transmitted to the applicant in the usual manner. Meteorological data prepared for use in courts have attached thereto the certificate of the Secretary of War.

(11) The meteorological observations of the stations at Washington City are taken and recorded by observers to whom this particular work is assigned.

(12) Weather bulletins and press reports issued at Washington City consist of data contained in the tri-daily reports, and observations taken in this city. They are prepared and posted daily at various places throughout the city, and also furnished the press.

(13) The weather bulletins posted at numerous railway stations throughout the United States are inspected when practicable, and reports of such inspectors are referred to the clerk in charge of that work, who takes the required action.

(14) Applications from citizens in various towns for permission to display weather and temperature and cold-wave signals for the benefit of the public, and for telegrams giving the necessary information therefor, are sent to the chief clerk with the action to be taken noted thereon by the officer in charge; they are then referred to the clerk in charge of this work, who carries out the instructions.

(15) Supplies required for use at stations during the fiscal year are purchased by the property and disbursing officer, upon recommendations made by the stations' officer. All bids for supplies required on station, not furnished direct from this office, are referred to the stations' officer for recommendation. All bids for the erection or changing of roof instruments are referred to the stations' officer for recommendation. Recommendations as to calling in and sending out meteorological instruments are referred to the officer in charge for his concurrence. All papers relative to the above, after the receipt by the officer in charge, are referred to the chief clerk and by him turned over to the clerk in charge of that class of work; recommendation is then made thereon, and the papers returned through the same channels to the property and disbursing officer.

(16) Notes are made of the action to be taken upon the recommendations contained in the reports of inspectors of Signal Service stations by the officer in charge, and the necessary action taken by the clerk designated by the chief clerk.

(17) Correspondence and instructions required in the removal of offices and the establishment and discontinuance of signal stations are written by the clerk in charge of this branch of work, under the direction of the officer in charge and chief clerk.

(18) Such changes in the stations of enlisted observers as are rendered necessary by the exigencies of the service are brought to the attention of the Chief Signal Officer by the officer in charge of stations division, after carefully examining into the necessity for such action; the matter is placed in the hands of the chief clerk, who in turn refers it to the clerk having charge of transfers; recommendations are by him made out in regular form, giving cause and cost of each change, and then submitted to the officer in charge through the chief clerk.

(19) All requests, with the suggestions of the observers submitting the same, for weather bulletins, maps, and reports issued at stations of the service are forwarded to the Chief Signal Officer and referred to this division. The officer in charge notes the proper action to be taken and refers the papers to the chief clerk, who in turn places the matter in the hands of the clerk in charge of this class of work, by whom the required action is taken and a record made. The writer is then informed in the usual manner.

(20) All books of record rendered necessary by the foregoing classes of business are kept by the clerks in this division.

F. R. DAY,
Second Lieutenant Signal Corps, U. S. A.

TELEGRAPH DIVISION.

The following statement shows in detail the methods of transacting business in the telegraph division of the office of the Chief Signal Officer, U. S. Army:

The items of the principal business matters transacted in this division consist of—The officer in charge of this division has supervision of all telegraphic work of the Signal Service, consisting chiefly of the receipt and transmission of all weather

Reports and special messages, including tri-daily circuit reports, tri-daily synopses and cold-wave signal orders, frost, norther, and flood predictions, and telegrams of an indications, cautionary administrative and miscellaneous character; the supervision of the construction, maintenance, and operation of the military and sea-coast telegraph lines, and the control of the men serving thereon, so far as telegraph work is concerned; the preparation of all estimates for telegraph material and supplies, and the revision of all requisitions for supplies needed at stations on the military telegraph lines; the auditing of all bills of telegraph companies against the Signal Service, and of all bills for expenses incurred in the maintenance and repair of the military telegraph lines; the arrangement with railroads and other associations for the widest possible dissemination of special frost predictions; the correspondence with telegraph companies, and in reference to the duties of operators and repairmen on the military telegraph lines.

The force consists of the officer in charge (who is also in charge of the stations division), one chief clerk in charge of military telegraph lines, one chief operator in charge of operating room and sea-coast telegraph lines, one auditing clerk of telegraph bills, six telegraph operators, one telephone operator, and one battery and lineman.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

Weather Reports and audit of bills.—Regular weather reports, in cipher, are received over circuits from 130 stations at 7.30 a. m., 3.30 p. m., and 10.30 p. m. each day, and are sent to the translating room as fast as received. From these translated reports the tri-daily synopsis, indications, storm warnings, special predictions, &c., are prepared in the indications division and a copy of each sent to the telegraph room, to be immediately telegraphed to the press, signal stations, railroads, and such other parties as may have been designated to receive them. The average time consumed in transmitting the weather reports from 130 stations to this office over each circuit is about 50 minutes, and the average time elapsing between the hour of observation at stations and the telegraphing of the indications to the press, &c., is about 1 hour and 40 minutes. Three operators are required at each signal hour, and two or more are constantly on duty from 7.25 a. m. until 1.30 a. m., or until all work is disposed of. Record is kept of all interruptions, delays, failures, &c., also of all messages sent and received, the originals of which are assorted and filed for use in auditing the telegraph bills.

The bills of the several telegraph companies, accompanied by copies of all messages necessary to substantiate them, are rendered monthly, and are referred to the telegraph division for audit. The auditing clerk carefully examines each account to determine whether or not the messages charged for were actually sent and received, and whether the proper rate is charged on every message appearing in the bill. Each message accompanying the bill is compared with the original on file at this office, and, when audited, the original is stamped with the date of audit and the name of the telegraph company to whom payment is to be made. This precludes the possibility of a second payment for the same message. If for any reason a message is disallowed the copy is marked "disallowed" and the reason thereof noted on it.

The several bills include not only the messages sent and received at this office, but those of every signal station in the United States, each station forwarding its messages to this office for settlement of the tariff due thereon. In the case of the regular circuit or cipher reports the number of words received over each circuit is compared with the number charged on the bill, and if discrepancies appear a "difference sheet" is prepared, to be returned with the bill, showing the corrections made in the account. The bill thus corrected and audited is then submitted to the officer in charge for his personal examination, who, if satisfied of its correctness, so certifies to it, and obtains the approval of the Chief Signal Officer to the accounts as audited.

The bills and messages are then returned to the property and disbursing officer for preparation of the formal vouchers.

F. R. DAY,
Second Lieutenant Signal Corps, U. S. A.

PROFESSOR ABBE'S DIVISION.

The following statement shows in detail the methods of transacting business in Professor Abbe's division of the office of the Chief Signal Officer, U. S. Army:

The items of the principal business matters transacted in this division consist of (1) the preparation of a treatise on meteorology and meteorological instruments (three

persons engaged); (2) the compilation of a bibliography of meteorology (two persons engaged).

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party.

(1) *Preparation of treatise.*—Special portions are assigned to my two assistants to collate and arrange all the information on the subject. A monthly report of progress is made.

(2) *Compilation of bibliography.*—All titles of books and memoirs bearing on the meteorological work of the office are collected, transcribed on cards, and classified by subjects, with author index. A monthly report of progress is made.

CLEVELAND ABBE,
Professor and Assistant.

OFFICE OF THE CHIEF SIGNAL OFFICER.

The following statement shows in detail the methods of transacting business in the office of the Chief Signal Officer of the Army:

The items of the principal business matters transacted in this office consist of—

Meteorological (sections 221, 222, 223, Revised Statutes).—Taking meteorological observations at the military stations in the interior of the continent and at other points in the States and Territories of the United States, and for giving notice on the northern lakes and on the sea-coast, by magnetic telegraph and marine signals of the approach and force of storms, for the benefit of commerce and agriculture, which necessitates (as to *personnel*) the training of commissioned officers for the duties; the careful selection and examination of those enlisted and their instruction in meteorology (and as these duties may at any time be changed, telegraphing and military signaling), the method of reading instruments and written reports to this office, keeping station records and disseminating, by signal flags, bulletins, &c., the reports of the service; the movement of the men from station to station as the exigencies of the service require, the details connected with their enlistment, discharge, discipline, subsistence, pay, &c., and the appointment, instruction, &c., of the various minor employes of this service, such as displaymen, river and cotton region observers, &c.; the establishment and discontinuance of stations, including the leasing of offices, the purchase, repairs, &c., of the necessary furniture, and supplies for the stations (after consideration and award of bids at this office), and the payment and auditing at this office of all bills incurred by the service, the purchase of the necessary meteorological instruments, their careful comparison with standards to discover instrumental errors, their shipment to stations, &c.; the receipt, tri-daily, at this office, from the stations of the service (and from Canada by interchange) of telegraphic reports, translating and charting them for study by the officer who prepares the Indications, the official name for the predictions of the weather, and the dissemination of the latter through the press, &c., and by signals (flags, &c.). The receipt, examination, collation, and publication of the reports received by mail from the stations of this service, and from voluntary observers in this and foreign countries, with a view to the discussion of the data and the deduction of general laws.

Telegraphic (section 223, Revised Statutes).—The construction, maintenance, operation and repair of telegraph lines connecting signal stations at light-houses and life-saving stations with each other and the mainland, and of telegraph lines connecting military posts on the frontiers with headquarters, which involves, in addition to such of the details under the foregoing heading (Meteorological) as are applicable, the preparation of the estimates for material, supplies, labor, &c., for projected lines, including laying submarine cable to connect points on the sea-coast; the establishment of telegraph stations with reference to the needs of the service and of the public; the establishment of rates; the collection and accounting for the receipts, &c., and the inspection and repair of the lines when necessary.

Military signaling (section 1195, Revised Statutes).—The charge, under the direction of the Secretary of War, of signal duty and of all books, papers and apparatus connected therewith, which involves the instruction of officers and men of the Signal Corps in the practice of visual and sound signaling, and the construction, care, and operation of field telegraph trains; the supervision of instruction in signaling of officers and men of the line of the Army; the purchase, examination, and distribution of signal equipments and apparatus, and the study of the latest information, &c., on the subject. Incident to the foregoing is the correspondence with scientists, domestic and foreign, with reference to meteorology and allied sciences, and the international polar expeditions; with commercial companies, post and department command-

ers, relative to the telegraphic service; and the inspection, from time to time, by commissioned officers of this service, of the men, stations, &c., throughout the United States. For purposes of administration the work of the service is divided between and conducted under the supervision of the Chief Signal Officer, by the following-named divisions:

The correspondence and records division receives and distributes all business coming into the bureau, issues all printed instructions, circulars, general and special orders affecting the duties and stations of officers and men of the service; examines candidates for the service, and enlists, disciplines and discharges them; also conducts correspondence of a general or miscellaneous character not within the province of other divisions, this division being especially the office of the chief of the Bureau.

The examiner's (auditing) division receives and audits the returns of property and money, accountability of the officers of this service, and of those of the line of the Army who have signal equipments and stores, and scrutinizes closely papers pertaining to expenditures, to see that the laws and regulations have been complied with, acting as an effective check on the disbursements, &c., of the service.

The indications division receives the tri-daily telegraphic reports, charts them, and prepares the reformed indications, storm signal orders, frost warnings, river and flood reports, &c., seeing that they are properly disseminated.

The instrument division has charge of the meteorological instruments, their careful comparison with standards to deduce instrumental errors, for which a correction has to be applied to all instrumental readings, and makes tests, experiments, &c., on the subject.

The military signaling division supervises, by means of monthly reports, &c., the instruction of the line of the Army in military signaling, receiving and scrutinizing the monthly reports of instruction given by acting signaling officers at military posts; recommending as to purchase and issue of signal equipments and apparatus, and making tests and studying all available information with a view to improvement of system or apparatus.

The property and disbursing division prepares and submits estimates for the funds needed for the service and, when appropriated, makes the necessary expenditures, (after advertisement for proposals, consideration of bids, and award of contracts, in all cases in which it can be done,) under the direction of the Chief Signal Officer, and in accordance with the law and regulations in payment for rent, hire of civilian employes, (janitors, &c.) furniture, light, fuel, and other expenses at offices outside of Washington, D. C.; for telegraphic services; for manufacture, purchase, and repair of instruments, instrument shelters, telegraph material and supplies, signal equipments and apparatus; for maps, bulletins, &c.; for services of displaymen, river observers, and cotton-region observers, and for expenses of construction, maintenance, and repair of military telegraph lines. This division also prepares vouchers, &c., for payment by the proper staff department of the Army, for pay, commutations of fuel, quarters and rations, and medical attendance of enlisted men; prepares and dispatches (through the quartermaster's department) the necessary supplies of stationery, forms, &c., to stations, and issues instruments, preparing them for transportation between this office and stations. At present correspondence with the War Department relative to appointment, discharge, and resignation of civil employes, is here conducted, as well as the preparation of pay-rolls for the members of the service.

The publications division has charge of the force of printers employed in doing the printing necessary for the transaction of current business, such as daily weather map, the synopsis and indications, the monthly weather review, summary and review of international meteorology, instructions, circulars, general and special orders, &c., and also distributes surplus publications to voluntary observers and co operators with this service, keeping record thereof.

The review division has charge of observations made by voluntary observers in the United States; of foreign observations and their conversion into English inches and degrees Fahrenheit, and of shipmasters' meteorological reports; the examination of these observations, their tabulation and the careful consideration of all the data contained therein, and of all available information to be had on current meteorological phenomena, for publication in the Monthly Weather Review, and monthly summary of international meteorological observations, which this division prepares for print; the correspondence with voluntary observers, American and foreign, relative to details; giving instructions to, and providing for the issue of instruments (in some cases) and forms to these classes of observers.

The stations division has charge of the operation of the stations of the service, including all special stations, such as display, river, and cotton region, and the necessary instruction of the observers in their duties, including the taking of observations and reporting them to this office, and the dissemination of weather reports by bulletins posted at their stations, in public places, and along the lines of railroad; the translation of the telegraphic reports (sent in cipher for economy) received at this office, and the issue of bulletins and press reports in this city; the examination

of forms (tabulated data) received at this office from the regular stations, and the careful comparison of the data contained therein with the original records, with a view to the detection and correction of errors, if any, and the tabulation of the data thus verified, for publication. This division also conducts correspondence with persons throughout the United States who agree to procure flags and flag poles to display signals on receipt of information from this office.

The telegraph division has supervision of all telegraphic work of the service, including the operation and repair of telegraph lines and cables (military and sea-coast); correspondence with commercial telegraph organizations, and with commanding officers of military posts and departments relative to telegraphic matters; auditing of all bills for telegraphic services; estimating for material and for supplies for construction and operation of the lines; and instruction of men at telegraph stations in their duties.

Professor Cleveland Abbe is preparing a treatise on meteorology, and supervising preparation of a bibliography of meteorology, and has nominal supervision of work of Junior Professor Frank Waldo.

In connection with the tabulated information furnished by the several divisions of this office, as requested in letter of Senator M. F. Cockrell, dated March 18, 1887, the following summary of absence during the years 1884, 1885, and 1886 by employes of this office in this city is submitted:

	1884.	1885.	1886.
Average number of employes during the year.....	229	210	200
Total number of days of absence during the year from all causes (including sickness)	7, 170	5, 590	5, 376
Average number of days of absence for each employe.....	31½	26½	27

Average number of days of absence for each employe for three years, 28½.

A. W. GREELY,
Chief Signal Officer.

QUARTERMASTER'S DEPARTMENT.

WAR DEPARTMENT,
QUARTERMASTER-GENERAL'S OFFICE,
Washington, D. C., April 21, 1887.

SIR: I have the honor to submit the following statement for the consideration of the Select Committee of the Senate, appointed to inquire into and examine the methods of business and work in the Executive Departments of the Government, &c.

The appropriation to pay for Army transportation over certain land-grant railroads is made in the following terms, as shown by the inclosed copy of the law:

"Arrears of Army transportation on certain land-grant railroads for the payment of Army transportation lawfully due such land-grant railroads as have not received aid in Government bonds, to be adjusted by the proper accounting officers in accordance with the decisions of the Supreme Court in cases decided under such land-grant acts, but in no case shall more than fifty per centum of the full amount of the service be paid, fifty thousand dollars: *Provided*, That such compensation shall be computed upon the basis of the tariff rates for like transportation performed for the public at large, and shall be accepted as in full for all demands for such services."

A similar appropriation (usually \$125,000, however), has been made annually since 1879, in the same terms. It is founded on a decision of the Supreme Court in a suit brought by the Atchison, Topeka and Santa Fé Railroad.

The terms are peculiar, in requiring the adjustment of the accounts by the accounting officers, being the only appropriation of the War Department where such a provision is made.

The effect of this provision has been that not only land-grant railroad accounts, large and simple, have been transmitted to the accounting officers for adjustment before payment, but by decision of those officers all railroad accounts, involving the joint service of land-grant and non-land-grant railroads, must also be sent to Washington for that purpose.

The work thus thrown upon the transportation branch of this office of receiving and scrutinizing and forwarding these unpaid accounts to the Treasury, and supervising their settlement generally, may be best understood by stating that for the fiscal year 1886 they aggregated over \$400,000.

The system imposes upon the Secretary of War, the Quartermaster-General, and the accounting officers, the duty of disbursing public funds, which seems more properly to pertain to bonded officers of the Quartermaster's Department. The work involved is a work of immense detail, and although promptly performed it is clear that the delays of settlement are necessarily greater than if the accounts were paid by local quartermasters.

These quartermasters, under the instructions of this office, prepare all these accounts for settlement; and, as a rule, they are paid through the accounting officers of the Treasury as so prepared; the experienced officers and clerks of the Department being kept well informed of all laws and regulations governing the settlement of such accounts.

A consideration of these circumstances has suggested the propriety of making an effort to have expunged from the Army bill a distinct appropriation for land-grant railroads, and merging the same into the appropriation Army transportation, using such language as will authorize disbursing quartermasters to pay the accounts, and thus place them on the same footing with the accounts for the ordinary expenditures of the Department.

It seems clear that such action would materially reduce the current work of this office and that of the accounting officers of the Treasury, and would probably expedite the payment of the accounts to the railroad companies.

Very respectfully, your obedient servant,

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

Hon. F. M. COCKRELL,
Chairman Select Committee, United States Senate.

FINANCE DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the finance division of the office of the Quartermaster-General of the Army in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1,118	0	1,118	4 $\frac{1}{2}$ $\frac{1}{2}$	276 $\frac{1}{2}$	6 $\frac{1}{2}$	306 $\frac{1}{2}$	270 $\frac{1}{2}$
1885	301	1,094 $\frac{1}{2}$	0	1,094 $\frac{1}{2}$	4 $\frac{1}{2}$ $\frac{1}{2}$	264 $\frac{1}{2}$	6 $\frac{1}{2}$	277	235
1886	305	1,354	0	1,354	5	270 $\frac{1}{2}$	6 $\frac{1}{2}$	277	261
1887 (to March 1)	47 $\frac{1}{2}$	219	0	219		43 $\frac{1}{2}$	6 $\frac{1}{2}$	47 $\frac{1}{2}$	37 $\frac{1}{2}$

The following statement shows the average amount of business performed, transacted, and disposed of in the finance division of the office of the Quartermaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.			1885.			1886.			1887 (to March 1.)		
	Average amount.	Average employes.	Min.	Average amount.	Average employes.	Min.	Average amount.	Average employes.	Min.	Average amount.	Average employes.	Min.
January	1,423	4½	1,473	4	1,659	5	1,617	5
February	1,322	4	1,341	4	1,368	5	1,543	5
March	1,374	4	1,708	4	3,168	5
April	1,520	4	1,607	4	1,661	5
May	1,452	4	1,454	4	1,665	5
June	1,290	4	1,609	4	3,408	5
July	2,647	4	1,470	4	1,735	5
August	3,384	4	1,513	4	2,603	5
September	1,697	4	1,444	4	1,653	5
October	1,442	4	1,456	4	1,682	5
November	1,538	4	1,370	4	1,401	5
December	1,517	4	1,488	5	1,474	5
Total averages.	20,611	48½	17,997	40½	23,477	60	3,160	10

Each employe is engaged upon work of a different character, and it is, therefore, impracticable to make a comparison and show which has done the most and which the least work. It may be stated, for instance, that the copyist has recorded in "letters received" statements of funds, the estimates of funds, and miscellaneous communications, and in "letters sent" all the letters and indorsements, and besides has done a portion of the indexing. One of the clerks has abstracted the statements of funds for comparison with the records of the Treasury; has drawn most of the requests for remittance on estimates, and on account of settlements made at the Treasury; has written letters advising the disbursing officers concerned of remittances in their favor, and has noted on the settlement book the issue of drafts by the Treasury. Another has kept the "balance books," which show the condition of the several appropriations at all times, and has entered thereupon all the requests for remittance issued on account of estimates of funds as well as those issued on account of settlements made by the Treasury of claims and accounts, and has also recorded on the "balance books" the credit requisitions, and noted on said books the issue of Treasury drafts. Another briefs and indexes the mail, keeps a book showing the record of Treasury settlements, including the date of receipt, amount, in whose favor made, the fiscal year, &c., and keeps a book showing reimbursements of the appropriations for this Department for issues made to the Signal Service; while the other, the principal clerk, analyzes the estimates of funds and submits them to the Quartermaster-General, conducts the miscellaneous correspondence, prepares the annual estimates to Congress, and examines and supervises the work of the branch generally.

The following statement shows the amount and character of business on hand, received, and disposed of in the finance division of the office of the Quartermaster-General at the times named :

Character of business.	1884.			1885.			1886.			1887.		
	Pending Jan 1.	Received during	Disposed of in	Pending Jan 1.	Received during	Disposed of in	Pending Jan 1.	Received during	Disposed of in	Pending Jan 1.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.
Statements of funds (weekly and monthly)	10,867	10,867	10,751	10,751	11,058	11,058	1,797	1,797
Estimates of funds	604	604	546	546	587	587	78	78
Miscellaneous communications	846	840	452	452	440	440	79	79
Treasury settlements	2,357	2,357	1,396	1,396	3,872	3,872	340	340
Requests for requisitions on estimates, settlements, &c.	3,000	2,085	4,576	375
Letters and indorsements written	1,361	1,154	1,303	199
Credit requisitions recorded	1,483	1,483	1,613	1,613	1,625	1,625	292	292
Totals	16,157	20,611	14,758	17,997	17,591	23,470	2,586	3,160

Briefing and indexing not enumerated above consumes a portion of the time of one clerk from day to day, and considerable work is involved in noting from time to time, in the proper books, the issue of drafts by the Treasury in each of the thousands of requisitions, all of which, as well as much other work, is necessary for the completion of the records of the office. The work in this branch is current, and is disposed of from day to day as nearly as is practicable, and no record has been kept of the amount on hand at any one time.

Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

ACCOUNTS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the accounts division of the office of the Quartermaster-General, in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	3,808	0	3,808	14	272	6½	292	265
1885	301	3,780	0	3,780	14	270	6½	278	263
1886	305	3,892	0	3,892	14	278	6½	286	258
1887 (to March 1)	47½	658	0	658	14	47	6½	47½	40

The following statement shows the average amount of business performed, transacted, and disposed of in the accounts division of the office of the Quartermaster-General, United States Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	6,994	11	4,750	16	5,089	15	4,729	14
February	4,254	14	6,640	16	6,593	15	5,484	14
March	7,141	15	5,491	16	6,296	14
April	6,234	15	5,645	16	3,346	14
May	3,608	15	4,419	16	6,359	14
June	5,882	15	7,268	14	7,425	15
July	7,894	15	2,101	14	4,471	13
August	3,063	14	6,733	13	7,381	14
September	4,920	14	4,126	11	5,772	12
October	5,442	12	6,653	12	5,807	12
November	5,442	12	5,887	12	5,975	13
December	5,978	13	6,325	10	5,793	11
Total averages	69,463	167	72,068	165	70,337	162	13,213	28

* Unable to state. See remarks below.

REMARKS.—The equivalent in time of 37 of these employes was engaged 249 days during the year 1884 on miscellaneous work not mentioned above, viz, on annual report, calls from Congress, Secretary of War, electric pen, autotypist, &c. For the year 1885 the equivalent in time of 48 employes was engaged 524 days on miscellaneous work,

as before named. For the year 1886 the equivalent in time of 34 employés was engaged 163 days on miscellaneous work, as before named. For January and February, 1887, the equivalent in time of 6 employés was engaged 29 days during this period on miscellaneous work, as before stated. These remarks show the inability to give a fair answer in the columns of maximum and minimum.

There can be no average made of the work performed by the two book-keepers; as the appropriations for the Quartermaster's Department are made for and disbursed by fiscal years, it necessitates the constant use of two, and the occasional use of a third, set of ledgers. The accounts of officers show transactions varying from a few hundred to eighty and ninety thousands of dollars per month.

The following statement shows the amount and character of business on hand, received, and disposed of in the accounts division of the office of the Quartermaster-General, United States Army, at the times named:

Character of business.	Ending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Ending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Ending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Ending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Ending Mar. 1, 1887.
Money accounts examined.....	2,904	2,801	3,587	2,208	3,221	3,257	2,172	2,969	2,439	2,702	422	472	2,652
Money vouchers examined.....			53,097			45,367			49,170			12,554	
Money service vouchers reported.....			28,602			31,807			23,915			2,934	
Letters and indorsements written.....			9,605			10,847			12,185			1,860	
Purchase vouchers compared with property returns.....			22,025			12,625			17,601			3,983	
Orders of lading and transportation requests examined. Keeping records of expenditures Quartermaster's Department. Employed as book-keeper and assistants.....			40,254			35,375			19,782			3,503	
Totals.....	2,904	2,801	157,170	2,208	3,221	139,278	2,172	2,969	125,092	2,702	422	25,306	2,652

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the accounts division of the Office of the Quartermaster-General in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	1,522½	0	1,522½	5½	268½	6½	282	218
1885.....	301	1,329½	0	1,329½	5½	253½	6½	278	223
1886.....	305	1,240½	0	1,240½	4½	275½	6½	285	270
1887 (to March 1).....	47½	199½	0	199½	4½	44½	6½	47½	31

The following statement shows the average amount of business performed, transacted, and disposed of in the accounts division of the office of the Quartermaster-General, with the average number of employés therein, and the maximum and mini-

imum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	2,307	5	2,461	6	2,959	15	2,941	4
February	1,119	1,962	2,386	2,050
March	1,706	1,682	2,570
April	1,176	2,721	3,067
May	1,705	2,132	2,308
June	1,908	1,992	2,455
July	1,117	2,400	3,274
August	1,660	1,969	2,533
September	1,608	2,086	3,112
October	1,383	2,035	3,109
November	1,601	2,136	2,394
December	1,638	6	2,018	2,162
Total averages...	22,018	63	26,594	63	31,329	54	4,991	9

* There can be no maximum or minimum of amount of business performed, for the reason that the work of each person is dissimilar in character.

† Of this number, part of the time of two and all the time of one from January 1, 1884, to August 1, 1886, was constantly employed in receiving, distributing, and withdrawing from the files as occasion required in the examination of accounts and claims. (Reports of personal services, &c.) Since August, 1886, one clerk has performed this service. In addition to work reported there is much connected with records and files of which no account has been kept.

The following statement shows the amount and character of business on hand, received, and disposed of in the accounts division of the office of the Quartermaster-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to March 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.	
	Letters pertaining to accounts and returns received, briefed and recorded, and indexed	8,083	10,155	12,808	1,970
Letters sent pertaining to accounts and returns, received, copied, and indexed	7,929	9,517	12,309	1,962	
Money accounts received, briefed, and recorded	2,801	2,801	3,062	3,062	2,946	2,946	422	422	
Property returns received, briefed, and recorded	2,805	2,805	3,150	3,150	3,185	3,185	711	711	
Totals	13,689	13,535	16,367	15,729	18,939	18,440	12,309	3,112	3,095

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the accounts division of the office of the Quartermaster-General, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m to 4 p. m., with one-half hour for lunch, leaving six and one-half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1859	0	1859	7to10	251	6½	270	*177½
1885	301	1874	0	1874	7	267½	6½	276	255
1886	305	1877	0	1877	7	268½	6½	281	264
1887 (to March 1)	47½	317½	0	317½	7	45½	6½	48	34½

* This small number of days present during the year 1884 was occasioned by sickness extending through several months.

ACCOUNTS DIVISION.

The following statement shows the average amount of business performed, transacted, and disposed of in the accounts division of the office of the Quartermaster-General, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the time specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	6,172	72	4,185	51	4,487	65	4,613	65
February	4,034	82	4,047	61	5,967	66	4,589	64
March	4,605	61	3,541	55	5,832	65
April	3,764	63	5,785	65	5,842	65
May	1,739	64	5,139	65	5,478	65
June	5,199	6	5,111	64	4,189	65
July	1,439	54	5,485	5	2,631	65
August	1,972	52	5,819	64	5,585	65
September	5,069	41	5,624	44	5,510	33
October	1,812	41	4,605	54	701	65
November	2,113	51	5,213	65	949	65
December	2,642	42	4,753	6	231	55
Total	41,620	70	59,277	71½	51,302	74½	9,102	13½

* On account of the variety of work performed it is impossible to give the maximum and minimum

The following statement shows the amount and character of business on hand, received, and disposed of in the accounts division of the office of the Quartermaster-General at the time named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Returns of quartermasters' stores examined.	1,926	3,154	3,180	1,900	3,154	3,163	1,890	3,256	3,518	1,628	711	690	1,649
Vouchers examined.	63,842	71,529	69,397	11,001
Invoices and receipts compared.	20,394	33,439	28,539	5,466
Letters and indorsements written.	8,587	8,327	9,307	1,685
Totals.....	1,926	3,154	96,003	1,900	3,153	116,458	1,890	3,256	111,761	1,628	711	18,842	1,649

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

CLOTHING RETURNS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the clothing returns division of the office of the Quartermaster-General, in person and by proxy, with the number of days devoted to business by the employes present, the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and a half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	1,537	1,537	6½	242½	6½	302	73
1885.....	301	2,034	2,034	7½	274½	6½	291	184
1886.....	305	1,811	1,811	6½	285½	6½	275	213
1887 (to March 1).....	47½	381	381	8	47½	6½	47½	42½

The low attendance reported as the minimum, 73 days in 1884, 184 days in 1885, and 213 days in 1886, is accounted for by the fact that one of the clerks, in addition to 30 days' leave, was absent 204 days, sick, in 1884, and in addition to 28½ days' leave was absent 27 days, sick, and 61½ days without pay in 1885, and in addition to the usual leave was absent 13 days sick and 49 days without pay in 1886.

The following statement shows the average amount of business performed, transacted, and disposed of in the clothing returns division of the office of the Quartermaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to Mar. 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	163	7			119	8			128	8			127	8		
February	127	6			124	7			141	7			105	8		
March	141	7			124	8			118	8						
April	144	7			139	8			119	8						
May	137	7			129	8			107	8						
June	122	7			147	7			128	8						
July	127	7			108	7			119	7						
August	137	5			119	6			141	5						
September	111	5			132	7			180	4						
October	153	7			152	8			143	6						
November	127	6			126	8			127	7						
December	120	5			132	7			101	6						
Total	1,609	76			1,611	89			1,552	82			232	16		

*The work of the division is so distributed—no two clerks having exactly similar duties—that it is impracticable to state a maximum and minimum of work done.

The following statement shows the amount and character of business on hand, received, and disposed of in the clothing returns division of the office of the Quartermaster-General, United States Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Returns of clothing and equipage	2174	3,872	3,546	2,500	3,540	4,456	1,584	3,714	3,944	1,354	834	684	1,504
Letters received	2,705	2,705	2,705	2,842	2,842	7,575		2,428	2,428		505	505	
Letters written		6,687						6,507				1,173	
Total	2,174	6,577	12,938	2,500	6,382	14,873	1,584	6,142	12,879	1,354	1,339	2,362	1,504

S. B. HOLABIRD,
Quartermaster-General, United States Army.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

TRANSPORTATION DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the transportation division of the office of the Quartermaster-General in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least

number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	3,909½	0	3,909½	15	260½	6½	277½	167½
1885	301	4,097	0	4,097	15½	257½	6½	278	152
1886	305	4,208	0	4,208	16½	250	6½	281	17
1887 (to March 1)	47½	736	0	736	17	42½	6½	47½	26½

For an explanation of the apparently low average of the number of days' work in this division, the following special record of two copyists employed therein is submitted:

Years.	First copyist.		Years.	Second copyist.	
	On duty.	Absent.		On duty.	Absent.
	Days.	Days.		Days.	Days.
1884	167½	139½	1885 (from February 1)	178½	122½
1885	152	149	1886	207½	97½
1886	17	288	1887 (to March 1)	30	17½
1887 (to March 1)	26½	21½			

These extraordinary absences have been caused through the physical inability of these ladies to be present for duty except during the number of days above stated. They have presented physicians' certificates to cover their absences, as provided by law.

The following statement shows the average amount of business performed, transacted, and disposed of in the transportation division of the office of the Quartermaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
	January	957	15	1,277	14	1,413	16	1,533	17
February	873	15	1,094	15	1,302	16	1,461	17
March	916	15	1,228	16	1,527	18
April	960	15	1,270	16	1,469	18
May	950	15	1,234	16	1,414	18
June	908	15	1,273	16	1,473	17
July	1,278	15	1,373	16	1,650	17
August	1,269	15	1,417	16	1,641	17
September	1,273	15	1,469	16	1,657	18
October	1,334	15	1,527	16	1,661	17
November	1,187	15	1,358	16	1,527	17
December	1,286	15	1,304	16	1,581	17
Totals	13,191	180	15,884	189	18,315	206	3,044	34

The varied character of the duties performed by the employes of this division has rendered it inexpedient to attempt to keep an individual record of work done, as no standard could be fixed upon by which a just comparison would be possible. All have been fully employed.

The following statement shows the amount and character of business on hand, received, and disposed of in the transportation division of the office of the Quartermaster-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received up to July 1, 1884.	Disposed of up to July 1, 1884.	Pending July 1, 1884.	Received during 1885.	Disposed of in 1885.	Pending July 1, 1885.	Received during 1886.	Disposed of in 1886.	Pending July 1, 1886.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Letters received, briefed, indexed, recorded, and action noted in records.....		2, 315	2, 315		4, 316	4, 316		5, 588	5, 588		3, 503	3, 503	
Letters sent and transcribed from the press-copies.....			1, 757			5, 110			4, 820			4, 107	
Bonded Pacific railroad accounts, land grant railroad accounts, miscellaneous railroad, water, wagon, stage, toll, and telegraph accounts, and accounts for transportation for other Departments of the Government.....	25	1, 128	1, 097	56	2, 392	2, 430	18	3, 214	3, 180	52	2, 653	2, 638	67
Treasury settlements noted and recorded.....		395			891			926			895		
Number of officers' accounts recorded in books of transportation payments.....					2, 256			2, 592			1, 528		
Totals.....	25	3, 838	5, 169	56	9, 855	11, 856	18	12, 320	13, 588	52	8, 669	10, 338	67

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

REGULAR SUPPLIES DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the regular supplies division of the office of the Quartermaster-General, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	3, 228	0	3, 228	12	269	6½	284	231
1885.....	301	4, 352	0	4, 352	16	272	6½	292	262
1886.....	305	4, 692	0	4, 692	17	276	6½	290	263
1887 (to March 1).....	47½	828	0	828	18	46	6½	47½	40

The following statement shows the average amount of business performed, transacted, and disposed of in the regular supplies division of the office of the Quartermaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified.

Months.	1884.				1885.				1886.				1887 (to March 1)			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	1,866	11	2,880	15	3,939	17	4,164	18
February	1,337	11	3,046	16	3,110	17	3,934	18
March	2,448	11	3,788	16	3,465	17
April	2,417	12	3,926	16	3,659	17
May	2,076	12	4,463	15	4,205	17
June	2,932	12	4,637	15	4,983	17
July	3,251	12	4,249	17	4,540	17
August	2,387	13	3,719	17	5,076	17
September	2,679	13	3,589	17	4,798	17
October	3,113	13	3,753	17	4,347	17
November	2,475	13	3,862	17	4,045	17
December	3,117	13	3,758	17	4,146	17
Total averages	30,098	146	44,670	195	50,313	204	8,098

*The work of this branch is wholly current and of such a miscellaneous character that the quantity disposed of by the employe doing the most and the one doing the least cannot be given.

The following statement shows the amount and character of business on hand, received, and disposed of in the regular supplies division of the office of the Quartermaster-General at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Communications received	5,479	5,479	8,392	8,392	8,844	8,844	1,170	1,170
Contracts received	1,042	1,042	1,367	1,367	1,798	1,798	145	145
Proposals received	4,080	4,080	15,700	15,700	19,920	19,920	2,645	2,645
Vouchers received	13,272	13,272	11,340	13,340	12,290	12,290	3,138	3,138
Claims and accounts received	15	172	174	13	185	168	30	187	203	14	22	23	13
Communications sent	6,051	7,703	7,257	977
Totals	15	24,045	30,098	13	36,984	44,670	30	43,039	50,312	14	7,120	8,098	13

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

CLOTHING SUPPLY DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the clothing supply division of the office of the Quartermaster-General, United States Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The De-

partment hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business :

Years.	Number of days De- partment open.	Days worked in per- son.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days pres- ent.	Minimum days pres- ent.
1884	307	1,360	0	1,360	5.	272	64	295	249
1885	301	1,336	0	1,336	5.	267½	64	280½	250½
1886	305	1,351	0	1,351	5.	270	64	280	252
1887 (to March 1)	47½	222½	0	222½	5.	44½	9½	45	41

The following statement shows the average amount of business performed, transacted, and disposed of in the clothing supply division of the office of the Quartermaster-General, United States Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	813	5	1,047	5	739	5	607	5
February	750	5	921	5	680	5	597	5
March	815	5	1,052	5	699	5
April	815	5	1,049	5	769	5
May	816	5	1,012	5	741	5
June	781	5	1,050	5	773	5
July	817	5	1,051	5	770	5
August	813	5	1,048	5	776	5
September	817	5	1,056	5	769	5
October	846	5	1,086	5	773	5
November	750	5	968	5	739	5
December	813	5	1,051	5	769	5
Total averages..	9,646	60	12,391	60	8,997	60	1,144	10

* Unable to state.

The clerical work of the clothing supply division is of such a miscellaneous character that all the work accomplished by the clerks cannot be given in tables.

The compilation of the various statements connected with the annual estimates of funds required, based upon the allowance of each enlisted man of the Army as fixed by regulations; nor the tables and calculations necessary in the preparation of the annual price-list of clothing and equipage and tables of allowances; the tables and calculations required in the preparation of the various purchase statements of clothing and equipage; the data and tables for the annual report of the Quartermaster-General, as well as the briefs and references prior to final action in each case, requiring the constant time of one efficient clerk, cannot even be approximately given.

As the whole clerical work done in this division must be classed as "current," it is impossible to give the amount of work done by each. The work of all combined is necessary for the daily transaction of business.

The following statement shows the amount and character of business on hand, received, and disposed of in the clothing supply division of the office of the Quartermaster-General, United States Army, at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Briefing, entering, indexing, and filing letters received, pertaining to clothing and equipage supplies	0	3,436	3,436	0	4,012	4,012	0	2,771	2,771	0	417	417	0
Letters written and recording, indexing, and filing of same	0	5,301	0	6,881	0	5,321	0	627	0
Examining and verifying estimates for clothing and equipage from the various general depots, posts, and recruiting rendezvous and depots, and ordering the issue from the purchasing and manufacturing depots of the Quartermaster's Department.....	0	909	909	0	1,493	1,493	0	1,005	1,005	0	100	100	0
Totals.....	0	4,345	9,646	0	5,505	12,386	0	3,776	9,097	0	517	1,144	0

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

BARRACKS AND QUARTERS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the barracks and quarters division of the office of the Quartermaster General in person, and by proxy, with the number of days devoted to business by the employe present, the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1,365	0	1,365	5	273	6½	278	256
1885	301	1,385	0	1,385	5	277	6½	297	265
1886	305	1,325	0	1,325	5	265	6½	284	246
1887 (to March 1).....	47½	285	0	285	6	47½	6½	47½	37

NOTE.—One of the five employes is a draftsman whose time is entirely devoted upon studies, examination of plans, &c., for new work, making tracings, while from January 1, 1887, 2 draftsmen have been employed.

The following statement shows the average amount of business performed, transacted, and disposed of in the barracks and quarters division of the office of the Quartermaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	373	4	332	5	301	5	275	6
February	338	4	269	5	295	5	262	6
March	278	4	285	5	343	5
April	335	5	318	5	289	5
May	356	5	363	5	306	5
June	323	5	368	5	226	5
July	418	5	374	5	471	5
August	441	5	490	5	483	5
September	503	5	340	5	435	5
October	403	5	306	5	364	5
November	357	5	246	5	361	5
December	337	5	269	5	322	5
Total averages.....	4,462	57	3,990	60	4,196	60	537	12

* Cannot be stated.

The above represents number of communications received, entered, briefed, and indexed, as also letters written, copied, and indexed. The diversified character of the work rendered impracticable the keeping of any account of the business performed and disposed of by each employe.

The following statement shows the amount and character of business on hand, received, and disposed of in the barracks and quarters division of the office of the Quartermaster-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
	Number of communications received, entered, briefed, and indexed, and letters written, copied, and indexed.....	2,025	2,437	1,723	2,267	1,930	2,266	305	232
.....	2,225	2,437	1,723	2,267	1,930	2,266	305	232

The work of this division is entirely of current character and is confined principally to the receipt, recording, analysis, and disposing of all applications, projects, and requisitions touching the construction, improving, and repair of Army shelter, such as barracks, quarters, storehouses, stables, guard-houses, hospitals &c.; wharves, foot-bridges, &c.; hire, and purchase of grounds for military encampments; improving water supply, drainage and sewage at military posts; care and preservation of post cemeteries, and other miscellaneous duties.

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

INSPECTION DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the inspection division of the office of the Quartermaster-General in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.		Days worked in person.		Total days worked.		Number of em- ployés.		Average number of work days.		Hours employéd daily.		Maximum days present.		Minimum days present.	
1884.....	307	2,457	2,457	9	273	6½	280	249								
1885.....	301	2,394	2,394	9	266	6½	291	157								
1886.....	305	2,176	2,176	8	272	6½	277	260								
1887 (to March 1).....	47½	344	344	8	43	6½	47½	18								

The following statement shows the average amount of business performed, transacted, and disposed of in the inspection division of the office of the Quartermaster General, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1.)			
	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*
January.....	10,616	9			14,893	9			7,686	8			9,582	8		
February.....	9,616	9			13,214	9			7,221	8			8,910	8		
March.....	10,370	9			13,841	9			8,395	8						
April.....	10,467	9			14,859	9			7,940	8						
May.....	10,492	9			14,309	9			7,649	8						
June.....	10,083	9			14,009	9			7,965	8						
July.....	10,838	9			15,100	9			8,086	8						
August.....	10,908	9			14,037	9			8,084	8						
September.....	10,642	9			14,903	9			7,997	8						
October.....	10,883	9			15,380	9			8,018	8						
November.....	9,634	9			13,843	9			7,523	8						
December.....	10,516	9			14,567	9			7,894	8						
Total averages	125,065	108			173,855	108			94,1458	96			18,492	16		

* Unable to state.

The duties in this division are of such a miscellaneous character that it is not practicable to show in detail the amount of work performed by each employé. For a time the employés are engaged in writing, briefing, entering, indexing letters, entering in book, writing on type-writer, copying papers, and distributing orders, while at other times they are preparing pay-rolls, roster, and various reports and returns required under the law and regulations, besides numerous statements called for from time to time by superior authority.

For these reasons it is impossible to state the maximum and minimum of work disposed of as herein requested.

The following statement shows the amount and character of business on hand, received, and disposed of in the inspection division of the office of the Quartermaster-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1874.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Communications received, briefed, entered and indexed.....	0	8,832	8,832	0	10,301	10,301	0	9,701	9,701	0	1,356	1,356	0
Letters written, copied, and indexed.....	0	1,704	0	2,094	0	1,758	0	262	0
Orders, circulars, pamphlets, &c.....	0	114,564	114,564	0	162,460	162,460	0	82,893	82,893	0	16,894	16,894	0
Totals.....	0	123,396	125,100	0	172,761	174,855	0	92,594	94,352	0	18,250	18,512	0

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

RECORDS, FILES, AND CLAIMS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the records, files, and claims division of the office of the Quartermaster-General, United States Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business :

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	2,863	0	2,863	11½	240-	6½	284	*113
1885.....	301	2,811	0	2,811	11	255+	6½	275	117
1886.....	305	2,793	0	2,793	10½	374+	6½	278	268½
1887 (to March 1).....	47½	407	0	407	9	45+	6½	47½	41

* This employe was stricken with disease of the eyes on June 18, 1884, and was continuously absent from office under medical treatment for nearly one year.

The following statement shows the average amount of business performed, transacted, and disposed of in the records, files, and claims division of the office of the Quartermaster-General, United States Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employes doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	766	12	738	11	816	11	818	9
February	706	12	624	11	751	11	769	9
March	766	12	695	11	881	11
April	766	12	738	11	849	11
May	766	12	709	11	816	11
June	735	12	738	11	849	11
July	702	11	723	11	849	11
August	702	11	709	11	695	9
September	702	11	738	11	695	9
October	729	11	766	14	695	9
November	647	11	681	11	640	9
December	674	11	681	11	668	9
Total averages	8,661	138	8,540	132	9,204	122	1,587	18

* Cannot be stated.

The average number of employes, as shown in the above statement, includes one messenger, who performed no clerical duty.

Owing to the nature of the work in this division, which consists mostly in examining records and reports, no account could be kept of the business disposed of by each employe.

The following statement shows the amount and character of business on hand, received, and disposed of in the records, files, and claims division of the office of the Quartermaster-General, United States Army, at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
	Letters briefed, recorded, and indexed	0	1,948	1,948	2,154	2,154	2,189	2,180	334	334
Letters written, recorded, and indexed	0	2,867	2,992	2,967	458
Claims registered, indexed, and searched	0	1,295	1,295	1,114	1,114	1,284	1,284	140	140
Claims examined and disposed of	1,136	1,696	735	1,344	505	1,180	779	450	469
Treasury settlements examined and noted	0	138	128	122	122	279	279	33	33
Requests for requisitions for funds to issue noted	0	138	138	122	122	279	279	33	33
Notifications of drafts issued noted	0	138	138	122	122	279	279	33	33
Requisitions for printing and binding recorded and acted upon	0	441	445	378	53
Estimates of cost for printing and binding acted upon	0	125	125	378	378	53	53
Total	1,136	3,657	8,661	735	3,759	8,540	505	4,679	9,204	779	622	1,587	469

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

SUB-BRANCH OF DIVISION I.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the sub-branch of division I of the office of the Quartermaster-General, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business:

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	966	0	966	3½	276	6½	281	129
1885	301	1,092	0	1,092	4	273	6½	274	272
1886	305	1,080	0	1,080	4	270	6½	275	270
1887 (to March 1)	47½	190	0	190	4	47½	6½	47½	44

The following statement shows the average amount of business performed, transacted, and disposed of in the sub-branch of division I, of the office of the Quartermaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the time specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	13	3	21	4	15	4	22	4
February	8	3	19	4	54	4	18	4
March	4	3	28	4	19	4
April	6	3	13	4	26	4
May	11	3	17	4	14	4
June	11	3	22	4	53	4
July	13	4	20	4	54	4
August	15	4	31	4	12	4
September	57	4	40	4	22	4
October	24	4	31	4	32	4
November	38	4	33	4	20	4
December	22	4	33	4	28	4
Total average	222	42	308	48	309	48	40	8

There was 1 clerk and 2 messengers on duty in this sub-branch from January to June, 1884, and 2 clerks and 2 messengers for remainder of the time.

The duties performed in this sub-branch are of such a miscellaneous character that only a very small portion thereof can be reduced to figures. The character of the business is given on another blank. For the reasons stated no record has been or can be kept of the work of each employé so as to make a comparison of the work done by each; therefore it is impossible to state the maximum and minimum as required in the blank.

The clerk in charge is also superintendent of building.

The following statement shows the amount and character of business on hand, received, and disposed of in the sub-branch of division I, of the office of the Quartermaster-General, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Receiving, opening, and distributing the office mail.....	0	0	0	0	0	0	0
In charge of library and keeping the catalogue of same.....	0	0	0	0	0	0	0
Procuring stationery and supplies for office.....	0	0	0	0	0	0	0
Keeping accounts of appropriations for office supplies.....	0	0	0	0	0	0	0
Issuing stationery and supplies to office and the agents in the field.....	0	0	0	0	0	0	0
In charge of furniture and property and making returns for same.....	0	0	0	0	0	0	0
Miscellaneous duties ordered by the Quartermaster-General.....	6	0	0	0	0	0	0
Letters written.....	0	114	0	242	0	256	0	31	0
Requisitions for supplies made.....	0	108	0	66	0	53	0	9	0
Totals.....	0	222	0	308	0	309	0	40	0

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

CLAIMS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the claims division of the office of the Quartermaster-General in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and a half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	17,621	0	17,621	67	263	6½	307	20
1885.....	301	19,616	0	19,616	63	311	6½	301	240
1886.....	305	13,230	0	13,230	49	270	6½	305	224
1887 (to March 1).....	47½	1,426	0	1,426	31	46	6½	47½	40

The following statement shows the average amount of business performed, transacted, and disposed of in the claims division of the office of the Quartermaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	Fiscal year 1884 (6 months.)				Fiscal year 1885.				Fiscal year 1886.				Fiscal year 1887 (8 months.)			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	399	67	354	63	321	49	333	33
February	400	66	353	65	323	48	334	31
March	402	65	353	65	324	47
April	400	66	352	64	323	48
May	396	71	352	64	321	49
June	400	66	354	60	326	45
July	350	66	317	54	302	45
August	361	58	321	49	340	25
September	361	58	321	50	343	23
October	360	57	321	50	339	26
November	360	57	319	52	337	28
December	352	64	321	51	338	27
Total averages	2,397	401	4,262	741	3,858	592	2,666	236

* Cannot be furnished.

The books and reports in the claims division are kept and prepared by the fiscal year. The foregoing table, therefore, is of necessity made accordingly.

The work is so miscellaneous in character that no account has ever been kept of the amount of business disposed of by each employé.

The following statement shows the amount and character of business on hand, received, and disposed of in the claims division of the office of the Quartermaster-General at the times named :

Character of business.	Pending January 1, 1884.	Received during 6 months, 1884.	Disposed of in 6 months, 1884.	Pending July 1, 1884.	Received during 1885.	Disposed of in 1885.	Pending July 1, 1885.	Received during 1886.	Disposed of in 1886.	Pending July 1, 1886.	Received up to March 1, 1887.	Disposed of up to March 1, 1887.	Pending March 1, 1887.
Investigating, examining, and preparing for adjudication claims presented under the act of July 4, 1864, and also certain miscellaneous claims.....	11,522	205	2,397	9,330	206	4,262	5,274	3,863	3,858	5,279	609	2,666	3,222

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

SUPERINTENDENT OF BUILDING.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés under the superintendent of building, in the office of the Quartermaster-General in person and by proxy, with the number of days devoted to business by the employé present, the greatest and the

least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.*	Number of employees.*	Average number of days' work.*	Hours employed daily.*	Maximum days present.*	Minimum days present.*
1884	307	0
1885	301	0
1886	365	0
1887 (to March 1)	47½	0

* See remarks

The force employed is 1 superintendent of building, who is also in charge of sub-branch I; 1 engineer; 1 fireman; 4 watchmen; 2 laborers; 1 female laborer, and 2 charwomen. The engineer has charge of the boilers, heating apparatus, repairs to the steam-pipes, &c.; he is on duty about nine hours daily. The fireman has charge of the fires, and is on duty about ten hours daily. The watchmen are on duty from 4 p. m. until 6 a. m. every day in the year. The laborers perform such work as required, such as cleaning and moving furniture, handling freight, &c., and are on duty about eight hours daily. The above force are allowed an annual leave of thirty days. The female laborer washes the towels used in the office. The charwomen clean the halls, stairways, &c., and are on duty when required. The work of the above force is of such nature that it is impossible to fill up the blanks in detail.

S. B. HOLABIRD,
Quartermaster-General, U. S. A.

QUARTERMASTER-GENERAL'S OFFICE, April 16, 1887.

The following statement is a summary of the methods of transacting business in the several divisions of the office of the Quartermaster-General, United States Army:

The items of the principal business matters transacted in this office are as follows:

Division A.—All matters relating to the finances, consisting of statements and estimates of funds, Treasury settlements, &c.

Division B.—All matters relating to the examination of money and property accounts of officers and those doing duty in the Quartermaster's Department.

Division C.—All matters relating to the examination of clothing and equipage returns.

Division D.—All matters relating to transportation of troops and military supplies for the Army, by rail, water, wagon, and stage.

Division E.—All matters relating to regular and miscellaneous supplies for the Army.

Division F.—All matters relating to clothing and equipage supplies for the Army.

Division G.—All matters relating to construction and repair of barracks and quarters, stables, storehouses, shops, buildings, &c., for the Army, and for the improving water supply, drainage, sewers at military posts, and also repairs of wharves and bridges.

Division H.—All matters relating to *personnel* of officers of the Quartermaster's Department, and officers and post quartermaster-sergeants and civilian employes doing duty therein; supply of books and blanks, and distribution of orders and circulars to all officers and post quartermaster-sergeants doing duty therein; prepares pay-roll, annual and biennial reports, &c.

Division I.—All matters relating to records and files and miscellaneous claims.

All matters relating to claims filed under the act of July 4, 1864; also to care, protection, and repair of the office occupied by the Quartermaster-General, United States Army.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this office and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

There are five (5) officers of the Quartermaster's Department of the Army on duty in the Quartermaster-General's office, assisting the Quartermaster-General in the per-

formance of his duties, and certain of the divisions above referred to are assigned to their special charge. The official mail for the entire office of the Quartermaster-General is received twice each day, morning and afternoon; the mail clerk, after its receipt, opens the same and distributes it to the several officers on duty in the office who have charge of the several divisions. Each officer then examines his mail and distributes the same to the several principal clerks in the divisions that are under his direction.

The mail, when received by the several clerks in charge of divisions, are all in turn placed in the hands of the briefing clerks, recording clerks, and index clerks, and when properly briefed, book-marked, entered, and indexed, is again placed on the desk of the clerk in charge, who carefully examines the same, and in all cases where no instructions appear necessary, direct such letters to be written or action taken as the nature of the case may require. In all cases on which special instructions of the officer in charge of the division or the Quartermaster-General are needed, a brief of such cases are made by the clerks in charge, giving all the information pertaining thereto, as shown from the records, citing laws and regulations when necessary, and submits the same to the officer in charge, and, if deemed by him important, he in turn submits the same for the information of the Quartermaster-General. All such cases, after consideration by the officers in charge of the several divisions and the Quartermaster-General, are returned to the clerks in charge of the divisions to which the matter pertains with instructions noted. The principal clerks draft or has prepared such letters that are needed to dispose of the case according to the instructions received.

In the case of money and property accounts and clothing and equipage returns, expert examiners are constantly employed scrutinizing every expenditure made and every article of property for which the officer is responsible, before they are forwarded to the proper accounting officers of the Treasury.

In matters relating to claims filed under the act of July 4, 1864, these claims, after their receipt, are placed in the hands of investigating agents stationed in the locality where the claims originated, and who procures all the evidence that the claimant or his attorney desire to file, and all other information that he is able to gather relative to the merits of the case and the loyalty of the claimant. After the evidence is gathered the investigating agent makes a report on the case to the Quartermaster-General and returns all the papers. These claims, upon their return by the agent, with his report, are then placed in the hands of the briefing clerk, who prepares a statement or brief of the claim, giving the evidence for and against the claim. If any additional evidence is needed the claimant's attorney is called upon by letter to produce it. The case being complete, the brief is submitted to the officers on duty in this office, who are specially charged with the examination of these claims, who, after examination, submit in writing their views and recommendations in each case to the Quartermaster-General, who allows, suspends, or disallows the claim, as in his judgment appears just. The claims thus allowed are returned to the division to which they belong, and letters are prepared transmitting the same to the Third Auditor of the Treasury, with recommendation for settlement in accordance with the decision of the Quartermaster-General. The claims suspended are returned to the claims division to have such letters prepared which may appear necessary to complete the case. The claims disallowed are so noted and are filed away in this office in large boxes prepared specially for this class of cases.

Press copies of all letters written in the several divisions of the office are made, and the originals at once mailed to their proper destination. The copies are then placed on the desk of the recording clerks, who copy the same in record books prepared for that purpose. The letters are then indexed under name and subjects for ready reference, and then folded, the page of the record book in which recorded indorsed thereon and then filed away in jackets, which are prepared for each case.

Respectfully submitted, &c.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

FINANCE DIVISION.

The following statement shows in detail the methods of transacting business in the finance division of the office of the Quartermaster-General:

The items of the principal business matters transacted in this division consist of the examination of estimates of funds received from disbursing officers and the issue of requests on the Secretary of War for requisitions in favor of such disbursing officers; keeping record of settlements made at Treasury of claims and accounts affecting the

appropriations for the Quartermaster's Department, and issue of requests for funds required on account of same, taking action upon weekly and monthly statements of funds received from disbursing officers; making record of the amounts passed to the credit of appropriations for the Quartermaster's Department, proceeds of sales to officers; preparing for Congress estimates for funds for the service of the Quartermaster's Department, and for funds required for the Quartermaster-General's office; conducting the necessary correspondence and keeping the prescribed record-books connected with the foregoing.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employée through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

Estimates of funds upon their receipt are sent to the principal clerk of this branch, who stamps upon them the date of receipt and hands them to the copyist, who enters them in the permanent record of "letters received" and returns them to the principal clerk. They are then analyzed by the latter, whose duty it is to see that they are correctly made and that the funds are asked under the proper heads of appropriation, &c. They are then submitted to the Quartermaster-General, through the deputy quartermaster-general, with recommendation as to amount to be remitted to the disbursing officers, and with suggestions and reasons why deductions, if any, should be made. The Quartermaster-General having indorsed on each estimate his decision and authority for remittance of the funds, they are returned and handed to the clerk whose duty it is to prepare request for remittance of the amount authorized, as well as a letter advising the disbursing officer in whose favor the funds are requested, and the said request and letter of advice having been examined by the principal clerk and forwarded, through the deputy quartermaster-general, to the Quartermaster-General for his approval and signature, are again returned to the principal clerk, who devolves upon the clerk in charge of the "balance books" the duty of charging the amounts of the requests against the proper appropriations, and upon the copyist the duty of recording in "letters sent" the communication advising disbursing officers concerned of requests for remittance in their favor. The request for requisition is then forwarded to the Secretary of War, the letter of advice is forwarded to the disbursing officer, and the estimate of funds is filed after the principal clerk has made such memoranda as will enable him to promptly furnish such information as may be called for by the Quartermaster-General or his deputy concerning total remittance during any given period to any particular division, department, depot, or independent post.

Statements of funds in hands of officers, weekly and monthly, having been recorded in "letters received," as in the case of estimates of funds, are turned over to the clerk whose duty it is to enter them on blank abstracts prepared for the purpose. The abstracts, having received the signature of the deputy quartermaster-general and of the Quartermaster-General, are forwarded to the Treasurer of the United States for comparison with the records received from the United States depositories where the balances are kept to the credit of disbursing officers. The abstracts are received back from the Treasury with an additional column showing the balances on the same dates as per reports of the depositories, when it is the duty of the clerk who prepared the abstracts to prepare letters advising the officers concerned of any apparent discrepancies and calling for immediate explanation.

Treasury settlements received in the office are sent direct to the principal clerk, who, having examined them, hands them to the clerk having in charge the recording of them in the book prepared for the purpose, and in which are entered their number, date, amount, in whose favor, appropriation against which chargeable, fiscal year, &c. They are then sent to the branch of the office in which the claim or account was first examined prior to reference to the Treasury for settlement, and, having been duly noted in that branch, are returned, and the clerk whose duty it is prepares requisitions for remittance in favor of claimant and pins the request to the settlement; having passed the scrutiny of the principal clerk they are forwarded, through the deputy quartermaster-general, to the Quartermaster-General, whose approval and signature having been obtained, they are returned to the principal clerk, who has the requests recorded on the "balance books" against the proper appropriations, after which they are sent for note to the branch of the office in which the original claim was considered, and upon their return are forwarded to the Secretary of War.

Credit requisitions upon receipt from the War Department are sent to the principal clerk, then to the clerk in charge of the "balance books," upon which the various amounts involved are credited to the appropriations to which they pertain, and the requisitions are then forwarded to the Second Comptroller of the Treasury.

Miscellaneous communications requiring action in this branch are, upon their receipt in the office, sent by the deputy quartermaster-general to the principal clerk, who, having stamped upon them the date of receipt, has them recorded by the copyist in

"letters received." Upon their entry and return to the principal clerk he investigates the case, and, having secured the information sought, prepares the reply, which, having been approved by the deputy quartermaster-general and received his signature, or that of the Quartermaster-General, is copied in "letters sent" and forwarded to its destination.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General.

QUARTERMASTER-GENERAL'S OFFICE, *April 6, 1887.*

The following statement shows in detail the methods of transacting business in the accounts division of the office of the Quartermaster-General:

The items of the principal business matters transacted in this division consist of the examination of money accounts and returns of quartermaster's stores, and conducting the correspondence connected therewith.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

The mail matter is received by the principal clerk of the division, who examines it; after which it is sent to the clerk having charge of the record books, who indorses in brief the contents of the letter on its first fold, noting the number of inclosures, if any, and stamps the date of receipt upon the letter and inclosures. The paper is then entered upon the book of "Letters received," and given a number corresponding with the entry, as also are the inclosures, after which it is indexed under the name of the writer, the subject-matter, and any name mentioned in the body of the letter, after which they are returned to the principal clerk, who sends them to the clerk in charge of the subdivision of the branch, whose duty it is to act upon them, reserving such as require the special attention of the principal clerk.

The clerk in charge of the records of the branch makes a preliminary examination of all money accounts and property returns, to ascertain if the necessary abstracts and vouchers and reports pertaining to the accounts and returns are complete; if incomplete, the officer is immediately notified by letter to that effect, and he is required to forward missing papers, or complete and corrected ones, before the account or return is placed in the hands of the examiners; after the reply is received, and corrections made by substituting proper vouchers, the imperfect or informal voucher is returned to the officer by letter or indorsement.

Usually an account is accompanied with a report of persons and articles hired, and a roll of extra-duty men. These are examined in order to correct any errors or omissions in form; if correct, they are separated from the accounts and placed on file, subject to further requirements; if erroneous or informal the officer is advised by letter, or by indorsement, returning the paper for correction or completion, as the case may be; and when returned is placed on the files for future use in connection with the examination of accounts, claims, &c.

The letters accompanying the money accounts are indorsed the same as other letters, and the date of receipt stamped thereon, but are not entered on the record book of "Letters received." The accounts and returns are registered and given a number corresponding with the entry in the register, which number is placed upon all subsequent accounts and returns received from the officer during a calendar year, and are then placed on the files until such time as they are placed in the hands of the examiners.

On the receipt of the money accounts from the record room they are apportioned to the examiners. The examiner first reads the letters, &c., accompanying the account, and notes all information in them concerning the same. Then each voucher is carefully examined, to see if the articles purchased or services rendered are proper charges against the appropriations of the Quartermaster's Department; the computations are made to ascertain their correctness; the appropriations to which chargeable are noted in red ink on the face of the voucher. All the sub-vouchers are examined to see if the various items of the voucher are sustained. It is also noted whether the expenditures are made under proper authority. All vouchers for purchases are compared with the officers property return, to ascertain if the property purchased has been properly accounted for. All service vouchers are compared with the officers reports of persons and articles hired, and roll of extra-duty men, and checked to prevent double payments. All the irregularities are noted on the vouchers; all errors in computations (if against the Government), overpayments, double payments, and illegal payments,

are charged to the officer. The vouchers are compared with their respective abstract, and the abstracts compared with the account. A letter is then written to the officer, giving him a statement of his account, and requiring an adjustment of the various irregularities, if any are discovered.

A statement is made of the accounts, showing the result of the examination, which is given to the book-keeper for entry in the ledgers. The book-keeper keeps an account of all funds received (from whatever source), expended, and transferred.

On the receipt of the officer's reply to the objections noted against his account, it is examined, and if satisfactory, *i. e.*, if corrected or missing vouchers are received in place of incorrect or missing ones, overpayments and double payments acknowledged, and the amounts charged to himself, proper authority furnished for disbursements, property purchased accounted for, &c., the reply is filed with the account, and the account is transmitted to the Third Auditor of the Treasury for final settlement; a notation of which is made by a clerk in the record room where the account was first entered. This completes the action upon a money account so far as relates to the Quartermaster-General's office.

Certificates of deposit for funds deposited on account of the Quartermaster's Department are referred to this Bureau by the War Department for designation of appropriation. They are received in the record branch of this division; date of receipt stamped on each inclosure, the brief entered, as other communications are, in the book of "Letters received"; then to the principal clerk in charge of the division, and by him sent to the clerk having in charge this particular work. He examines them in connection with the money accounts and property returns of the officer, when necessary, to verify the amounts entered in the certificate of deposit, with the entries on the accounts of moneys deposited, as received from various sources; such as sales to officers of condemned property, repayments to disbursing funds, &c., noting any errors or discrepancies, and conducting correspondence with officers in relation thereto. The proper appropriations pertaining to the Quartermaster's Department with the fiscal years are designated upon the back of the certificate of deposit, and is also indorsed upon the wrapper, and then, through the principal clerk, submitted to the officer in charge of the accounts division, and after signature by the Chief of the Bureau they are sent to the record branch for entry. They are then returned to the certificate-of-deposit clerk, who also enters the indorsement in his record books, which are convenient for reference by the book-keeper in charge of the ledgers.

Certificates of deposit made by paymasters of the Army are also referred to this Bureau when any portion thereof pertains to the Quartermaster's Department. They are acted upon as other certificates, only the amount pertaining to this Department being noted in the indorsement.

Another class of communications acted upon by the certificate-of-deposit clerk is the notification by the Paymaster-General of collections made by paymasters of amounts charged on the muster and pay rolls against soldiers; such as for transportation furnished, for property lost, for expenses of apprehension of deserters, &c., which sums have been deposited by paymasters and designated by the Pay Department for cover into the Treasury under the appropriation for that department, this Bureau being requested to take steps to transfer such amounts to the proper appropriations of the Quartermaster's Department. These communications are briefed and entered in the record branch, thence through the principal clerk to the certificate-of-deposit clerk, who, upon examination, indorses them, with the recommendation to the Secretary of War that the amount be transferred to the proper appropriation and fiscal year; and when the necessary data do not accompany the case the commanding officer of the company to which the soldier belongs is communicated with, whose answer, filed with the letter of the Paymaster-General, which is indorsed and submitted to the officer in charge of the accounts division, and after signature of the chief of the Bureau is returned to the record branch for entry as other letters and indorsements.

Returns of quartermaster's stores are received from the record room by the file clerk, who makes a record of them and files them for subsequent distribution to the examiners whenever they require them. He also compares the receipts (for property transferred) in one return with the corresponding invoice in the other return, and if any discrepancy is found the officer interested is notified by letter. The examiner compares the return with the previous return, to see that the property remaining on hand on that return has been properly brought forward to the new return. The vouchers are then examined to see that the requirements of Army Regulations have been complied with, and that the computations are correctly made; the vouchers are then compared with their respective abstracts. The additions on the abstracts are then verified, and the abstracts compared with the return. After the vouchers and abstracts have been examined the additions and subtractions on the return are verified. All vouchers for property sold to officers, or sold at auction, are compared with the money account of the officer making the sale, to ascertain if the money has been properly accounted for.

When the examination has been completed the officer is notified of the result by letter. In case errors have been discovered the return is held in this office till the errors have been corrected or explained, and then are transmitted to the Third Auditor of the Treasury for final settlement.

After a letter or indorsement has been signed by the Quartermaster-General, or the officer in charge of the division, it is recorded by a clerk in the book of "Letters sent," and a notation of the page of the entry placed on the letter or indorsement. The paper is then sent to the clerk who wrote it for mailing. The letters sent are indexed under the name of the person to whom sent, the subject, and the name of any person appearing in the body of the communication. A note showing the action is made on the book of "Letters received," also on the communication to which a reply has been made, after which it is placed on file in the order of entry on the book of "Letters received."

The record books are kept in conformity with the instructions of the War Department published October 1, 1870.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

CLOTHING RETURNS DIVISION.

The following statement shows in detail the methods of transacting business in the clothing returns division of the office of the Quartermaster-General:

The items of the principal business matters transacted in this division consist of the examination of the returns of clothing and equipage and the consequent correspondence, and the keeping a complete record of the returns and of the correspondence.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Upon the receipt in this office of the return of clothing and equipage, it is subject to a preliminary examination, the object of which is only to ascertain whether it is complete. It is then entered in the Register of Returns and receives a register number, which also becomes its file number. Returns so registered are in their turn thoroughly examined, and all irregularities, errors, and deficiencies noted. The officer rendering the return is notified of the result of the examination by an official letter. If no errors or deficiencies are found, he is informed that the return has been examined, found correct, and forwarded to the Second Auditor of the Treasury for settlement. If errors or deficiencies are found, the officer's attention is called to them by a letter technically called a "Letter of remarks," and the return is suspended.

Upon receipt of the officer's reply, it is taken up, and is considered in connection with the suspended return, and if satisfactory, he is so informed by letter, and the "remarks" are canceled and the return forwarded to the Auditor. If the reply is not satisfactory, the officer is informed and the return again suspended. If satisfactory explanation shall not have been made within a reasonable time, the matter is reported by letter to the honorable Secretary of War, with recommendation that the Quartermaster-General be directed to stop the value of the property not accounted for from the pay of the delinquent. Upon receipt of information that the amount so stopped has been collected, the fact is noted in the record and on the return, which is then sent forward to the Second Auditor of the Treasury for settlement. The Auditor notifies the Quartermaster-General by letter of the result of the examination, and this letter, having been noted in the register, is forwarded by indorsement to the officer concerned for his information. In addition to the Register of Returns, it is necessary to keep records of the correspondence growing out of the examinations as follows:

1st. *A Book of Letters Received.*—In this the receipt of all the letters pertaining to accountability for clothing and equipage is noted. The record shows the name of the writer, and the date, with a short brief of the contents of each communication. It also shows the action taken upon each letter.

2d. *A Book of Letters Sent; "Remarks."*—In this book the letters containing remarks made on the examination of the returns are recorded at length. Marginal notes indicate subsequent letters in the correspondence, such as letters notifying the officer

that his explanations are not satisfactory or that they are satisfactory. Such subsequent letters are recorded in—

3d. *Book of Letters Sent; Miscellaneous.*—In this book all letters in the office pertaining to the accountability of officers for clothing and equipage, other than the "Letters of remarks," are recorded.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

TRANSPORTATION DIVISION.

The following statement shows in detail the methods of transacting business in the transportation division of the office of the Quartermaster-General:

The items of the principal business matters transacted in this division consist of a general supervision of all matters pertaining to military transportation and telegraph service. Drafts of general orders governing transportation are prepared for issue from headquarters of the Army; decisions and circulars of instruction and information to United States officers, railroad companies, &c., are also prepared for promulgation, and numerous and important reports are made, upon calls from Congress, the Court of Claims, and the honorable the Secretary of War, and there is a constant stream of correspondence with people throughout the country upon matters arising in the current business of the division. The current work performed by the employes of the division comprises the adjustment of railroad, water, wagon, stage, and telegraph accounts; also the accounts of turnpikes, ferries, and bridges, and the accounts and claims arising out of the operation of military railroads during the war.

The accounts of the bonded Pacific railroads are all sent to this division for administrative action; they aggregate from six hundred thousand to one million dollars annually; also land-grant railroad accounts aggregating, at tariff rates, \$250,000 annually. Also all accounts for military transportation of the remaining railroads of the country, which, for any reason, are not settled by disbursing officers of the Quartermaster's Department, and similar accounts for water, wagon, and stage transportation. A complete record of payments made out of the appropriation for the transportation of the Army by officers of the Quartermaster's Department stationed throughout the country, is kept, showing at a glance the amount so expended in any military department, at any depot, independent post, or arsenal, and to whom, and for what service or commodity. Routes of travel and distances are officially fixed, and rates and estimates of cost of movements of troops and stores are ascertained through this division. A large business is done by the Quartermaster's Department in transporting property for other departments, and a general supervision of this business, and the adjustment of accounts resulting therefrom, is exercised by this division.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

On January 24, 1887, 26 communications pertaining to the business of this division were received; they were turned over to the record clerk, who stamped them, and also their inclosures, and briefed and indexed them; they were then handed to the entry clerk, who recorded them in Book of Letters Received, and placed them upon the desk of the principal clerk. Sixteen of these communications were found to contain accounts of railroad companies for military transportation, as follows: 2 accounts of Oregon Railway and Navigation Company, \$51.75 (to depot quartermaster for payment, January 31, 1887); 4 accounts of Atchison, Topeka and Santa Fé Railroad, \$3,148 (to Treasury Department for settlement and attorney advised, February 1, 1887); 1 account of Central Vermont Railroad, \$6.46 (to Treasury Department, February 1, 1887; paid by Treasury settlement, February 5, 1887); 1 account of Burlington and Missouri River Railroad, 60 cents (to depot quartermaster for payment, January 31, 1887); 1 account of Chicago and Alton Railroad, \$7.50 (to depot quartermaster for payment, January 31, 1887); 2 accounts of Fremont, Elkhorn and Missouri Valley Railroad, \$160.84 (to Director Geological Survey for payment, February 1, 1887); 1 account of Pennsylvania Company, \$1.26 (to Director of the Mint for payment, February 1, 1887); 1 account of Norfolk and Western Railroad; \$14.49 (to Treasury Department for settlement, February 1, 1887); 18 accounts of Southern Pacific Company,

\$56,786.46 (to proper Bureaus for settlement, February 9, 1887). All of these accounts were formally entered by the record clerk in the Claims Registry.

The remaining communications may be briefly described as follows: (1) A complaint from an Army officer that a decision of the Comptroller of the Treasury has operated to compel him to pay for street-car tickets for enlisted men on public duty. (Forwarded to the Secretary of War, January 25, 1887.) (2) A decision of the Secretary of War that enlisted men cannot be employed as telegraph operators by private corporations. (Copied in decision book and filed, January 24, 1887.) (3) A report from General Gibbon that he had authorized sleeping accommodations for Captain Kennington, an insane officer, and attendants, from Portland to Washington, and asking approval of his action. (Forwarded to the Secretary of War; recommended, January 26, 1887.) (4) An inquiry from Captain Barnett, assistant quartermaster, as to amount of baggage allowed enlisted men on change of station. (Returned to Captain Barnett with information, January 25, 1887.) (5) An inquiry from the Second Comptroller whether steamer *Belle of Memphis* was in employ of Government in 1864. (Returned to the Second Comptroller with information, January 31, 1887.) (6) An application from an officer for blank transportation requests. (Supplied January 25, 1887.) (7) A reference from the War Department of a decision of the Second Comptroller in relation to payment for public telegrams with instructions for issue of a general order on the subject. (Returned to Secretary of War with report and draft of general order, January 25, 1887.) (8) A letter from the vice-president of the Western Union Telegraph Company on the same subject. (Filed with previous case.) (9) A letter from Hon. John C. Spooner, United States Senator, calling for immediate information on House bill No. 5194, McMinnville and Manchester Railroad Company. (Report made January 27, 1887.) (10) A letter from C. P. Huntington, vice-president Southern Pacific Company, appointing George B. Williams agent for that company. (Acknowledged and filed, January 24, 1887.) Notations in parentheses indicate the action taken in these cases.

The railroad accounts (except the Southern Pacific) were turned over to the examiner of miscellaneous railroad accounts, who verified the charges, according to tariff or special rates, scrutinized the bills of lading and transportation requests, and reported the result of his examination in writing upon a file-envelope in each case, and turned them over to the correspondence clerk for transmittal for settlement or other disposition.

The eighteen accounts of the Southern Pacific Company were turned over to the clerk in charge of bonded Pacific railroad accounts, and treated by him in the same general manner as that adopted in the case of the other railroad accounts.

(1) The street-car tickets case was forwarded to the Secretary of War with report and for consideration with a number of cases of like import. (A general order settling this subject has since been issued.)

(2) The decision of the Secretary of War was spread on decision book and filed.

(3) On recommendation of the Quartermaster-General, the Secretary of War approved General Gibbon's action in supplying sleeping accommodations.

(4) Captain Barnett was set right upon the subject he submitted.

(5) The information requested by the Comptroller was furnished.

(6) The transportation requests applied for by the officers were supplied.

(7) An elaborate general order (No. 15, of 1887) to carry out the Comptroller's decision, was formulated and submitted to the War Department for issue.

(8) The letter of the vice-president Western Union Telegraph Company was filed with preceding case, No. 7.

(9) A letter giving a complete history of the McMinnville and Manchester Railroad claim was sent to Senator Spooner.

(10) Mr. Williams's authorization as railroad agent was acknowledged and filed.

This exhibits the action take on cases received at this office January 24. Of course they were not all acted upon on that day.

On January 24 twenty-seven letters were written in the division, press-copied, and mailed, and all action recorded on the proper books, and with the use of type-writers a permanent record of these "Letters sent" has been made by the copyists of the division.

All cases when disposed of are carefully filed away in file-envelopes in their appointed places, where they can be easily found when required.

Other incidental work, answering inquiries, searching files, examining and recording Treasury settlements, &c., is dispatched daily, which cannot be briefly described.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

REGULAR SUPPLIES DIVISION.

The following statement shows in detail the methods of transacting business in the regular supplies division of the office of the Quartermaster-General:

The items of the principal business matters transacted in this division consist of: (1) Briefing, entering, and indexing all communications received concerning matters of regular supplies for the Army. (2) Acting upon estimates and requisitions for quartermaster's stores referred to this office from the three military divisions and from recruiting depots, general depots of the Quartermaster's Department, and independent posts and arsenals. (3) Acting upon stock reports of general depots, and the subject of supply of articles kept there for issue. (4) Acting upon estimates for the Army for articles issued only upon orders of this office, such as stores at Rock Island Arsenal, harness at Leavenworth Prison, and Army wagons at general depots. (5) Acting upon requisitions for articles purchased only upon authority of the Secretary of War, such as cavalry and artillery horses and draft horses. (6) Correspondence in relation to the purchase and manufacture of any of the above articles of adopted patterns, and the consideration of all changes in specifications therefor. (7) Correspondence in relation to extra allowance of any of these articles, of the supply of articles not of adopted patterns, of the supply of extra fuel, &c., either in the discretion of the Quartermaster-General or by authority of the Secretary of War. (8) Correspondence concerning changes in advertising list, with the necessary notice to officers. (9) Acting upon requests for authority to advertise, transmitted through this office. (10) Correspondence relating to fuel tests. (11) Correspondence relating to trial of articles other than clothing, camp and garrison equipage, submitted for adoption in the Army, and the necessary records relating to these subjects. (12) Acting upon claims and accounts for regular supplies referred for settlement through the Treasury, or by officers of this Department. (13) Answering calls for information from other branches of the office, and the necessary search in other branches for needed information. (14) Filing of all papers with proper notations in each case. (15) Acting upon proposals for fuel, forage, and straw provided by the Quartermaster's Department for the Army, and preparing for award and approval of all contracts for supplies for depots, independent posts, and arsenals; also all leases and renewals thereof. (16) Examining all awards made by Department commanders, and contracts made thereunder. (17) Registering contracts and leases and transmitting one number each of same to the Second Comptroller of the Treasury. (18) Examining all vouchers paid under contracts and leases to determine whether payments have been made in accordance therewith. (19) Correspondence arising out of complaints against award of contracts, and failure to accept contracts, or to fulfill them. (20) Preparing requisitions upon the Public Printer for books and blanks for the Quartermaster's Department. (21) Recording and indexing all communications sent concerning matters of regular supplies for the Army.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of, and notice duly given to the proper party:

Upon receipt of the papers pertaining to this branch the principal clerk hands the same to the briefing and indexing clerk, who stamps the same, showing date of receipt, and makes upon the outside fold of the transmitting letter a synopsis of its contents, and then hands the papers to the entry clerk, who in turn records them and affixes the running number upon each and every paper, numbering all inclosures in consecutive order. The papers are then returned to the indexing clerk, who indexes the same and returns them to the principal clerk, who distributes them to the various clerks respectively to whose line of duty they pertain, with directions as to action to be had thereon.

All matters requiring the personal inspection of the Quartermaster-General are duly briefed, and submitted by the principal clerk to the officer in charge of the branch, who submits the same to the Quartermaster-General with his recommendation as to action in the case. The Quartermaster-General then indicates upon the brief what action shall be had and the papers are returned to the officer in charge of the branch, and by him, with such special instructions as he may deem necessary in the case, to the principal clerk. Action is then taken as indicated and the communications sent in reply are duly recorded in books provided for the purpose, and fully indexed and the press copy placed with the retained papers or brief, and action noted on record book opposite the entry of the case. The retained papers are then filed in numerical order according to calendar year in which received.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

CLOTHING SUPPLY DIVISION.

The following statement shows in detail the methods of transacting business in the clothing supply division of the office of the Quartermaster-General, U. S. Army:

The items of the principal business matters transacted in this division consist of the supply of clothing and equipage to the Army of the United States, the purchase and manufacture of clothing and equipage, such as uniforms of every kind, clothing, boots, shoes, tents, axes, shovels, and all other articles of camp equipage, the awarding of contracts, establishing correct standards and specifications, and all correspondence pertaining thereto, viz: (1) Purchasing and manufacturing the required articles at the general supply depots of the Quartermaster's Department; (2) directing the issues from said depots on estimates and requisitions from the various posts, recruiting depots, and rendezvous of the supplies required to properly clothe and equip the Army in accordance with existing allowances fixed by regulations and orders.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

All correspondence upon receipt in the division, after being carefully read and briefed, is entered in the "record book of letters received" and consecutively numbered. Each case is then indexed in the "index book of letters received" both under the names and subjects, so that it can be readily found whenever required. The case is then turned over to the principal clerk of the divisions who, if the matter does not require a reference to superior authority, acts upon it by writing the necessary letters and indorsements, which are signed either by the Quartermaster-General or the officer of the Army having charge of the division. If the subject under consideration requires a decision of the Quartermaster-General, a short and concise brief of the case is prepared and submitted. Whatever directions are given are carried out by writing the necessary letters or references. For a prompt dispatch of business press copies of action are taken and they are subsequently copied in the "record book of letters written," noting upon each paper the page of the book on which it is recorded. The action is then indexed under the names and subjects in the "index book of letters written" so that action can be ascertained whenever called for. The press copies are then turned over to the clerk entering the mail upon its receipt, who notes opposite the entry the action taken, giving dates, &c., thus making the "book of letters received" a complete record in all its details of each particular case. Finally the press copies are placed inside the letters received, action having previously been noted upon the document itself, and filed in boxes according to number. If the case has any connection with previous correspondence, the papers are filed therewith and noted in the entry book of letters received, thus placing upon the files of the office, in a most complete manner, papers which whenever called for can be obtained with least possible delay.

Respectfully submitted,

S. B. HOLABIRD,

Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

BARRACKS AND QUARTERS DIVISION.

The following statement shows in detail the methods of transacting business in the barracks and quarters division of the office of the Quartermaster-General:

The items of the principal business matters transacted in this division consist of the consideration and disposal of all applications, projects, and requisitions touching the construction, improving, and repair of Army shelter; the examination and preparation of plans, estimates, and specifications for barracks and quarters, storehouses, stables, hospitals, &c.; wharves, foot-bridges, &c.; water supply, drainage, and sewage at military posts; care and preservation of post cemeteries; hire and purchase of grounds for military encampments, and other work of a varied and miscellaneous character.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon,

and the action thereon had and taken by each till the same is finally disposed of, and notice duly given to the proper party :

The communications are first sent by the officer in charge to the principal clerk of the division, who, after running through them, places them in the hands of the record clerk, who briefs, if necessary, the subject-matter on the outer fold of the communication, then records and indexes them in regular order of receipt on record book "letters received." They are then analyzed by the principal clerk, who, after preparing rough notes setting forth the main points requiring action, passes them to the typewriter for preparation of fair copies thereof. After review by the principal clerk, they are then sent to the officer in charge, who, after personal study, adds such remarks or recommendations as are proper, and submits them to the Quartermaster-General, who indicates upon the memorandum notes or brief what the final action shall be. He then returns them to the officer in charge, who in turn sends them to the principal clerk of the division for the execution of the Quartermaster-General's orders. After preparation of the necessary letters, they are then sent to the officer in charge, by him examined and transmitted to the Quartermaster General for signature, after which a press copy of the letter is taken and note of the official action recorded opposite corresponding number of the original paper on "letters received." The press copy is afterward recorded in full and indexed in "letters sent," and is finally placed for ready reference in the file jacket envelope covering the particular case or subject thus disposed of.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General. U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

INSPECTION DIVISION.

The following statement shows in detail the methods of transacting business in the inspection division of the office of the Quartermaster-General :

The items of the principal business matters transacted in this division consist of: (1) Keeping record of all correspondence relating individually to officers of the Quartermaster's Department, and to officers and post quartermaster sergeants doing duty therein; also to clerks, agents, and other employes of the Quartermaster's Department from their original entry into the service to their final discharge therefrom. (2) Conducting all the correspondence relative to the assignment to duty of officers of the Quartermaster's Department, as well as post quartermaster sergeants, United States Army. (3) Preparing the annual and biennial reports. (4) Briefing, entering, and filing the monthly personal reports of stations and duties of officers of the Quartermaster's Department and of officers doing duty therein, and keeping record of officers of the Quartermaster's Department and of acting quartermasters. (5) Briefing, entering, and filing the monthly returns of stations of officers, keeping station book and preparation of monthly roster of the Quartermaster's Department, with rank, grade, station, and addresses and services of officers of the Department, and of officers, post quartermaster sergeants, and agents doing duty therein; also prepares monthly return of officers of the Quartermaster's Department for the Adjutant-General's Office, in accordance with paragraph 722, Army Regulations. (6) Keeping record of all applications, examinations, appointments, and assignments of post quartermaster sergeants, United States Army, under act of Congress approved July 5, 1884. (7) Keeping historical record of clerks, messengers, and others employed in Quartermaster-General's Office, and record of time lost by each. (8) Prepares the semi-monthly and monthly pay-roll of employes of Quartermaster-General's Office, and prepares annual report of employes, and their compensation, &c., as required by sections 194 and 195, Revised Statutes. (9) Keeping record of all decisions affecting the Quartermaster's Department. (10) Receives and distributes to all officers of the Quartermaster's Department orders, circulars, &c. (11) Receiving and disposing of all requests from officers of the Quartermaster's Department for books and blanks.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party :

All matter relating individually to officers of the Quartermaster's Department and officers and post quartermaster sergeants, civilian employes doing duty therein, when received, is sent to the officer in charge, who in turn sends it to the clerk in charge of the branch to which the same pertains, who carefully examines, and hands to the brief-

ing clerk, who indorses on the outside fold of each paper the contents. The paper then goes to the entry clerk, who records the same in a large record book prepared for the purpose. Each paper is given a stamp showing the branch to which it belongs, and a number and book mark. The papers are then indexed in the index book, the name of the writer and subject-matter being given, after which it is placed on the desk of the clerk in charge, who carefully examines the same, and in such cases where special instructions from the officer in charge are not necessary, directs the action taken, drafts the letter of reply, and hands them over to a type-writer to copy. In all cases where the instructions of the officer in charge of the branch, or of the Quartermaster-General, appear necessary, the clerk in charge makes a brief of the paper, giving all facts shown by the records, and any law or regulations that may have a bearing upon same, and submits the same for instructions. These briefs are considered by the officer in charge, or the Quartermaster-General, who notes his instructions thereon, and returns the same to the clerk in charge, who drafts such letters as may be needed in each case to carry out said instructions, and hands them to a type-writer to copy. After the letters are written copies are taken and the originals mailed to their proper destination. The copies are then handed to the recording clerk, who records them in a large record book, and indexes the same under name and subjects. The press copies are then folded, indorsed, showing page of record book in which recorded, and then filed away in a jacket which is kept for each case. All printed orders and circulars received from the Adjutant-General's Office for the information of officers of the Army, are as soon as received sent to the desk of the distributing clerk, who supplies each officer of the Quartermaster's Department, and each officer and post quartermaster sergeant doing duty therein, with a copy of the same for their guidance. A record of the number received and sent is kept in a record book, prepared for the purpose. Applications for the position of post quartermaster sergeant when received are, when necessary, sent to the Adjutant-General, who directs boards of officers to convene for the purpose of examining into the qualifications of the applicant, and after their examination all the papers are forwarded to the Quartermaster-General, who examines the same, and selects the applicant best qualified, and recommends his appointment to the honorable Secretary of War, and when appointed is assigned to duty where most needed. All requisitions for books and blanks by officers of the Quartermaster's Department are received, briefed, entered, and indexed the same as other communications, and are sent to the depot quartermaster, Washington, D. C., with instructions to supply the same from stock kept on hand for that purpose.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

RECORDS, FILES, AND CLAIMS DIVISION.

The following statement shows in detail the methods of transacting business in the records, files, and claims division of the office of the Quartermaster-General, U. S. Army:

The items of the principal business matters transacted in this division consists of: The custody of the records and files of the office since its establishment. Letters and claims relating to services of employes in the Quartermaster's Department during the war and since, and during the Mexican war. Claims and questions relating to extra-duty pay to enlisted men, and commutation of quarters and fuel. Claims for commutation of quarters, fuel, and forage to officers, and for reimbursements for post-transportation, &c. Requisitions for printing and binding for the office of the Quartermaster-General, and blanks for the officers of the Quartermaster's Department. Accounts for per diem, and expenses of agents employed in investigating claims under act of July 4, 1864. Communications and requisitions relating to supplying military posts with newspapers and periodicals. Communications and claims relating to the burial of officers and enlisted men of the Army. Communications and claims relating to rewards for the apprehension and delivery of deserters, and for lost and stolen public animals. Searching the record and reports of officers of the Department for record of service of employes on calls of other branches of the office, and other Departments, and miscellaneous matters generally, which do not pertain to other branches of the office.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon,

and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party :

On receipt of the mail each day, relating to this branch, it is examined by the principal clerk, and handed to the clerk who keeps the book of letters received, to be briefed, recorded, and indexed; after which the papers are passed to the clerk who keeps the claims registers and files, who searches the indexes for the purpose of ascertaining whether any previous paper or claim for the same service, or on the same subject has been received. If it be ascertained that no previous correspondence on the same subject has been received, the case, if a claim, is registered, indexed, and properly numbered and jacketed, and then given to an examiner, whose duty it is to make a thorough search of the reports of the quartermasters who were on duty at the military post, or with the military commands, as indicated by the papers, who employed the claimant; this search may be completed in fifteen minutes, or it may occupy two weeks, according to the number and size of the reports to be examined, some of which contain 14,000 names monthly. The examiner then makes a written report, giving the result of his work upon the case, which is scrutinized by the principal clerk, and if any allowance is due to the claimant a letter is prepared by him or the correspondence clerk to the Third Auditor of the Treasury, transmitting the claim for the action of the accounting officers, under the law, and a letter of advice is written to the attorney of record, or if no attorney appears, to the claimant. If nothing is found to be due the claimant, or if the communication is simply a letter of inquiry, an answer is prepared to the writer, giving him the necessary information.

Current accounts usually go through the same routine, with exception of being referred to a disbursing officer of the Quartermaster's Department for payment, instead of the accounting officers of the Treasury.

All letters and indorsements written, and briefs prepared, which are to be submitted to the Quartermaster-General, are sent daily to the officer in charge of the branch, who examines them, and if found to be correct signs such as may require his signature, and forwards to the Quartermaster-General such as may require his action and signature. After being signed by the proper officer, a press copy of each letter or indorsement is taken, from which the necessary notation is made by the clerks who keep the letters-received book and the claims registers and files against each particular case. These press copies are then copied in full into a letter-sent book, and carefully compared and properly indexed, and returned to the register and files clerk to be filed away in their respective jackets.

Upon the allowance of a claim by the accounting officers a Treasury settlement is issued by them for the amount found due (provided there are funds available for its payment), which settlement is forwarded to this office through the Secretary of War, and is noted against the case in the claim register, after being properly recorded in the finance branch. Requests on the Secretary of War for requisitions to issue upon the Treasury Department for the funds required to pay the claim, and notification of the issue of the draft by the Treasurer of the United States are also noted against the claim in the register.

All requisitions for printing and binding prepared in the different branches of the office are sent to this branch, and here recorded in a book kept for the purpose, after which they are press copied and then transmitted to the chief clerk of the War Department for his approval and signature. They are then returned to the Quartermaster-General's office for notation in the book referred to, of the number and date, which being done, they are sent to the Public Printer, who submits through the War Department an estimate on each job, which is also entered and referred to the officer in charge of the branch making the requisition, for his signature. It is then returned, and the date when sent back to the chief clerk War Department noted. All the work done by the Public Printer for the Quartermaster-General's Office is delivered to this branch, where it is properly counted, noted, &c., and then forwarded to the branch to which it belongs.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

SUB-BRANCH OF DIVISION I.

The following statement shows in detail the methods of transacting business in the sub-branch of division I of the office of the Quartermaster-General :

The items of the principal business matters transacted in this division consist of : (1) Receiving, opening, and distributing office mail; (2) in charge of library and keeping catalogue of same; (3) procuring stationery and supplies for office; (4) keep-

ing accounts of appropriations for office supplies; (5) issuing stationery and supplies to office and agents in the field; (6) in charge of furniture and property and making returns for same; (7) miscellaneous duties ordered by the Quartermaster General.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

(1) The mail is brought from the post-office by messengers at 9 a. m. and 12.30 p. m. It is then opened by the two clerks and distributed to the several branches to which it pertains. All outgoing mail is examined before being sent to the post-office or placed in hands of messengers for delivery.

(2) Copies of all acts, resolutions, bills, reports, Congressional documents, and other Government publications, with such mechanical and technical books as are required for use of the office, are received, arranged, indexed, and placed in the library, and accounts kept with the persons who may withdraw the same for reference, &c.

(3) Stationery and supplies for use of the office are procured by requisitions made on the supply division of the War Department, who furnish the same, taking memorandum receipts from the superintendent of building. The articles received are counted or weighed and placed in the store-room for issue.

(4) An allotment for the miscellaneous supplies and stationery used by this office during the fiscal year is made by the War Department. Against this allotment an itemized account, showing the quantity and cost of each article received, repairs to furniture, and expenses of every nature connected with this office is kept.

(5) Issues of stationery supplies, &c., are made on requests of the principal clerks of the branches, approved by the officer in charge, receipts being taken for the more important articles. Stationery is furnished to the agents in the field through the mails.

(6) Property books are kept, in which inventories of all properties received, disposed of, and remaining on hand, are entered, and returns made to the War Department in compliance with section 197 Revised Statutes.

(7) Miscellaneous duties ordered by the Quartermaster-General are such as circumstances require from time to time.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

CLAIMS DIVISION.

The following statement shows in detail the methods of transacting business in the claims division of the office of the Quartermaster-General:

The items of the principal business matters transacted in this division consist of investigating, examining, and preparing for adjudication claims presented under the act of July 4, 1864; and also certain miscellaneous claims.

At the present time no new claims are being received, as the third section of the act of March 3, 1789, provides that all claims not presented and filed under said act (July 4, 1864) prior to the 1st day of January, 1880, shall be forever barred. The work therefore now consists of closing up and disposing of the claims that accumulated prior to that date, in conducting the correspondence relative thereto, and in the administrative examination and proper disposition of such miscellaneous claims as are received from time to time.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

These claims, under act July 4, 1864, when first received into the office by the clerk in charge of the mail room, were sent to the room of the principal clerk of the claims division, where they were examined, and if made out in compliance with the provisions of the act, were passed to a clerk who stamped on each the date of receipt in the office and indorsed on the back thereof, or on the letter of transmittal, the name and address of claimant and attorney, if any; the nature and the amount of the claim, and the number of inclosures or papers received. They were then passed to another

clerk, who copied the indorsements in numerical order in the book of "Letters received," and wrote on each inclosure, with red ink, the number corresponding with the number of the entry of the claim in the book. They were then passed to a clerk who examined the index containing the names of all claimants whose claims had been previously received, to see if a claim for the same stores had before been presented. After this examination of the records each claim was entered on the claims registers of the division, which are books of some 600 pages, ruled and headed with columns as follows: File number, name of claimant, residence, nature of claim, by whom presented, when received, amount claimed, action, disposition, and remarks. The clerk making this entry on the claims registers also prepared for each claim a "jacket," or envelope, on which he transcribed the name and address of claimant and attorney, if any, the nature and amount of the claim, the number of inclosures, and the claim number, which consists of two numbers—first, the number of the book; second, the number of the entry in the book. The two numbers being separated by a short line or dash, thus, 218—334 or 218-334, 218 being the number of the book, and 334 the number of the entry in the book or register. After this, each claim inclosed in its jacket is passed to a clerk who prepares a letter for the signature of the officer in charge of the claims division, at present a deputy quartermaster-general, transmitting the claim to an agent of the Department whose district includes the county where the stores are alleged to have been taken, for investigation. This letter directs the agent to investigate and report as to the justice of the claim, the loyalty of the claimant at the time the stores were taken and thenceforward until the end of the war. At the same time the same person prepares a letter to the claimant or attorney, if any, advising him of the reference of the claim for investigation.

The agents intrusted with the investigation of these claims are authorized by section 2 of act of March 3, 1879, to administer oaths and affirmations and to take depositions of witnesses, and by section 2 of act of June 15, 1880, they are "directed to give notice to claimants whose claims it is proposed to investigate, of the time and place of taking testimony, who shall have the right to cross-examine every witness who may testify in behalf of the Government; and said agents shall also take at the same time testimony of any and all witnesses who may be presented by the claimant, and all, both in behalf of claimants and the Government, shall be under the law and rules which usually govern the taking of testimony; and the reports of said agents shall be open to the inspection of the claimant or his attorney at all times on application, subject to such regulations as the Quartermaster General and Commissary General may prescribe."

When an agent has completed the investigation of a claim he returns it to this office with the testimony he has taken, and with his report as to the merits of the claim and the loyalty of the claimant. Upon its reception in the claims division, the date of its receipt is stamped on each inclosure, and the name of the claimant, &c., is indorsed on the letter of transmittal and entered and noted in the book of "Letters received," the same as when the claim was first received in the claims division; after which it is examined by the principal clerk of the division, or by some one designated by him, to see if properly and thoroughly investigated. If not, a letter is prepared returning it to the agent for a more thorough investigation, calling his attention particularly to the points on which further investigation is deemed necessary. If well investigated it goes to a clerk in the file-room, who notes its receipt in the column of remarks on the claims register, fills out a card prepared for the purpose, informing the attorney that it has been returned by an agent, and that action will be suspended for fifteen days to afford him an opportunity to examine all the papers in the case. At the expiration of the fifteen days, or as soon thereafter as practicable, unless the attorney or claimant requests further suspension, the file-clerk takes from the files the jacket, which is never sent out of the office, and sends it with all the papers in the case to some clerk whose duty it is to examine the papers in the case in detail and prepare for the signature of the officer in charge such letters as are necessary to be written in the case. The letters most usual are, first, to the Third Auditor of the Treasury to ascertain if the officer charged with the seizure of the stores has taken up and accounted for the property on his property returns for the period, and also if the official returns on file in that office show payments to the claimant by any disbursing officer of the Quartermaster's Department on duty in the locality at the time; second, letters to the officers charged with the seizure, if their address be known, asking for such information as they may be able to furnish as to the seizure and its necessity; third, to the Second Auditor of the Treasury for the verification of the signatures of any officer who may have given receipts or vouchers for the stores; fourth, to the Adjutant-General of the Army for a statement of service of any officer whose signature to receipt is in doubt, or who, not having given a receipt, may have testified in the case. The object of this is to ascertain if such officers were on duty in the locality where the claim originated, on or about the date of the alleged seizure. While awaiting reply to such letters the claim is put into the hands of a clerk to prepare a full

abstract of all the evidence in the case, with the application first and the other testimony following in chronological order. When replies have been received to the letters sent in the case, and the abstract made, the case is examined by the principal clerk and others designated to assist him when necessary, to ascertain if the case is fully prepared and ready for final action. If so prepared, it is put on file with cases designated as "ready for final action," and such cases, as fast as called for, are placed on the desk of the officer in charge of the division, who upon all the evidence in the case writes his opinion, and therewith submits the case to the Quartermaster-General with a recommendation for allowance or disallowance in each case. Each case thus submitted goes to the desk of the Quartermaster-General, who examines and decides them as required by the law (act July 4, 1864). After action by the Quartermaster-General, if any allowance is recommended, letters are prepared for his signature transmitting all the papers in the case to the Third Auditor of the Treasury, with a statement that the case has been examined by him, and that he is convinced that it is just so far as relates to the items for which allowance is recommended, and of the loyalty of the claimant, and that the stores for which payment is recommended have been actually received or taken for the use of and used by the United States Army, the letter closing with a recommendation for settlement under section 300 A Revised Statutes U. S., and section 2 of act approved June 16, 1874, chapter 285. At the same time a letter is prepared for the signature of the officer in charge of the division, advising the claimant or his attorney of the action taken by the Quartermaster-General. If a claim be disallowed by the Quartermaster-General, a letter is prepared for the signature of the officer in charge of the division, advising the claimant or his attorney of the action of the Quartermaster-General, and giving the reasons in brief for the disallowance of the claim. The papers in the claims thus disallowed are taken from the general files and placed in files known and designated as "rejected cases."

All letters prepared for the signature of the Quartermaster-General or the officer in charge of the division are read over by the principal clerk of the branch, and if, in his judgment, they are properly prepared and correct, he affixes his initial near the upper left-hand corner of the sheet on which the letter is written. If not so prepared, they are returned to the writer for correction. And finally, all letters are placed before the officer in charge, whether prepared for his signature or that of the Quartermaster-General.

All letters written are press-copied, each on a separate sheet, and after being copied in full in a book designated "Letters sent," and the claim number placed on the press copies, it is filed in the jacket of the case to which it pertains, so the jacket contains not only the press copies of all letters written in the case, but the original letters received, to which the press copies are replies, are also filed therein. Each letter is entered in the book of "Letters sent," as well as each claim or letter relative to a claim received in the division and entered as hereinbefore described in the book of "Letters received," is carefully indexed under the name of the claimant and the name of the person to whom the letter is addressed, or the person from whom it is received. Each person who prepares a letter for signature as before mentioned also notes the fact, with the date of the letter, on the jacket, from which it is copied by another clerk in the column of remarks in the "claims register." So the jacket and the claim registers each shows the action taken in every particular case.

All letters received in regard to claims are stamped, indorsed on the back, and entered in the book of "Letters received," the same as the claim was when first received. The fact of their receipt is also entered on the claims register under the column of remarks. The claim registers therefore show all the letters, evidence, or papers of any kind received in each case, as well as all the letters written.

Respectfully submitted.

S. B. HOLABIRD,
Quartermaster-General, U. S. Army.

QUARTERMASTER-GENERAL'S OFFICE, April 6, 1887.

OFFICE COMMISSARY-GENERAL OF SUBSISTENCE.

ACCOUNTS AND RETURNS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the accounts and returns division of the office of the Commissary-General of Subsistence in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department

hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	4,570	0	4,570	17	269	6½	285	239
1885.....	301	4,152	0	4,152	16	259½	6½	273	236
1886.....	305	3,930	0	3,930	15	262	6½	279	181
1887 (to March 1).....	47½	674	0	674	15	44½	6½	47½	30½

All Sundays and holidays and days and fraction of days when the office was closed by order are deducted in determining the "number of days Department open" in the above table.

All absences of clerks (whether on leave, on account of sickness, or otherwise), during the days when the Department was open for business are deducted in computing the "number of days worked in person."

The following statement shows the average amount of business performed, transacted, and disposed of in the accounts and returns division of the office of the Commissary-General of Subsistence, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Mo ths.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employée.	Max.†	Min.†	Average amount.*	Average employée.	Max.†	Min.†	Average amount.*	Average employée.	Max.†	Min.†	Average amount.*	Average employée.	Max.†	Min.†
January.....	388	17	478	16	532	15	506	15
February.....	552	17	369	16	346	15	454	15
March.....	966	17	410	16	337	15
April.....	543	17	427	16	481	15
May.....	436	17	467	16	467	15
June.....	424	17	500	16	336	15
July.....	330	17	355	16	536	15
August.....	529	17	335	16	320	15
September.....	584	17	341	16	450	15
October.....	557	17	586	16	644	15
November.....	468	17	357	16	447	15
December.....	384	17	343	16	369	15
Total averages.....	6,161	17	4,968	16	5,235	15	960	15

* Accounts and returns examined.

† The division of labor in this division renders it impracticable to state numerically the maximum and minimum amount of business disposed of by employes. If computed upon the basis of the number of accounts and returns examined, the showing would be fallacious, as it does not follow that the one who examined the greatest number of accounts and returns is disposing of the maximum amount of business, since all accounts and returns do not involve the same amount of labor in their examination. Besides, several of the clerks of the division are not engaged directly in such examinations, but on work which is simply incidental thereto.

The following statement shows the amount and character of business on hand, received, and disposed of in the accounts and returns division of the office of the Commissary-General of Subsistence at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Examination of accounts and returns, as follows:													
Accounts current	357	2,425	2,366	416	2,489	2,348	557	2,417	2,412	562	380	439	506
Returns of subsistence stores	284	1,025	1,858	351	2,023	1,911	463	1,979	1,962	480	317	345	452
Returns of subsistence property	18	734	688	64	783	696	151	829	861	119	186	176	129
Returns of official postage-stamps		1,249	1,249		13	13							
Totals	659	6,333	6,161	831	5,308	4,968	1,171	5,225	5,235	1,161	883	960	1,084
In connection with the foregoing, the following clerical work was performed:													
Vouchers to accounts current examined and verified	(*)	(*)	38,730	(*)	(*)	35,775	(*)	(*)	36,424	(*)	(*)	5,791
Vouchers to returns of subsistence stores examined and verified	(*)	(*)	26,883	(*)	(*)	28,483	(*)	(*)	30,987	(*)	(*)	5,774
Vouchers to returns of subsistence property examined and verified	(*)	(*)	1,467	(*)	(*)	1,669	(*)	(*)	1,818	(*)	(*)	305
Vouchers to returns of official postage-stamps examined and verified	(*)	(*)	3,409	(*)	(*)	88	(*)	(*)	(*)	(*)
Letters received, briefed, recorded, and indexed	35	3,915	3,934	16	4,382	4,382	16	4,855	4,846	25	764	780	9
Letters sent—written			5,513			4,886			5,143			949	
Record-books of letters sent, copied, and indexed—pages			1,368			1,512			1,618			251	
Second Auditor's requests for reports as to indebtedness or non-indebtedness of officers	3	1,065	1,956	12	2,708	2,804	1	4,546	4,541	6	642	641	7
Papers copied			145			149			201			27	
Requests for remittances of funds recorded and indexed			1,064			1,162			1,131			30	
Certificates of deposit		83	83		56	56		69	65	4	8	11	1
Certificates of services as A. C. S., application for	10	332	338	4	335	334	5	370	368	7	69	76	
Collections made; reports by Pay Department		32	32		37	37		39	39		6	6	

* The number pending and received, not having been then counted, cannot now be given.

CLAIMS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the claims division of the office of the Commissary-General of Subsistence in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2,210	2,210	8	276½	6½	280	261
1885	301	2,143	2,143	8	267½	6½	279½	252
1886	305	2,088	2,088	8	261	6½	275	243
1887 (to March 1)	47½	357	357	8	44½	6½	47½	26½

All Sundays and holidays and days and fraction of days when the office was closed by order are deducted in determining the "number of days Department open" in the above table.

All absences of clerks (whether on leave, on account of sickness, or otherwise) during the days when the Department was open for business are deducted in computing the "number of days worked in person."

The following statement shows the average amount of business performed, transacted, and disposed of in the claims division of the office of the Commissary-General of Subsistence, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	325	8	133	8	142	8	165	8
February	186	8	128	8	142	8	156	8
March	244	8	97	8	121	8
April	159	8	123	8	80	8
May	272½	8	213	8	152	8
June	115	8	164	8	176	8
July	91	8	118	8	125	8
August	189	8	134	8	84	8
September	199	8	142	8	154	8
October	234	8	133	8	161	8
November	119	8	111	8	164	8
December	142	8	105	8	192	8
Total averages	2,375	8	1,601	8	1,693	8	321	8

* The division of labor in this division is such as to render it impracticable to state numerically the maximum and minimum amount of business disposed of by employes. The work of examination is interchangeable among some of the clerks, while others are only engaged on work that is incidental thereto.

The following statement shows the amount and character of business on hand, received, and disposed of in the claims division of the office of the Commissary-General of Subsistence at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Examination of claims, as follows: Sec. 3, Act of July 4, 1864, and the acts and joint resolutions supplementary to said act	18	16	31	3	21	18	6	25	29	2	1	1	2
Commutation of rations of Union soldiers while held as prisoners of war in rebel States (joint resolution approved July 25, 1866, and act of March 2, 1867)	1,758	1,214	1,915	1,057	1,165	1,262	960	1,446	1,411	995	330	239	1,086
Miscellaneous; that is, all war claims coming within the jurisdiction of the Commissary-General of Subsistence and not excluded in the preceding classes	420	366	429	357	324	321	360	367	253	474	107	81	500
Total	2,196	1,596	2,375	1,417	1,510	1,601	1,326	1,838	1,693	1,471	438	321	1,586

In connection with the foregoing the following clerical work was performed :

Character of work.	1884.	1885.	1886.	1887.
Letters and endorsements written.....	11,528	11,193	14,362	2,346
Letters and endorsements recorded and indexed in record books.....	11,528	11,193	14,362	2,346
Prepared briefs of claims.....	2,375	1,601	1,693	321
Requests for requisitions for war warrants drawn, recorded, &c.....		1,877	943	1

CONTRACT DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the contract division of the office of the Commissary-General of Subsistence in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and one-half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	554	554	2	277	6½	278	277
1885.....	301	809	809	3	269½	6½	276	264½
1886.....	305	831	831	3	277	6½	284	271½
1887 (to March 1).....	47½	138	138	3	46	6½	46½	46

All Sundays and holidays and days and fractions of days when the office was closed by order are deducted in determining the "number of days Department open" in the above table.

All absences of clerks (whether on leave, on account of sickness, or otherwise), during the days when the Department was open for business are deducted in computing the "number of days worked in person."

The following statement shows the amount of business performed, transacted, and disposed of in the contract division of the office of the Commissary-General of Subsistence, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January.....	4	2	1	3	6	3	18	3
February.....	1	3	1	3	66	3
March.....	14	2	1	3	2	3
April.....	1	3	1	3
May.....	12	2	1	3	16	3
June.....	17	2	55	3
July.....	16	2	151	3	85	3
August.....	94	2	20	3	61	3
September.....	16	2	1	3	4	3
October.....	3	2	2	3	80	3
November.....	39	3
December.....	9	2	1	3	79	3
Total averages.....	185	2	180	3	429	3	84	3

* The division of labor in this division renders it impracticable to state numerically the maximum and minimum amount of business disposed of by employes. All contracts and other important papers are examined by the principal clerk of the division, the labors of the other clerks being incidental thereto and to the other general work of the division.

The following statement shows the amount and character of business on hand, received, and disposed of in the contract division of the office of the Commissary-General of Subsistence at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to March 1, 1887.	Disposed of up to March 1, 1887.	Pending March 1, 1887.
Contracts, in quintuplicate, received, examined, recorded, indexed, and verified....		185	158		180	180		429	429		84	84	
In connection with the foregoing, the following clerical work was performed: Letters received, briefed, recorded, and indexed.....	1,830	1,830		2,627	2,627		2,657	2,657		305	305		
Letters and indorsements written.....			930		1,344			1,883				256	
Letters and indorsements recorded and indexed in record books.....			930		1,344			1,704				256	
Abstracts of proposals (with proposals), received, examined, recorded, and indexed.....	411	411		733	733		642	642		50	50		
Items of purchases of subsistence supplies verified (as to quantities and prices) by comparison of vouchers with the abstracts of proposals received within the year.....			4,106		9,560			7,561				42	
Monthly reports of the cost and quality of the component parts of the Army ration received, examined, and recorded.....	137	137		133	133		139	139		23	23		
Advertisements received, examined and forwarded to the War Department with recommendation.....	120	120		127	127		107	107		11	11		
Bonds, in duplicate, received, examined and disposed of.....	149	149		172	172		266	266		24	24		

MISCELLANEOUS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the miscellaneous division of the office of the Commissary-General of Subsistence in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	1,096	1,096	4	274	6½	285	255
1885.....	301	1,195	1,195	4	276½	6½	301	266½
1886.....	305	1,405	1,405	5	281	6½	304½	272½
1887 (to March 1).....	47½	228	228	5	45½	6½	47½	37½

All Sundays and holidays and days and fractions of days when the office was closed by order are deducted in determining the "number of days Department open" in the above table.

All absences of clerks (whether on leave, on account of sickness, or otherwise,) during the days when the Department was open for business are deducted in computing the "number of days worked in person."

The following statement shows the average amount of business performed, transacted, and disposed of in the miscellaneous division of the office of the Commissary-General of Subsistence, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.			1886.			1887 (to March 1).					
	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.
January	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
February	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
March	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
April	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
May	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
June	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
July	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
August	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
September	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
October	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
November	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
December	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5
Total averages	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5

The miscellaneous character of the work of this division does not permit of a numerical expression of "all kinds of business transacted," as required by this blank, nor of the maximum and minimum of business disposed of by employes. The average number of employes each month is given in the table.

The following statement shows the amount and character of business on hand, received, and disposed of in the miscellaneous division of the office of the Commissary-General of Subsistence at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.
Letters received, briefed, recorded, and indexed		2,591	2,591		2,616	2,616
Letters and indorsements written			2,640			2,958
Letters and indorsements recorded and indexed in record books			2,640			2,958
Monthly reports of commissaries of subsistence entered in record books		300	300		300	300
Monthly reports of commissary sergeants received and entered in record books		1,476	1,476		1,452	1,452
Monthly return of officers of subsistence department rendered to Adjutants-General, U. S. A			12			12
Certificates of service as A. C. S. prepared and mailed			342			340
Weekly statements of funds received and entered		7,859	7,859		8,082	8,082
Monthly statements of funds received and entered		1,612	1,612		1,719	1,719
General orders, headquarters Army, received and distributed		10,855	6,670		9,450	5,796
General court-martial orders, headquarters Army, received and distributed		4,510	3,772		6,710	5,612
Number of blanks received and issued	430,800	293,240	364,065	359,975	301,553	328,653
Totals						

Character of business.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Letters received, briefed, recorded, and indexed.....		2, 708	2, 708		396	396	
Letters and indorsements written.....			3, 117			481	
Letters and indorsements recorded and indexed in record books.....			3, 117			481	
Monthly reports of commissaries of subsistence entered in record books.....		300	300		50	50	
Monthly reports of commissary sergeants received and entered in record books.....		1, 452	1, 452		236	236	
Monthly return of officers of Subsistence Department rendered to Adjutants-General, U. S. A.....			12			2	
Certificates of service as A. C. S. prepared and mailed.....			385			76	
Weekly statements of funds received and entered.....		7, 976	7, 976		1, 483	1, 483	
Monthly statements of funds received and entered.....		1, 764	1, 764		295	295	
General orders, headquarters Army, received and distributed.....		7, 200	4, 416		1, 350	828	
General court-martial orders, headquarters Army, received and distributed.....		5, 555	4, 646		880	736	
Number of blanks received and issued.....	332, 875	317, 500	331, 225	309, 150	94, 000	67, 800	335, 356
Totals.....							

The business of this division being of a miscellaneous character is not susceptible of numerical expression under a general classification as in the other divisions. The amount of clerical work performed is indicated in the above table.

The following statement shows in detail the methods of transacting business in the claims division of the office of the Commissary-General of Subsistence:

The items of the principle business matters transacted in this division consists of: (1) The recording, indexing, examining, and briefing of claims of enlisted men, and the claims of their widows and orphans, for commutation of rations due said enlisted men while prisoners of war in the rebel States during the late war, and the forwarding of them to the Treasury for settlement. (2) The recording, indexing, examining, and briefing of claims of enlisted men for commutation of rations while absent on furlough, while on detached duty, &c., during the late war, together with other claims of a miscellaneous character, and the forwarding of them to the Treasury for settlement. (3) The examination and briefing of claims for subsistence stores furnished in loyal States to the Army during the late war, and forwarding them to the Treasury. (4) The keeping of the necessary record books and files in connection with the business of the division.

The following books of permanent record are kept in this division: (1) Registers of claims, prisoners of war (in a series of sixteen volumes and index); (2) Register of claims, miscellaneous and index; (3) Registers of claims, 4th July, 1864, (in a series of nine volumes and index); (4) Register of letters sent, and index.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

(1) The business of this division arises out of the requirements of the joint resolution of July 26th, 1866, and Sec. 3, act of March 2, 1867, allowing commutation of rations to enlisted men while held as prisoners of war in the late rebel States; out of the requirements of Sec. 300 B, Revised Statutes; and the necessity for the disposal of all claims presented for commutation of rations while on furlough and while on detached duty, &c., during the late war; together with all other claims and demands of a miscellaneous character.

(2) The duties of the officer who is placed in charge of the division are discharged under instructions from the Commissary-General of Subsistence.

(3) The procedure in the examination of claims for commutation of rations while prisoners of war is as follows: Upon reception of an application the index is examined to ascertain whether an application on behalf of the claimant had ever been pre-

sent before. If previous claim had been made the claimant is so informed. If no previous claim has been received the receipt of the application is acknowledged, and a letter is written to the depot commissary of subsistence, at Washington, D. C., who is in charge of a consolidated list of all payments made by commissaries of subsistence to prisoners of war during the late war, requesting report whether payment has ever been made in the case. If his report shows that payment has been made, a brief of the facts of the case is drawn up by the examining clerk, which, after revision and expression of opinion by the officer in charge of the division, is submitted with the papers in the case for the decision of the Commissary-General of Subsistence. After such decision the papers are transmitted to the Third Auditor of the Treasury, with recommendation, and a letter written to the claimant or his attorney notifying him of the result. If, however, it should appear by the report of the depot commissary of subsistence that payment has not been made, a letter is written to the Adjutant-General of the Army, requesting a statement of the military service of the soldier as appearing upon the muster rolls on file in that office, and one is written to the Second Auditor for verification of the signature of the applicant, if the application is made by the soldier himself. Should the report of the Second Auditor be satisfactory and the statement of service furnished by the Adjutant-General show dates of capture and release or re-entry into the Union lines by agreeing with those given by the applicant, a brief of the case is at once drawn up by the examining clerk in a way to show the concurrence of dates of the principal facts alleged by claimant, and the dates of those facts as shown by the records of the Adjutant-General's Office, which, after revision and expression of opinion by the officer in charge of the division, is submitted with the papers in the case for the decision of the Commissary-General of Subsistence. After decision the papers are transmitted to the Third Auditor of the Treasury, with recommendation, and a letter written to the claimant or his attorney notifying him of the result. Should the dates of capture, release, or re-entry into the Union lines, or either of them, not appear upon the records of the Adjutant-General's Office, the claimant or his attorney is requested by letter to furnish evidence to establish the correctness of the dates given him, which, if found sufficient, is referred to the Adjutant-General with the statement of service, to complete the soldier's record. Where soldiers had died during imprisonment, and the records of the War Department fail to show the date of death, the Second Auditor, the attorney, and frequently the Commissioner of Pensions, are applied to for evidence of death, which evidence, when received, is forwarded to the Adjutant-General with the statement of service to complete the military record. Upon the completion of the soldier's record, so far as is necessary to the claim under consideration, a brief of the case is made as is herein above described and the papers referred to the Third Auditor for settlement, the claimant or his attorney being advised. When appropriation has been made by Congress for liquidation of this class of cases, a request in each settled case is made on the Secretary of War for a requisition on the Secretary of the Treasury for payment.

(4) The procedure in the examination of claims for commutation of rations while on furlough, while on detached duty, &c., is much the same as the above, the furlough itself being always required or its loss accounted for, and a statement of the soldier's service, for the period at least of the furlough, being requested of the Adjutant-General.

(5) The examination of claims under Sec. 300 B, Revised Statutes, is now practically closed, there being two on hand at the present time, and an occasional one reaching this office from time to time by reference from the Quartermaster-General's Office or Third Auditor.

The following statement shows in detail the methods of transacting business in the contract division of the office of the Commissary-General of Subsistence:

The items of the principal business matters transacted in this division consist of:

(1) The receipt, examination, and forwarding to the War Department of all advertisements soliciting proposals for furnishing subsistence supplies for the United States Army. (2) The receipt, recording, examination, filing, and indexing of abstracts of proposals for furnishing subsistence supplies, including the proposals themselves as submitted to the officers of the Subsistence Department. (3) The receipt, recording, examination, filing, and indexing of contracts made by officers of the Subsistence Department for subsistence supplies, and the forwarding of copies thereof to Second Comptroller and returns office of the Interior Department after approval. (4) The receipt, recording, examination, and forwarding to the Secretary of War for approval of reports of purchases of subsistence supplies made in open market without advertising. (5) The comparison and verification of items paid for in the accounts of disbursing officers with the items on the contracts for same on file. (6) The keeping of the necessary record books and files in connection with the business of the division.

The following books of permanent record, prescribed by "Instructions for keeping records of the War Department," are kept in the division, viz: (1) Register of letters received, and index; (2) Register of letters sent, and index; (3) Register of contracts

for fresh beef; (4) Register of contracts for subsistence supplies; (5) Register of contracts for cooked rations for recruits and recruiting parties.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

(1) The business of this division arises out of the requirement of sections 3709, 3744, 3745, 4747, and 3628, Revised Statutes, and of a proviso in the Army appropriation act of July 5, 1884.

(2) The duties of the officer who is placed in charge of the division are discharged under instructions from the Commissary-General of Subsistence.

(3) The clerical duties of the division are transacted in accordance with the requirements of the book of "Instructions for keeping the records and transacting the clerical business of the War Department," promulgated October 1, 1870.

(4) The principal work of the division consists in recording, examining, indexing, and entering upon the permanent books of record of the division the various contracts (executed in quintuplicate) made by officers of the Subsistence Department for the furnishing of subsistence supplies for the Army; the comparison of the items in such contracts with the items in the accepted proposals; and the verification of purchases by comparison of quantities and prices shown in vouchers paid by disbursing officers, with the quantities and prices stipulated for in contracts. Incidental to this work is the proper briefing, recording, and indexing of letters received; the preparation, recording, indexing, and mailing of letters sent; and the keeping of the permanent books of record and files of the division.

(5) The procedure in the case of correspondence is the same as that explained in the report for the miscellaneous division, except that type-writers are not used in this division.

(6) The procedure in cases of critical examination of contract papers and comparison of items therein with the items of the accepted proposals need not be described; the verification of all payments under contracts by reference to the stipulated quantities and prices of the contracts themselves is of a painstaking character and need not be described.

ACCOUNTS AND RETURNS DIVISION.

The following statement shows in detail the methods of transacting business in the accounts and returns division of the office of the Commissary-General of Subsistence:

The items of the principal business matters transacted in this division consist of:

(1) The examination of all accounts-current of public moneys and returns of subsistence supplies of officers of the Subsistence Department and of officers doing duty in the Subsistence Department of the Army; (2) the preparation and issuance of all orders and correspondence connected with individual accountability for subsistence funds or supplies; (3) the keeping of the accounts against the Interior Department for subsistence stores furnished to Indians upon the request of that Department, and the preparation of accounts to be presented to that Department for reimbursement for same; (4) the keeping of the accounts against the Signal Service for subsistence stores furnished and other expenses incurred on account of that service, and the preparation of accounts for reimbursement of same; (5) the keeping of the necessary record books and files in connection with the foregoing classes of business.

The following books of permanent record, prescribed by "Instructions for keeping records of the War Department," are kept in this division, viz: (1) Register of letters received, and index; (2) register of letters sent, and index; (3) register of money accounts and returns received. In addition, the following books are kept, rendered necessary by the business of the office, viz: (1) Statement of funds received from sales of subsistence supplies; (2) refundments to appropriations for subsistence of the Army; (3) register of certificates to officers for services as A. C. S.; (4) memoranda of subsistence supplies not accounted for at the posts named at the date of examination of returns of the officers making the transfers; (5) blotter showing when accounts and returns are delivered to clerks for examination; (6) memorandum book of sundry expenditures, issues, &c., as follows: Commutation of rations to enlisted men on furlough; to ordnance sergeants; to enlisted men stationed where rations cannot conveniently be issued; to enlisted men while traveling; extra-duty pay; cooked rations to recruits and recruiting parties; liquid coffee for troops traveling; construction and repair of bake-ovens; issues to civil employes, to military convicts, and gratuitous issues to citizen prisoners and destitute citizens and to Indians; cost of printing, advertising, and subscriptions to commercial newspapers and telephones; (7) register of requests for remittances, and index; (8) blotter of requests for remittances; (9) register of certificates of deposits; (10) memorandum book of stores lost in trans-

portation, &c.; (11) record of subsistence funds expended in each fiscal year; (12) memorandum book of funds, stores, and property charged against officers on account of errors, disallowances, discrepancies, failures to account, &c. developed in the examination of accounts and returns.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

(1) The business of the division arises out of the examination, under § 3622 R. S. (A. R. 1638) and A. R. 1719, 1776 to 1782 and 1795, of the accounts-current and returns of subsistence supplies forwarded to the office of the Commissary-General Subsistence.

(2) The duties of the officer who is placed in charge of the division are discharged under instructions from the Commissary-General of Subsistence.

(3) The clerical duties of the division are transacted in accordance with the requirements of the book of "Instructions for keeping the records and transacting the clerical business of the War Department," promulgated October 1, 1870.

(4) The principal work of the division consists in the examination of accounts and returns; incidental to which is the proper briefing, recording, and indexing of letters received; the preparation, recording, indexing, and mailing of letters sent; and the keeping of the permanent books of record and files of the division.

(5) The procedure in the case of correspondence is the same as that explained in the report for the miscellaneous division, except that type-writers and letter-press books are not used in this division.

(6) The procedure in the examination of accounts and returns is indicated by the entries on the accompanying slips, which are used by the examiners in checking the work as it progresses. Reference thereon to books by the letters A, B, C, & D, is for convenience of brevity:

Examination of Account-Current of ——— for the Month of ———.

1. Balance from last Account correctly taken up	
2. Certificate of funds deposited, received and noted	
3. Charges on Book C correctly taken up, and credit entered	
4. Sales to officers, to enlisted men, by auction, of barrels, boxes, &c., correct, and correctly taken up	
5. Funds received by transfer correctly taken up	
6. Charges in Book A canceled	
7. Funds received by remittance correct, per "Register of Remittances"	
8. Abst. of Purchases, and vouchers, correct, and correctly entered	
9. Abst. of Contingencies, and vouchers, correct, and correctly entered	
10. Funds transferred correct. Taken up by other officer	
11. " " " Charged in Book A	
12. Expenses of subsisting recruiting parties recorded	
13. Commutation of rations to enlisted men correct, and supported by proper authority	
14. Balance to be accounted for correct	
SUMMARY: No. of vouchers examined	
No. of indorsements and letters written	
No. of errors detected	

Examination begun ———; ended ———.

Final revision completed, and letter to officer ———, 188 .

Examining Clerk.

Revising Clerk.

Account-Current posted, and amounts taken up in correction of errors and disallowances noted ———, 188

MISCELLANEOUS DIVISION.

The following statement shows in detail the methods of transacting business in the miscellaneous division of the office of the Commissary-General of Subsistence:

The items of the principal business matters transacted in this division consist of (1) the preparation and issuance of suitable general and special instructions, and correspondence in connection therewith, for an efficient and economical administration of the Subsistence Department of the Army (exclusive of correspondence connected with the making and fulfillment of contracts, with individual accountability for public moneys or supplies, and war claims); (2) the preparation and issuance of orders and correspondence for the procurement of needed supplies for the public service and their distribution to the places where required for use or consumption; (3) the preparation and distribution of blank forms for the use of the Subsistence Department of the Army; (4) the preparation of yearly estimates for the service of the Subsistence Department of the Army, and the office of the Commissary-General of Subsistence; (5) the preparation of data for the annual report of the Commissary-General of Subsistence; (6) the performance of various miscellaneous duties not assignable to other divisions of the office, including the work of the messengers, laborers, and watchmen; (7) the keeping of the necessary record books and files in connection with the foregoing classes of business.

The following books of permanent record, prescribed by "Instructions for keeping records of the War Department," are kept in this division, viz: (1) Register of letters received and index; (2) register of letters sent and index; (3) ledger of appropriations of the Subsistence Department; (4) register of estimates of funds.

The following is specially authorized by the Secretary of War: (1) Register of requisitions for printing and binding; and the following are rendered necessary by the business of the office: (1) Register of annual estimates of the Subsistence Department and of office of Commissary-General Subsistence; (2) register of applications for appointment of commissary-sergeants; (3) personal records of commissary sergeants; (4) record of post commissaries; (5) records of certificates for extra pay as acting commissary subsistence; (6) ledger account "contingent expenses office Commissary-General Subsistence"; (7) order book, office of Commissary-General Subsistence; (8) stationery account; (9) register of weekly statements of funds; (10) register of clerks and employes; (11) monthly return of Subsistence Department; (12) register of distribution of orders, circulars, &c.; (13) register of letters to Secretary of War; (14) register of blanks issued to the Army; (15) military history of officers of the Subsistence Department.

The following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

(1) The business of this division either originates with the Commissary-General of Subsistence or one of his assistants, or arises out of matters received in the mail, or is a matter of mere office routine.

(2) The duties of the officer who is placed in charge of the division are discharged under instructions of the Commissary-General of Subsistence.

(3) The clerical duties of the division are all transacted in accordance with the requirements of the book of "Instructions for keeping the records and transacting the clerical business of the War Department," promulgated October 1, 1870.

(4) The course of procedure in the case of matter received in the mail is as follows: The chief clerk of the office having (under paragraph VIII of the Rules for the government of the clerks and employes of the office of the Commissary-General of Subsistence) opened and distributed to the briefing clerk of the division the mail-matter which pertains to the business of the division, such mail-matter is at once briefed by the latter and recorded in the register of letters received, the entries being subsequently indexed in the proper index book belonging to that register, and the register numbers of the entries duly placed upon the papers. The papers are then, without delay, returned to the chief clerk of the office, who immediately turns them over to the officer of the Subsistence Department on duty in the office in charge of the division for executive action. This officer, after searches of records by clerks of the division, where necessary, and collections of data for the purpose, usually drafts, after consultation with the Commissary-General of Subsistence, the replies that are to be made, and passes the drafts to the principal clerk of the division to be copied into official form for the signature of the Commissary-General of Subsistence. The copying (or engrossing) is done in manuscript, or is printed on the type-writer by one of the clerks of the division. The work of the copyist is revised by the officer in charge of the division before submission to the Commissary-General of Subsistence for signature, and the officer in charge critically examines all letters prepared by clerks of the division in the mere routine business of the division before submitting them for official signa-

ture. After signature the outgoing communications are returned to the clerks of the division, by whom a letter-press copy is taken, and the communications placed in addressed official envelopes for the mail. The letter-press book is copied into the register of letters sent, by one of the clerks of the division, and the index of this register is kept up by him. All entries in the register of letters sent are carefully compared with the originals or press copies after being recorded. The incoming letters are, after action, duly filed by the briefing clerk in the office files.

The foregoing is an outline of the procedure in ordinary uncomplicated cases. The incidental clerical laborers connected with these, as well as with the more complicated cases, will be found fully set forth in the book of "Instructions for keeping the records of the War Department" hereinbefore referred to.

OFFICE OF CHIEF OF ORDNANCE.

ARCHIVES DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the archives division of the office of the Chief of Ordnance, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and a half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present*.	Minimum days present.†
1884	307	3,287	0	3,287	12	273½	6½	288	255
1885	302½	3,254	0	3,254	12	271½	6½	276½	248½
1886	305	3,323	0	3,323	12	276½	6½	282	269
1887 (to March 1).....	47½	561½	0	561½	13	43½	6½	47½	†20½

* The report in this column is made on a basis of the number of working days in each year, Sundays, holidays, and all days on which the Department was closed being excluded.

† The absence reported in this column was by reason of the authorized legal leaves, or by reason of sickness.

‡ The minimum number of days present to March 1, 1887, represent the time of new appointee who reported for duty February 3, 1887.

The following statement shows the average amount of business performed, transacted, and disposed of in the archives division of the office of the Chief of Ordnance, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	530	12	605	12	611	12	593	13
February	1,126	12	399	12	589	12	442	13
March	817	12	653	12	582	12
April	427	12	791	12	593	12
May	1,161	12	596	12	476	12
June	2,141	12	647	12	716	12
July	1,242	12	806	12	462	12
August	558	12	503	12	506	12
September	1,342	12	607	12	525	12
October	455	12	593	12	620	12
November	1,080	12	503	12	526	12
December	1,048	12	442	12	500	12
Total averages	11,927	144	7,145	144	6,745	144	975	26

The following statement shows the amount and character of business on hand, received, and disposed of in the archives division of the office of the Chief of Ordnance, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Requisitions for ordnance and ordnance stores received, examined, and acted on		1, 921	1, 921		1, 793	1, 793		1, 750	1, 750		262	262	
Communications received, briefed, and registered		15, 479	15, 479		17, 820	17, 820		17, 953	17, 953		2, 455	2, 455	
Reports received and examined		838	838		775	775		798	798		132	132	
Report of enlistments in ordnance department received		85	85		109	109		148	148		27	27	
Communications recorded and sent out			23, 798			24, 580			23, 302			3, 622	
Orders written directing issues of supplies to the Army			2, 640			2, 288			2, 074			395	
Distribution of packages, blanks, orders, publications, &c.			98, 352			38, 395			34, 919			5, 795	
Totals	18, 323	143, 122	20, 497	85, 760	20, 640	80, 944	2, 876	12, 686					

ACCOUNTS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the accounts division of the office of the Chief of Ordnance, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.*	Minimum days present.†
1884	307	833	0	833	3	277½	6¼	280	273
1885	302½	804½	0	804½	3	268½	6¼	283½	249½
1886	305	769	0	769	3	256½	6¼	275	227
1887 (to March 1)	47½	130½	0	130½	3	43½	6¼	47½	41½

* The report in this column is made on a basis of the number of working days in each year, Sundays, holidays, and all days on which the Department was closed being excluded.

† The absence reported in this column was by reason of the authorized legal leaves or by reason of sickness.

The following statement shows the average amount of business performed, transacted, and disposed of in the accounts division of the office of the Chief of Ordnance, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	378	3	339	3	289	3	327	3
February	394	373	220	269
March	423	367	284
April	355	390	264
May	405	330	292
June	502	425	280
July	408	342	266
August	383	230	231
September	435	301	247
October	285	263	273
November	357	262	225
December	381	296	270
Total averages	4,706	36	3,918	36	3,146	36	596	6

The following statement shows the amount and character of business on hand, received, and disposed of in the accounts division of the office of the Chief of Ordnance, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
	Communications received	196	196	221	221	231	231	42	42
Communications sent out	4,978	3,499	1,874	407
Statements and abstracts received, examined, and recorded	3,594	3,594	3,141	3,141	3,219	3,219	517	517
Certificates of inspection, deposits, &c., received and acted on	3,767	3,767	3,420	3,420	2,705	2,705	475	475
Disbursing officers' accounts and statement of funds received and registered	557	557	566	566	440	440	160	160
Disbursing officers' accounts examined and sent to Second Auditor	325	229	288	90
Requisitions from militia and colleges received and filled	356	356	360	360	369	369	42	42
Weekly and monthly statements of funds prepared and reported	330	320	314	55
Totals	8,470	14,103	7,708	11,756	6,964	9,440	1,256	1,788

PROPERTY DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the property division of the office of the Chief of Ordnance, U. S. Army, in person and by proxy with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.*	Minimum days present.†
1884	307	3,081	0	3,081	13	237	6½	289	165
1885	302½	3,449½	0	3,450	13	265½	6½	285½	228½
1886	305	3,498	0	3,498	13	269½	6½	290	237
1887 (to March 1)	47½	594½	0	594½	13	45½	6½	47½	42½

* The report in this column is made on a basis of the number of working days in each year. Sundays, holidays, and all days which the Department was closed being excluded.

† The absence reported in this column was by reason of the authorized legal leaves, or by reason of sickness.

‡ The minimum number of days present in 1884 represent the time of a clerk who resigned May 7, 1884.

The following statement shows the average amount of business performed, transacted, and disposed of in the property division of the office of the Chief of Ordnance, U. S. Army, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Max.	Min.	Average amount.	Average employés.	Max.	Min.	Average amount.	Average employés.	Max.	Min.	Average amount.	Average employés.	Max.	Min.
January	292	13	226	13	244	13	241	13
February	97	13	118	13	101	13	135	13
March	88	13	94	13	126	13
April	247	13	253	13	254	13
May	128	13	121	13	99	13
June	117	13	127	13	116	13
July	216	13	244	13	251	13
August	132	13	118	13	104	13
September	71	13	115	13	118	13
October	206	13	205	13	262	13
November	74	13	103	13	160	13
December	87	13	94	13	109	13
Total averages	1,755	156	1,818	156	1,944	156	376	26

The following statement shows the amount and character of business on hand, received, and disposed of in the property division of the office of the Chief of Ordnance, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1888.	Received during 1888.	Disposed of in 1888.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Property returns pending at beginning of year.....	3, 806			5, 282			5, 574			5, 706			5, 992
Property returns received and registered.....		4, 153			4, 259			4, 279			946		
Property returns examined primarily.....			3, 743			2, 547			4, 346			641	
Property returns examined finally.....			964			999			1, 023			216	
Property returns adjusted and closed.....			2, 677			3, 967			4, 147			660	
Communications received.....	1, 230	1, 230		1, 444	1, 444		1, 324	1, 324			200	200	
Communications sent out.....		10, 061			10, 404			10, 151				2, 224	
Totals.....	3, 806	5, 383	18, 675	5, 282	5, 703	19, 361	5, 574	5, 603	20, 991	5, 706	1, 146	3, 941	5, 992

OFFICE OF CHIEF OF ORDNANCE.

The following statement shows in detail the methods of transacting business in the office of the Chief of Ordnance, U. S. Army:

The items of the principal business matters transacted in this office consist of providing, preserving, distributing, and accounting for every description of artillery, small arms, and all the munitions of war which may be required for the fortresses of the country, the armies in the field, and for the whole body of the militia of the Union. In these duties are comprised that of determining the general principles of construction and of prescribing in detail the models and forms of all military weapons employed in war. They comprise also the duty of prescribing the regulations for the proof and inspection of all these weapons, for maintaining uniformity and economy in their fabrication, for insuring their good quality, and for their preservation and distribution; and in order to fulfill these purposes extensive operations are conducted at the national armories, arsenals, and ordnance depots. In examining and reporting on the various inventions submitted to the Chief of Ordnance; in the distribution of ordnance publications, answering inquiries from dealers concerning the sale of unserviceable and obsolete ordnance stores that have been advertised and offered for sale in accordance with law and regulations; in examining the fiscal operations of the Department to see that the appropriations are in no case exceeded, by which a deficiency would be created; in the examinations of the ordnance property, accountability of the whole Army, the Executive Departments, colleges, &c., having public property, in accordance with the special laws governing such cases, &c.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this office and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

War Department refers to the Chief of Ordnance for report, letter of George H. Benjamin, asking if the Government would be willing to test the gun-cotton manufactured by Wolf & Co., of Walsrode, Germany; and, if so, upon what conditions.

(1) The above-described letter registered upon its receipt in this office and placed before the Chief of Ordnance for his action.

(2) Referred to the Ordnance Board U. S. Army for report.

(3) Received back from the Ordnance Board with report.

(4) Returned to the Secretary of War, concurring in the report of the Ordnance Board.

(5) Received back from the Secretary of War, with copy of War Department letter to Mr. Benjamin.

(6) Mr. Benjamin reports that his company have shipped to the United States 400 pounds gun-cotton free of expense, &c.

(7) To Secretary of War asking permit for free entry at port of New York.

(8) Received back with information from the Treasury Department that the collector of customs has been instructed to admit the gun-cotton duty free.

(9) To Ordnance Board with instructions to receive the gun-cotton and store it at Sandy Hook for trial.

Certificate of inspection and receipts in favor of the South Boston Iron Works for 300 8-inch Eureka shell furnished under contract of June 28, 1886.

The above-described certificate issued by an officer of the Ordnance Department on duty as inspector at the works of the contractors, and upon its receipt at this office is carefully examined to see—

(1) If the contract is still in existence, and whether its requirements have been fully complied with as to quantities, prices, delivery, &c.

(2) It is then noted in the proper books and referred to the Second Auditor of the Treasury for settlement in conformity with section 277 of the Revised Statutes.

(3) The Second Auditor, after taking action, refers it to the Second Comptroller, who, after examination of the account, returns it to the Second Auditor, who again, sends it to this office, where a request for a remittance from the proper appropriation for amount due is made on the Secretary of War and attached to the settlement, and the whole forwarded to the War Department.

Property return of Lieut. John C. Gresham, Troop B, Seventh Cavalry, received and registered at this office and examined to see—

(1) If the vouchers filed therewith are complete and numerically arranged, the stores taken up under their proper classified headings; the return compared with the officer's previous return to see if all the stores are properly brought forward from previous return; that all stores received by the officer from any source during the quarter are properly taken up and accounted for, and that each and every transaction shown thereon is authenticated by proper vouchers.

(2) All vouchers in a return covering stores dropped as taken by deserters, lost in transit, destroyed by the elements, &c., are submitted with all the facts in the case to the Chief of Ordnance for his action as to whether the evidence submitted by the officer is sufficient for the dropping of said stores from his return. In cases where a money responsibility is fixed on any person for any loss sustained by the United States steps are taken to collect it, and the return on which the voucher is recorded is not finally closed until the money found due has been received by the Government.

(3) Every entry on a return is carefully examined and verified, and all *invoices* compared with the *receipts* accompanying the return of the issuing officer.

(4) All charges made on "statement of charges" against deserters for stores taken by them, or for stores lost or damaged by the carelessness of the soldier are verified to see if the proper prices have been charged therefor; also that the charges have been made in accordance with regulations.

(5) If the return is found, upon examination, to be correct, it is adjusted and closed, and the officer so informed, and the return filed in this office. On the other hand, if errors are discovered in the examination the responsible officer is notified, and the return remains suspended until the errors are corrected and the property all satisfactorily accounted for. Should the officer fail, after a reasonable time, to satisfactorily account for the property he is reported to the Secretary of War for stoppage of his pay to satisfy the charge.

OFFICE OF CHIEF OF ENGINEERS.

FIRST DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the first division of the office of the Chief of Engineers at the times named:

[CHARACTER OF BUSINESS.—Fortifications, and surveys relating thereto; armament of fortifications; sites for engineer defenses; torpedo system of defenses; Boards of Engineers for defenses; lands for military purposes, &c., and books and other publications for use of the Corps of Engineers.]

	Pending Jan. 1, 1881.*	Received during 1884.†	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.†	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.†	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.†	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
Letters received, briefed, recorded, action noted, and indexed.....No.			1,000			1,185			1327				
Letters written, recorded, and indexed..... pages (15" x 10")			275½			311½			1109				
"Letters received" acted upon.....No									546			141	
No Land cases; letters written, recorded, and indexed..... pages (15" x 10")			67½			83			92½			6½	
Contracts acted upon.....No			1			11							
Annual Report: preparing copy in MS., and reading printed proof and revise..... printed 8vo pages			63			54			52				
Letters written relating to books, &c.....No			176			225			133			42	
Maps, drawings, and tracings relating to fortifications, torpedoes, lancia, &c.....No			(7)			(7)			224			15	
Totals.....			1,582½			1,869½			1,483½			204½	

* Practically nothing.

† Reference made to column "Disposed of."

‡ To April 30, when records were transferred to the "record division."

§ From May 1 to close of year.

|| July, transferred to division of accounts.

¶ No record.

The general character of the work is stated, but it is impracticable to give all the minutie. The blank form is filed to comply with instructions as nearly as possible. Figures, however, cannot give a correct idea of the amount of labor involved in the different classes of work.

The following statement shows the average amount of business performed, transacted, and disposed of in the first division of the office of the Chief of Engineers, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January.....	9	4			9½	5			9½	5			5½	4		
February.....	7	4½			9	5			9½	5			4½			
March.....	8	4½			9	5			10½	5			4			
April.....	9½	5			9½	5			10½	5			4			
May.....	9½	5			9½	5			8	5			4			
June.....	9	5			9	5			8	5			4			
July.....	9	5			9	5			7½	4			4			
August.....	9	5			9	5			8½	4			4			
September.....	7	4½			8	5			7½	4			4			
October.....	9½	4			8	5			5	4			4			
November.....	6	4½			7½	5			7½	4			4			
December.....	8	4½														
Total averages.....	8½	4½			8½	5			8½	4½			50	4		

* No record.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the first division of the office of the Chief of Engineers in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	305½	1,119	0	1,119	4½	242	6½	1284½	1279
1885	301	1,384	0	1,384	5	277	6½	280	275
1886	305	1,222	0	1,222	4½	271½	6½	286	282
1887 (to March 1)	47½	189	0	189	4	47½	6½	47½	47

* One employe absent, on account of illness, 196 working days.
 † Only those borne on the rolls of the division for the entire year considered.
 ‡ One employe absent, on account of illness, 64 working days.

SECOND AND FIFTH DIVISIONS.

The following statement shows the amount and character of business on hand, received, and disposed of in the second and fifth divisions of the office of the Chief of Engineers, U. S. Army, at the times named:

[CHARACTER OF BUSINESS.—*Second division.*—Battalion of Engineers and Engineer depot; professional papers and information; corps returns; personnel; general orders; special orders; circulars; distribution of publications; printing of general and special orders and circulars; monthly memorandums; quarterly statements; and work of similar character for transacting business of the office.
Fifth division.—Surveys in geographical military divisions and departments; examination of claims.]

	Pending Jan. 1, 1884.*	Received during 1884.†	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.†	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.†	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.†	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
Letters received, briefed, entered, with action noted, and indexed. No. Letters written, recorded, compared, and indexed.....pages (15" x 10")			4,742			4,728			1,623				
Letters received, acted upon.....No. Special orders issued No. General orders and circulars ¶.....No. Monthly memorandum of officers**.....No. Quarterly statement of officers ††.....No. Monthly Corps returns ††.....No. Claims received and acted upon.....No. Books and pamphlets distributed and registered.....No.			1,143			615			195			709	
			187			200			201			34	
			28			27			22			5	
			12			12			12			2	
			4			4			4			1	
			24			24			24			4	
			36			40			38			6	
Totals.....			18,340			11,770			11,740			1,400	
			24,516			17,420			16,713			2,161	

* Practically nothing.
 † Reference made to column "Disposed of."
 ‡ To April 30, when records were transferred to the "record division."
 § From May 1 to close of year.
 ¶ Sixteen complete copies of each printed and distributed. Extracts distributed: 1,483 in 1884; 1,369 in 1885; 1,305 in 1886; 176 in 1887.
 ¶ About 165 copies of each printed and distributed.
 ** About 170 copies of each printed and distributed.
 †† About 240 copies of each printed and distributed.
 ‡‡ About 13 folio pages, 20" x 18" each (in duplicate).

The general character of the work is stated, but it is impracticable to give all the minutiae. The blank form is filled to comply with instructions as nearly as possible. Figures, however, cannot give a correct idea of the amount of labor involved in the different classes of work.

The following statement shows the average amount of business performed, transacted, and disposed of in the second and fifth divisions of the office of the Chief of Engineers, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
	Per cent.	Per cent.			Per cent.	Per cent.			Per cent.	Per cent.			Per cent.	Per cent.		
January	9½	11	9	11	11½	11	50½	7
February	8½	11	7½	11	10½	11	49½	7
March	8½	10	8	11	11	10
April	8½	10	9	11	10½	10
May	8½	10	8½	11	7½	7
June	8	10	9½	12	7	7
July	7½	10	8	12	7	7
August	7½	10	7	12	7½	7
September	6½	10	8	12	6½	7
October	10	12	9	12	7½	7
November	8½	12	8½	12	7	7
December	8½	12	8	12	6½	7
Total averages	8½	10½	8½	11½	8½	8½	50	7

* No record.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the second and fifth divisions of the office of the Chief of Engineers, U. S. Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business:

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	305½	2,927½	0	2,927½	10½	274½	6½	285½	248½
1885	301	3,107½	0	3,107½	11½	*268	6½	279	223½
1886	305	2,908	0	2,908	8½	282½	6½	304	262
1887 (to March 1)	47½	323	0	323	7	46	6½	47½	44½

* One clerk was absent, on account of illness, seventy-seven working days.

THIRD DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the third division of the office of the Chief of Engineers at the times named:

[CHARACTER OF BUSINESS.—Improvement of rivers and harbors and surveys relating thereto; operating and keeping in repair canals and systems of slack-water navigation operated by the United States; bridging navigable waters of the United States; public buildings and grounds in the District of Columbia; the Washington aqueduct; removal of abandoned wrecks obstructing or endangering navigation; contracts.*]

	Pending Jan. 1, 1884,†	Received during 1884,†	Disposed of in 1884.	Pending Jan. 1, 1885,†	Received during 1885,†	Disposed of in 1885.	Pending Jan. 1, 1886,†	Received during 1886,†	Disposed of in 1886.	Pending Jan. 1, 1887,†	Received up to Mar. 1, 1887,†	Disposed of up to Mar. 1, 1887,†	Pending Mar. 1, 1887,†
1. Letters received, briefed, entered, action noted, and indexed.....No.			5,140			3,400			\$1,047				
2. Letters written, recorded, and indexed.....pages (10" x 15")			1,848			1,040			\$434				
3. Projects, river and harbor works, &c., acted upon.....No.			383			42			397			22	
4. Plans of bridges received, examined, and acted upon.....No.			15			14			26			2	
5. Contracts received, examined, acted upon, and entered.....No.			266			*25							
6. Annual report read in copy and in proof and revise (with assistance of clerks of other divisions) printed 8vo. pages.....			2,406			2,533			2,200				
7. "Letters received" acted upon.....									3,227			896	
Totals.....			10,058			7,054			7,331			922	

* July, transferred to division of accounts.

† Practically nothing.

‡ Reference made to column "Disposed of."

§ To April 30, when records were transferred to the record division.

|| From May 1 to close of year.

The general character of the work is stated, but it is impracticable to give all the minutiae. The blank form is filled to comply with instructions as nearly as possible. Figures, however, cannot give a correct idea of the amount of labor involved in the different classes of work.

The following statement shows the average amount of business performed, transacted, and disposed of in the third division of the office of the Chief of Engineers, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1.)			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January.....	83	8			9½	9			10	9			51½	9		
February.....	81	8			8	9			9½	9			48½	9		
March.....	9	8			9	9			11½	9						
April.....	9	8			9½	9			11	9						
May.....	9	8			7½	9			7	6						
June.....	7½	8			8½	9			6½	6						
July.....	9	8			9	9			6½	6						
August.....	7½	8			7½	9			5½	6						
September.....	6½	8			7	9			7	7						
October.....	9½	9			9	9			8½	7						
November.....	8	9			8	9			7	7						
December.....	8	9			7½	9			8	7						
Total averages....	8½	8½			8½	9			8½	7½			50	9		

* No record.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the third division of the office of the Chief of Engineers in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business:

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.*	Minimum days present.*
1884	305½	2 214	0	2 214	8½	270½	6½	278½	248
1885	301	2 352	0	2 352	9	†261½	6½	275½	240
1886	305	1,999½	0	1,999½	7½	272½	6½	276½	255½
1887 (to March 1)	47½	418½	0	418½	9	46½	6½	47½	42

* Only those borne on the rolls of the division for the entire year considered.

† Three employes absent on account of sickness, aggregating seventy-five days.

FOURTH DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the fourth division of the office of the Chief of Engineers at the times named:

[CHARACTER OF BUSINESS.—Examination of money accounts, vouchers, and abstracts; examination of property returns; accounts with different appropriations; estimates from officers for funds; requisitions for funds; notifications of requests for and remittances of funds; issue of blank forms; examination of weekly and monthly cash reports; preparation of consolidated cash reports; annual estimates of Engineer Department.]

	Pending Jan. 1, 1884.*	Received during 1884.†	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.†	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.†	Disposed of in 1886.	Pending Jan. 1, 1887.†	Received up to Mar. 1, 1887.†	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.†
Letters received, briefed, entered, action noted, and indexed...No.			2,721			3,216			\$1,134				
Letters written, recorded, compared, and indexed.....pages.			225			346			(5)				
Letters received and acted upon, No.....									3,225			808	
Accounts-current, vouchers, abstracts, and property returns examined.....No.			38,664			44,655			26,075			9,546	
Appropriation accounts and disbursing accounts.....No.			485			382			520			485	
Estimates received from officers and agents.....No.			1,368			1,131			1,663			229	
Requisitions on War Department.....No.			611			576			744			105	
Notifications to officers of requests for and remittances of funds, No.....			1,193			1,113			1,432			204	
Weekly and monthly cash statements received. (Consolidated weekly statements prepared in the division).....No.			3,272			3,472			3,585			666	
Blank forms distributed.....No.			197,060			126,889			172,590			31,255	
Contracts examined, approved, and entered.....No.						1122			282			59	
Total.....			245,599			181,912			211,250			43,357	

* Practically nothing.

† Reference made to column "Disposed of."

‡ About 125 pages "Letters sent" not recorded and indexed, and 63 disbursing accounts not fully posted in ledger.

§ To April 30, when records were transferred to the record division.

¶ From May one to close of year.

∇ From July 1 to close of year.

The general character of the work is stated, but it is impracticable to give all the minutiae. The blank form is filled to comply with instructions as nearly as possible. Figures, however, cannot give a correct idea of the amount of labor involved in the different classes of work.

The following statement shows the average amount of business performed, transacted, and disposed of in the fourth division of the office of the Chief of Engineers, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	Per ct. 9½	10			Per ct. 9	10 2/3			Per ct. 9½	9			Per ct. 51½	10		
February	8½	10			8½	11			8½	9			48½	10		
March	8½	10			9½	12			9½	9						
April	9	10			10½	12			8½	9						
May	8½	10			8	10 3/8			8½	8						
June	8½	10			8½	10			8	8						
July	8½	10			8½	10			8	8						
August	7½	10			7½	10			7 5/8	8						
September	7½	10			7½	10			7	7 1/8						
October	7½	10			7½	9			7 4/8	8						
November	8	10			7 1/2	9			8	8 1/8						
December	8	10			7 1/2	9			9 1/2	9 1/8						
Total averages	8½	10			8½	10 2/3			8½	8 2/3			50	10		

*No record.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the fourth division of the office of the Chief of Engineers in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years	Number days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	305½	2 723	0	2 723	10	272½	6½	*286	† 213
1885	301	2 811	0	2 811	10 2/3	274½	6½	293	271
1886	305	2 361	0	2 361	8 1/2	286½	6½	300	277
1887 (to March 1)	47½	463	0	463	10	46½	6½	48	42

* Only those borne on the rolls of the division for the entire year considered.

† Clerk absent on account of illness 3¼ months.

DRAUGHTSMAN'S (FIFTH) DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the draughtsman's (fifth) division of the office of the Chief of Engineers, United States Army, at the times named :

Character of business.	Pending Jan. 1, 1884.*	Received during 1884. †	Disposed of in 1884.	Pending Jan. 1, 1884.*	Received during 1885. †	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886. †	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887. †	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
1. Maps for the use of the Army and other purposes, prepared, corrected, and engraved			37			34			50			10	
2. Tracings and blue prints of maps and plans of river and harbor works.			219			283			185			90	
3. Maps and plans of river and harbor works, surveys, reconnaissances, and explorations, registered and filed			1,570			1,682			1,032			132	
4. Maps printed for the use of the Army and other purposes (number of copies)			14,175			10,365			9,926			1,009	
5. Maps and plans mounted on cotton			320			327			94			2	
6. Maps distributed and charged in register (number of copies)			22,299			19,212			17,549			1,935	
7. Charts northern and northwestern lakes, distributed and charged in register (number of copies)			5,348			4,259			6,494			19	
8. Printing charts of northern and northwestern lakes for the use of navigators (number of copies)									1,600				
9. Map of Central America, compilation commenced August 14, 1885.							1			1			
10. Maps of the United States, compilation commenced July 29, 1886										1			
Totals			44,538			36,102	1		36,930	2		3,197	

* Practically nothing.

† Reference made to column "Disposed of."

The general character of the work is stated, but it is impracticable to give all the immutæ. The blank form is filled to comply with instructions as nearly as possible. Figures, however, cannot give a correct idea of the amount of labor involved in the different classes of work.

The following statement shows the average amount of business performed, transacted, and disposed of in the draughtsman's (fifth) division of the office of the Chief of Engineers, United States Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	9	9	9	9	8	8
February	7½	9	6½	7	8	8	52½	8
March	8	9	7½	7	9½	8	47
April	8	9	8	7	9½	8
May	8	9	8	8	8	8
June	8½	9	8	8	9	8
July	8	9	8	8	9½	8
August	8	9	8	8	8	8
September	8	9	8	8	7	8
October	8	9	8	8	8	8
November	7½	9	8	8	8	8
December	8	9	9	8	8½	8
Total averages	8½	9	8½	8	8½	8	8½	8

* No record.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the draughtsman's (fifth) division of the office of the Chief of Engineers, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m. with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	305½	2,749½	0	2,749½	9	305½	6½	304½	249½
1885	301	2,408	0	2,408	8	301	6¾	296½	274½
1886	305	2,440	0	2,440	8	305	6¾	287½	269½
1887 (to March 1)	47½	380	0	380	8	47½	6¾	47½	43½

RECORD DIVISION.

The following statement shows the amount and character of business on hand, received, and disposed of in the record division of the office of the Chief of Engineers, at the times named :

[CHARACTER OF BUSINESS.—Briefing, recording, indexing, noting action, and filing letters received ; searching records and files for previous papers ; charge of letter files ; recording, comparing, indexing and filing press-copies of letters sent ; furnishing copies of records when required.]

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1886.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Number of letters received, briefed, recorded, indexed, and action noted.....									7,516			2,559	
Letters sent, number of pages (15 x 10) recorded, compared, and indexed ...									2,029			434	
Totals									9,545			2,993	

The organization of the record division went into effect May 1, 1886.

The following statement shows the average amount of business performed, transacted, and disposed of in the record division of the office of the Chief of Engineers, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and least therein during the time specified :

Months.	1884.				1885.				1886.				1887 (to March 1).				
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	
January									<i>Pr. ct.</i>				<i>Pr. ct.</i>	52	10		
February														48	10		
March																	
April																	
May																	
June									12½	8							
July									11	8							
August									10½	7							
September									12½	8							
October									14	9							
November									14½	9							
December									14½	9							
Total averages									12½	8½				50	10		

The organization of the record division went into effect May 1, 1886.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the record division of the office of the Chief of Engineers, in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1886 (from May 1).....	203	1,649	0	1,649	8½	203	6½	23	23
1887 (to March 1).....	47½	475	0	475	10	47½	6½	24	15½

The organization of the record division went into effect May 1, 1886.

FIRST DIVISION.

The following statement shows in detail the methods of transacting business in the first division of the office of the Chief of Engineers:

The item of the principal business matters transacted in this division consist of fortifications and surveys relating thereto, armament of fortifications, sites for engineer defenses, torpedo system of defenses, boards of engineers for defenses, lands for military purposes, &c., and books and other publications for the use of the Corps of Engineers. (Two of the employes of this division are draftsmen, whose duties are to care for all drawings and maps pertaining to the first and second divisions; to number, catalogue, and file them in their proper places; to make or copy maps and drawings required in the course of business in those two divisions, and to keep a record of the armament of the various sea-coast defenses.)

Following is a detailed statement of the methods of transacting business, beginning with a receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Action on "letters received."—In general, when a communication is received in this division, the first step is to ascertain by an examination of the records whether the same or a similar matter has been previously acted upon; this being ascertained, if additional information is desired upon the subject, it is referred by indorsement to the officer of the corps or other branch of the service who could probably furnish such information for report or remark. Upon its return to this division an indorsement or letter of reply reporting on the case or giving the information desired, as the circumstances of the case may require, is prepared and written; the letter or indorsement, after being signed by the proper officer, is press copied and mailed to its destination. If a letter be written, the action is noted on the case in red ink. All press copies of letters and indorsements (except those pertaining to land cases and to books) are sent to the record division for record. If the action taken on a case by the War Department or this office is considered of special interest or importance to an officer in charge of a work, he is informed of the same either by a letter stating the facts or by furnishing him with an official copy of the action.

Projects for expenditures of appropriations for fortifications and for torpedoes.—Upon receipt of official notification of an appropriation for fortifications, the officer in local charge of each work for which the funds appropriated are available is called upon by letter for a project of proposed expenditures; this letter sets forth the amount available, the act by which and the purposes for which appropriated, and gives instructions to the officer as to the preparation of his project. Sometimes, when this project is received, the views of the board of Engineers on it are desired, in which case it is referred to that board by letter or indorsement. Upon its return with report by the board if referred to it, or upon its receipt from the officer in charge if not referred to the board, the project is considered by the Chief of Engineers and the Engineer officer in charge of this division, and such alterations as may be deemed advisable are made; and it is then submitted to the Secretary of War by letter or indorsement, with recommendation for his approval. Upon its return to this division with the ap-

proval of the Secretary of War a letter is written to the officer in charge, informing him of the fact and directing him to proceed with the execution of the work, and, when necessary, inclosing to him the original project and its accompanying plans and drawings, if there be any, or copies thereof. Upon receipt of official notification of an appropriation for torpedoes a letter is written to the board of Engineers, as above, calling for a project for its expenditure, which, when received in this division, is submitted to the Secretary of War with recommendation for his approval, as above. Upon the return of the project approved by the Secretary of War, the board of Engineers is notified by letter of its approval, and a letter is written to the officer in charge of torpedoes, furnishing him with a copy of the approved project, and charging him with the disbursement of the appropriation. All letters and indorsements that may be necessary from time to time during the progress of the work under such appropriation, are written in and sent from this division, press copies thereof being sent to the record division, and action noted as above described.

Land matters.—Letters pertaining to land matters are received in the division with the other mail, and marked in red ink "Land files." All letters and indorsements pertaining to land matters written in this division are press copied and recorded and indexed in record books in this division, and action noted as in other cases. If the communication in a land case be a request from a private party for a privilege which can be granted under the law, or if it be a call for a report upon a Congressional bill contemplating the granting of a right or privilege to a private party, the records of the office, including its land records, and such statutes of the State in which the land is located as are in the office, are carefully examined to discover the nature of the title held by the United States; the purposes for which the land was acquired; the extent and terms of cession of jurisdiction by the State to the United States; whether the title or jurisdiction of the United States would be invalidated by the granting of the right or privilege contemplated; whether the granting of such right or privilege would interfere with the use of the land by the United States for the purposes for which it was acquired; whether for any reason the granting of such right or privilege would be objectionable from a military point of view, and whether the right or privilege contemplated would conflict with any previously granted. A brief of the facts is made, and if the views of the local officer are desired upon any of the points just enumerated, the case is referred to him by indorsement. Upon the receipt of the officer's report a full report is made by this division. The reply to the communication making the inquiry is sent direct to the party from whom it was received or through the proper intermediate channels, as the case may require. In land matters, before the case is sent from the division, copies are made and retained for the division files of all papers and maps or other drawings that are liable to be of official value or importance for use in the event of loss or inaccessibility of the originals.

SECOND AND FIFTH DIVISIONS.

The following statement shows in detail the methods of transacting business in the second and fifth divisions of the office of the Chief of Engineers, United States Army:

The items of the principal business matters transacted in this division consist of: *Second division*: Battalion of Engineers and engineer depot; professional papers and information; corps returns; *personnel*; general orders; special orders; circulars; distribution of publications; printing of general and special orders and circulars; monthly memorandums; quarterly statements, and work of similar character for transacting business of the office. *Fifth division*: Surveys in geographical military divisions and departments; examination of claims.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Claims.—When a claim is received in the division (after being duly entered in the record division) a search is made through the records for information bearing upon the subject. If there is a probability that further information is attainable from any officer of the corps, the claim is referred to him for report. Upon the receipt of such report the applicant is usually advised of the status of his claim, and the letter is either placed on file or referred to the Third Auditor. If the application comes through the Secretary of War, and a report is called for by him, the case is returned to the Secretary by indorsement, and if received back it is filed. If the claim is received through the Third Auditor, or through a Bureau of the War Department, it is returned with report, after an investigation, as in the case first mentioned.

Monthly corps return.—This paper is made up in duplicate upon the form furnished by the Adjutant-General's Office from the monthly personal reports, post return for Willets Point, and information derived from other sources. It gives the rank, station, and duties of all the officers of the corps, with a recapitulation showing the number on duty, detached, on leave of absence, and sick. When this return has been carefully compared by the clerks in the division, the two copies are sent to the officer in charge, who certifies to the correctness of the same to the Chief of Engineers, who signs the return. One copy is transmitted by letter to the Adjutant-General, and one retained on the files of this office.

The quarterly statement is made up as soon as practicable after the beginning of each quarter. The information in this paper is taken from the personal reports of the officers of the corps, from the memorandums of orders for the preceding three months, and from data gathered from other sources. The matter thus obtained is arranged in tabular form, commencing with the officer of highest rank, and shows the rank, duties, and addresses of the officers of the corps. It is then compared, printed, and distributed to the officers of the corps and others.

Distribution of publications.—Upon receipt of letter applying for publications of the Engineer Department, after being duly recorded, it is sent to the clerk having the immediate charge of the distribution, who examines the register to see whether the publications requested have been already furnished. In special cases the records are examined to ascertain whether previous application has been made and the action taken thereon. The information thus derived, together with any other data that may seem desirable, such as number of copies of book on hand, &c., is furnished to the officer in charge of the division, who gives instructions relative to sending the books. Publications are sent by mail, except for parties in the city, when they are sent by messenger. A blank form of acknowledgment is usually sent out with books, but is not customary to send a letter of advice in addition. After the letter of application has been acted upon it is filed.

THIRD DIVISION.

The following statement shows in detail the methods of transacting business in the third division of the office of the Chief of Engineers:

The items of the principal business matters transacted in this division consists of improvement of rivers and harbors and surveys pertaining thereto; operating and keeping in repair canals and systems of slack-water navigation operated by the United States; bridging navigable waters of the United States; public buildings and grounds in the District of Columbia; the Washington aqueduct; removal of abandoned wrecks obstructing or endangering navigation.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employed through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

Projects for application of appropriations for works of river and harbor improvement.—Upon receipt of a copy of the river and harbor appropriation act in this office the officer in charge of the district in which the work is located is called upon by letter to prepare and submit a project for its application. This project, upon its receipt, is briefed, entered, and indexed in the record division and then sent to the third division for action. Here it is examined with a view to ascertaining whether or not it conforms to the plan set forth in the report before Congress and presumably upon which the appropriation was made. If the recommendation of the officer in charge is concurred in by the Chief of Engineers, the project is then submitted by letter or indorsement to the Secretary of War with recommendation for approval. [If the project is not satisfactory to the Chief of Engineers, correspondence is had with the officer in charge, indeterminate in length, quantity, or time, until a decision is reached.] When the project is received back at this office from the Secretary with his action thereon the officer is notified by letter or indorsement and the paper is filed. When the project is for continuing a work already begun under former appropriations, action is taken by the Chief of Engineers without submitting the new project to the Secretary of War. In special cases, where the Chief of Engineers desires the opinion of a board of Engineer officers upon a particular project, application is made to the Secretary of War, by letter or indorsement, for authority for the appointment of such a board, naming the officers proposed for this duty. When this request is received back approved an order is issued convening the board and prescribing a time and place of meeting. A letter of instructions is written to the presiding officer of the board, and the officer in charge of the work is notified of its appointment and instructed, either by letter or indorsement, to furnish it all the information desired so far as the same may be in his possession or obtainable. The report of the board, with the other

papers, is, upon its receipt, submitted to the Secretary of War by letter or indorsement, and if concurred in by the Chief of Engineers, recommended for approval. Upon return of the papers from the War Department with the Secretary's approval the officer in charge of the work is notified of the action taken and furnished with copies of the necessary papers, and the papers are then filed.

Plans for the construction of bridges across navigable waters.—Plans for the construction of bridges across navigable waters of the United States are usually filed in the War Department by the persons or corporations proposing to erect the structure; they are thence sent to this office, where they are briefed (if not already done), entered, and indexed in the record division and sent to the third division for action; after examination they are referred to the officer in charge of the Engineer district where the proposed structure is to be located for examination and report. Upon receipt of this report, if it should be unfavorable and proposes or recommends a modification of plan or location, and the Chief of Engineers agrees with the officer in his views, the person or corporation filing the plans is notified and a correspondence ensues indeterminate in length, quantity, and time, depending altogether upon circumstances. If the report is favorable and the Chief of Engineers concurs with the officer, the papers are returned to the Secretary of War, by letter or indorsement, through the Judge Advocate-General of the Army, who reports upon the legal questions involved and papers required. When the papers are returned to this office with approval of the Secretary of War placed upon them the party filing the plans is notified of action taken, unless the information has already been communicated from the War Department. The papers are then placed on file in this office. In special cases, where the Chief of Engineers deems it desirable to have the views and recommendations of a board of Engineers upon plans and location pending in his office, he requests, by letter or indorsement, authority from the Secretary of War for organizing such a board and names the officers proposed for this duty. When this paper is received back with approval of the Secretary an order is issued convening such a board and prescribing a time and place of meeting. Upon receipt of the report of the board action is taken until the case is finally disposed of, the same as when the report is received from an officer, as before stated.

Removal of wrecks obstructing or endangering navigation.—Notice of the existence of a wreck received at this office from whatsoever source is briefed, entered, and indexed in the record division and then sent to the third division for action. The papers are referred for report to the officer in whose district the alleged obstruction is located with request that he make such examination of the wreck as will enable him to report whether it comes within the provisions of section 4 of the river and harbor act of June 14, 1880, and should be removed by the United States, and if it should be so removed to submit an estimate of the necessary expense attending the same. Upon receipt of this report, if the officer reports the obstruction to be such as should be removed by the United States, the Chief of Engineers, if he concurs, returns or submits, as the case may be, the papers to the Secretary of War with recommendation that the wreck be removed under the provisions of the act of June 14, 1880, and that an allotment of the amount (estimated) necessary for the work be made from the appropriation provided. When the papers are received back with the approval of the Secretary of War the officer assigned to the charge of the work is notified, by letter or indorsement, of the action taken and directed to take steps for the removal of the wreck in question. He then prepares and submits, through this office, to the chief clerk of the War Department, an advertisement, to be published in certain specified newspapers, calling upon the owners or others interested to remove the wreck, and giving notice that if no steps are taken by them within thirty days it will be considered abandoned and derelict and removed by the United States. This communication is forwarded by this office to the chief clerk of the War Department, by indorsement, with recommendation for approval. If at the end of the time prescribed by law the obstruction is not removed by the owners or others interested, the officer in charge proceeds to remove the same by hired labor or contract, as may be most advantageous to the Government; if by the latter method, he requests, by letter through this office, authority of the chief clerk of the War Department to advertise in certain specified newspapers for proposals for the work, and this application is forwarded by the Chief of Engineers, by indorsement, with his recommendation in the case.

FOURTH DIVISION.

The following statement shows in detail the methods of transacting business in the fourth division of the office of the Chief of Engineers, United States Army:

The items of the principal business matters transacted in this division consist of examination of money accounts, vouchers, and abstracts; examination of property returns; accounts with different appropriations; estimates from officers for funds; requisitions for funds; notifications of requests for and remittances of funds; issue

of blank forms; examination of weekly and monthly cash reports; preparation of consolidated cash reports; annual estimates of Engineer Department; examination of proposals and contracts.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

Money warrants issued by Treasury Department for works in charge of Chief of Engineers, received through the Secretary of War. Copy of warrant is made. Each appropriation entered separately in appropriation ledger. Original warrant returned to Secretary of War.

Estimates for funds.—When estimate is received from the officer for funds required for a month or less, investigation is made to ascertain (1) whether the officer's project for conducting the work has been approved by the Chief of Engineers; (2) whether the appropriation is correctly designated; (3) whether there are funds in the Treasury subject to said estimate; (4) whether the amount asked for will be needed in addition to the funds in the hands of the officer; (5) whether there are any unfilled requests from the officer; (6) whether the depository where it is desired that the funds be placed is a designated one. If the estimate is found correct it is approved by the officer in charge of the division to which the appropriation pertains. A request is then made upon the Secretary of War to make a requisition upon the Secretary of the Treasury for the funds. The amounts are then credited to the proper appropriations in the appropriation ledger, and the officer is notified by letter (blank form) giving title of appropriation, amount and place of deposit. Upon receipt from the Secretary of War of the Treasury Department notification that the funds have been remitted as requested, the disbursing officer is notified by letter (printed form), giving number of the requisition from the Secretary of War and the amount. Action is then noted on letter from officer transmitting estimate, and the letter and estimate and the notification of remittance from the War Department are placed on file.

Money accounts of disbursing officers and agents of the Engineer Department, consisting of accounts-current in duplicate, abstracts of disbursements in duplicate, and vouchers, are made out by disbursing officers and received at the office monthly. The vouchers are examined in this division to see that they are correct in form and that there are no errors in calculations; that the expediency, necessity, and object of the expenditures are properly stated; that the amounts are charged to the proper appropriations, and that the funds of one appropriation are not improperly expended for purposes chargeable to another; that special authority was obtained, if necessary, and that certified copies of the same are appended or referred to. The abstracts of disbursements are compared with each other and are examined, in connection with the vouchers, to see that they contain the names of payees, the purposes for which paid, and the amount paid, of each voucher, and that the total amounts expended under each head of appropriation, as shown by the abstracts, are correctly entered upon the account-current. The account-current is examined to see that the balances due United States on the preceding account-current, under the several heads of appropriations, and the total are correctly brought forward; that the amounts received and expended as shown by the accompanying vouchers and abstracts, certificates of deposit, accounts of sales, money remitted, etc., are properly entered; that the footings, balances, and totals are correct, and the name of depository in which funds on hand are deposited is correctly stated. When any paper of an account is found defective it is returned to the disbursing officer with a letter calling attention to the defect, and requesting immediate amendment, completion, or explanation, as the case may be, and return; and the correspondence is continued until the account is made correct. When an account is ascertained to be correct, it is transmitted to the Auditor of the Treasury Department who settles the accounts, accompanied by letter of the Chief of Engineers signifying his approval. A letter is also written to the officer informing him of the approval of his accounts and their transmission to the Treasury. The letter of transmittal and the duplicate account-current and abstracts are then placed on file.

Contracts entered into by the officers and agents of the Engineer Department for the purchase of necessary articles and supplies or for the performance of work, when received in this division (in quintuplicate), are compared with each other and with the abstracts of bids and proposals. If found defective in any particular they are returned to the officer executing them for such correction or amendment as may be needed. When perfected all the copies are approved by the Chief of Engineers; three copies are returned to the officer, one copy transmitted to the proper Comptroller of the Treasury, and one copy, after being numbered, entered, and indexed, is placed on file in this division. When vouchers covering expenditures made under

contract are received, they are compared with the contract to see that the terms of the latter in regard to quantity, price, &c., have been rigidly complied with. At the close of the fiscal year a list of contracts entered into during the year, showing the names of the contractors, the purposes, conditions and amounts involved, is prepared and forwarded to the Secretary of War.

Cash reports.—Upon the receipt of a weekly cash report the date of receipt is stamped thereon, the report is examined to see that it is properly made out, and is entered in a book showing by whom it was rendered, for what period, and the amount. It is then held to await the receipt of an abstract from the Treasury Department showing the amounts reported to the credit of the officer by the designated depositories of the United States. The amount claimed by the officer in his cash report is entered on this abstract, and in case a greater amount is claimed by the disbursing officer than that reported by the depository as standing to his credit, the officer is immediately notified and requested to re-examine his cash account and state whether it is correct. Upon the receipt of the reply it is referred to the Treasurer United States for the information of his office, and when returned it is filed with the cash report. Action on monthly cash reports is similar to that on those rendered weekly, and in addition they are compared with the monthly report immediately preceding to see that the amount on hand is properly brought forward and the calculations are verified.

Property returns (quarterly).—These returns are examined to ascertain (1) whether the property on hand as per last return is properly brought forward; (2) whether property received during the quarter is properly taken up; if received by transfer, whether an invoice accompanies the return, if by purchase, whether the number or quantity agrees with the abstracts of property purchased, received with the money accounts; (3) whether the disposition of property was in accordance with law and regulations and if the necessary vouchers accompany the returns; (4) whether the calculations are correct. The returns are then entered in a register, and in case of any objection arising they are returned to the officer for correction or explanation, a printed form being used for this purpose and a press copy retained. The correspondence is continued, if necessary, until the accounts are made correct. Upon the receipt and examination of a subsequent return the previous return is sent to the Third Auditor of the Treasury. All action that has been taken is noted on the register and on the original letter of transmittal, which is then sent to the record division for file.

RECORD DIVISION.

The following statement shows, in detail, the methods of transacting business in the record division of the office of the Chief of Engineers:

The items of the principal business matters transacted in this division consist of briefing, recording, indexing, noting action, and filing letters received; searching records and files for previous papers; recording, comparing, indexing, and filing press copies of letters sent; making copies of records when required.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

When the mail is received in this division, it is first inspected by the clerk in charge, then distributed to the clerks who have charge of the registers of "letters received" (of which there are five), who stamp, brief, record, and number the letters and inclosures and hand the same to the clerk in charge of the index, who indexes, in one book, all proper names and subjects. While indexing, if it is observed that there are any previous papers bearing upon the same subject, the indexer indicates the file numbers in lead pencil on the papers then in hand and returns them to the record clerks. In the absence of any file numbers appearing on the papers when returned to the record clerks, they then examine the indexes for the previous years, and if a record is found the cases are withdrawn from the "letter files." Should the papers on the same subject be not on file the fact is so noted on the current papers or by a memorandum attached thereto. When necessary a transcript of the record is made to accompany the papers about to be acted upon. The mail is then sent to the several executive divisions of the office for action, and notation made in the margins of the record books. When the mail has been acted upon, the press copies of all letters and indorsements written are received in this division from the various executive divisions, and the action taken is noted in column of action in "letters received" books opposite the proper record entry, and the press copies are handed to the clerks

in charge of books of "letters sent," to be recorded. The press copies are then recorded in books of "letters sent." Two books are used for the purpose, one for odd dates and one for even dates, in order to keep up the current work, there being more recording than one clerk can do. Each morning the letters recorded the previous day are compared and then indexed in one book, after which the indexer returns them to the clerks having charge of books of "letters received" to complete the action by placing the number of the volume and page of "letters sent," opposite the proper record entry; the press copies and papers are then filed numerically in the series of letter files to which they belong. There are many papers that are referred out of the office by indorsement for remark and report. This reference is noted in the column of action in books of "letters received." When a paper of this class is received back, its return is again noted in the column of action in book of "letters received" to which it pertains, and after the report made thereon has been indexed, the paper is again sent to the proper executive division of the office for further action, and goes through the same subsequent stages as when first received in the office.

DRAUGHTSMAN'S (FIFTH) DIVISION.

The following statement shows in detail the methods of transacting business in the draughtsman's (fifth) division of the office of the Chief of Engineers, United States Army:

The items of the principal business matters transacted in this division consist of compiling, correcting, engraving, and printing maps for the use of the Army and other purposes; making tracings and blue prints of maps and plans of river and harbor works, and preparing such other drawings as the Chief of Engineers may order; recording and filing maps and plans of river and harbor works, surveys, reconnaissances, and other maps received at the office of the Chief of Engineers; recording maps and charts distributed to the Army and others; examination of proofs of printed maps and illustrations to accompany printed reports of the Chief of Engineers and other officers of the Corps of Engineers when submitted by the Public Printer, and such other miscellaneous work as may be directed to be done by the Chief of Engineers.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

On the receipt of reports on river and harbor works, examinations, surveys, reconnaissances, and maps made by officers of the Army and others, the maps and plans are detached from the accompanying papers and recorded and filed under proper headings in this division.

When the Chief of Engineers directs that a map of the United States, or of any portion of the country, be compiled in this office, a suitable scale for the map is determined upon. A projection is then made covering the area to be mapped, the records of the office are searched, and all well-determined geographical positions plotted on the sheet, all suitable data such as surveys, explorations, and maps made by officers of the Army and others, are collected and reduced to the scale of the map and adjusted to the platted geographical positions; the map is then drawn, engraved on stone, and printed in this office or photolithographed and printed.

The topographical information recorded and filed in this division is examined from time to time by the draughtsmen, and any new information found is reduced to the scale of the maps of the United States and of the territory of the United States west of the Mississippi River, and corrections and additions are made on these maps, small editions of which are printed in this office for distribution to the Army and others.

When notice has been received from the Light-House Board of the erection of a new light-house on the northern and northwestern lakes, the engineer officer in whose district the light-house is situated is requested to furnish its exact location; when this has been received, the new light-house is plotted and engraved on the copper plate of the proper chart in this office. Charts of the northern and northwestern lakes are printed and issued to the engineer officer charged with their distribution and sale to navigators.

Drawings, tracings, and blue prints are made in this division to accompany reports and papers acted upon in other divisions of the office of the Chief of Engineers.

Requisitions and requests for maps are acted upon by the engineer officer in charge of the division. When the request is favorably considered, the maps or charts are sent

to the parties requesting the same and a record of the maps sent is made in this division.

When reports made by the Chief of Engineers, accompanied by maps or other illustrations, are printed, the proofs of the illustrations are forwarded to the office of the Chief of Engineers by the Public Printer and are examined and corrected in this division and the proofs returned, any corrections found necessary being noted thereon.

OFFICE OF THE PAYMASTER-GENERAL.

REVISING DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the revising division of the office of the Paymaster-General in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 to 4, with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	306	806½	0	806½	0	269	6½	275½	256
1885	302	831	0	831	0	277	6½	283	270
1886	305	828½	0	828½	0	276	6½	281	272½
1887 (to March 1)	47½	141½	0	141½	0	47	6½	47½	46½

REMARKS.—The time of two employés was devoted to the revision of Army paymasters' accounts.

The time of the third employé in the room was occupied in the preparation of tables of distances for the guidance of disbursing officers of the Army.

The following statement shows the average amount of business performed, transacted, and disposed of in the revising division of the office of the Paymaster-General, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*
January	76	2	71	43	85
February	76	2	87	39	47
March	51	2	70	51
April	39	2	54	51
May	55	2	60	54
June	24	2	39	63
July	73	2	39	45
August	31	2	40	42
September	38	2	29	22
October	2	50	30
November	53	40	39
December	45	2	40
Total averages	561	569	448	132

*See remarks.

REMARKS.—The above table exhibits the number of Army paymasters' monthly accounts treated and disposed of during the several months of the years above named.

As the work passed equally through the hands of the two revisers, it is impossible to state the maximum and minimum labor performed by each.

Incidental to the revision work, a large amount of correspondence was involved, and much labor performed not described in the table.

The following statement shows the amount and character of business on hand, received, and disposed of in the revising division of the office of the Paymaster-General at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Revision and adjustment of the monthly disbursements of the paymasters of the Army	73	556	561	68	550	569	49	460	448	70	95	132	33

CORRESPONDENCE DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the correspondence division of the office of the Paymaster-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	306	1,027	0	1,027	4	256½	6½	276	231
1885	302	1,059	0	1,059	4	264½	6½	278	250
1886	305	1,011	0	1,011	4	252½	6½	275½	187½
1887 (to March 1)	47½	189½	0	189½	4	47½	6½	47	47

The following statement shows the average amount of business performed, transacted, and disposed of in the correspondence division of the office of the Paymaster-General, U. S. Army, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the time specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*
January	265½	4	379½	4	244½	4	261½	4
February	270	4	303	4	197	4	167½	4
March	550	4	483	4	257	4
April	182	4	157	4	196	4
May	571	4	236	4	241	4
June	415½	4	176	4	187	4
July	482	4	307½	4	204	4
August	231½	4	180	4	175	4
September	984	4	255	4	230	4
October	558½	4	257½	4	213	4
November	559	4	250	4	240	4
December	548	4	223½	4	490	4
Total averages	418½	4	272½	4	222½	4	214½	4

* See remarks.

REMARKS.—The character of the business assigned to this division does not admit of a separate report of work performed by each employé, no part of the business being completed by the action of any one clerk.

The following statement shows the amount and character of business on hand, received, and disposed of in the correspondence division of the office of the Paymaster-General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
The receipt, preparation, and record of all official correspondence, the record of all action taken thereon, and the keeping of separate indexes for each class of work	0	18,612	9,052	9,560	11,412	1,594	19,378	9,126	1,508	26,996	1,425	291	26,705

* See note.

NOTE.—The balance reported on hand March 1, 1887, represents old files, being of official correspondence received and acted upon without having been recorded, now for the first time placed on record and awaiting index only for completion.

The current work of the division is closed up and settled every day.

EXAMINING DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the examining division of the office of the Paymaster-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	306	1,378.5	1,378.5	5	275.7	6½	278.0	272.5
1885	302	1,358.0	1,358.0	5	271.6	6½	272.5	270.0
1886	305	1,354.5	1,354.5	5	270.9	6½	276.0	267.5
1887 (to March 1)	47½	235.5	235.5	5	47.1	6½	47.5	45.5

Average amount of business performed, transacted, and disposed of in the examining division of the office of the Paymaster-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to Mar. 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January . . .	1,062	5	1,246	238	1,431	5	1,482	840	986	5	1,199	560	1,264	5	1,683	1,002
February . . .	1,001	5	1,002	498	895	5	863	579	757	5	864	530	1,135	5	1,442	616
March	960	5	1,004	253	849	5	885	280	740	5	866	307
April	847	5	976	309	969	5	1,334	438	934	5	1,237	584
May	868	5	930	112	945	5	1,261	200	890	5	1,281	337
June	911	5	961	445	850	5	1,288	255	684	5	907	293
July	1,014	5	1,048	478	1,035	5	1,507	46	1,071	5	1,504	597
August	792	5	1,006	188	732	5	1,001	155	672	5	1,115	151
September . . .	902	5	850	638	831	5	969	486	883	5	1,135	670
October	905	5	1,044	554	937	5	1,108	551	1,314	5	2,383	600
November	828	5	1,001	446	1,091	5	1,316	512	723	5	860	521
December	607	5	748	229	852	5	1,155	657	1,357	5	1,714	685
Total averages.	891 ⁵ / ₁₂	5	985 ¹ / ₁₂	373 ⁷ / ₁₂	951 ⁵ / ₁₂	5	1,262 ⁵ / ₁₂	421 ¹ / ₁₂	917 ¹ / ₁₂	5	1,255 ¹ / ₁₂	488	1,199 ¹ / ₁₂	5	1,562 ¹ / ₁₂	809

The following statement shows the amount and character of business on hand, received, and disposed of in the examining division of the office of the Paymaster-General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Army paymasters' accounts.....number..	16	560	556	20	549	552	16	481	482	15	102	95	22
Vouchers in above accounts.....number..	1,968	51,263	51,105	2,126	54,323	54,429	2,020	52,349	52,680	1,689	11,167	11,465	1,391
Of which there were of—													
Company and detachment muster and pay rolls	196	4,867	4,725	200	5,460	5,470	190	5,120	5,150	160	1,015	1,055	120
Soldiers' final statements	200	4,822	4,810	212	5,093	5,095	210	5,055	5,090	175	1,180	1,215	140
Miscellaneous vouchers	1,572	41,574	41,570	1,714	43,770	43,864	1,620	42,174	42,440	1,354	8,972	9,195	1,131
Examination of these accounts involved the writing of—													
Preliminary reports to paymasters	556	552	482	95
Final reports to paymasters	550	549	525	125
Collection slips in favor of paymasters	1,045	1,325	1,150	290
Letters	105	100	90	15
Indorsements	185	150	185	20
Totals	1,968	51,263	51,546	2,126	54,323	57,105	2,020	52,349	55,112	1,689	11,465	12,010

VOLUNTEER DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the volunteer division of the office of the Paymaster General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	306	2,959	2,959	11	269	6½	281	230
1885	302	2,838	2,838	11	258	6½	278	265
1886	305	1,777	1,777	7	253½	9½	279	269
1887 (to March 1)	47½	352	352	8	44	6½	47½	22

The following statement shows the average amount of business performed, transacted, and disposed of in the volunteer division of the office of the Paymaster-General, U. S. Army, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Max.	Min.	Average amount.	Average employés.	Max.	Min.	Average amount.	Average employés.	Max.	Min.	Average amount.	Average employés.	Max.	Min.
January	7,352	8 1,673	681	6,976	8 1,556	738	5,975	7 1,901	671	11,822	7	2,450	786	8	2,500	869
February	7,792	8 1,590	620	6,621	8 1,147	588	8,503	7 1,955	687	10,477	8	2,500	869	8	2,500	869
March	4,574	8 1,437	603	6,672	8 1,404	835	9,426	7 1,784	1,175
April	6,311	8 1,355	821	7,626	8 1,801	825	8,866	7 1,900	1,604
May	9,145	8 1,272	624	7,275	7 1,804	821	8,593	7 2,500	964
June	6,968	8 1,014	514	6,319	7 1,835	879	9,792	7 2,537	904
July	4,595	8 1,181	604	7,234	7 1,900	822	16,914	7 2,600	987
August	5,536	8 1,215	523	5,828	7 1,900	802	10,790	7 1,694	897
September	5,364	8 1,195	525	8,029	6 1,621	440	13,031	7 2,500	1,117
October	5,739	8 1,290	442	5,941	6 1,587	776	8,614	7 1,627	902
November	5,325	8 1,348	428	5,946	6 1,353	620	11,729	7 2,527	1,017
December	6,926	8 1,098	424	4,282	6 1,265	788	8,181	7 1,680	783
Total averages..	9,449½	8 1,958	851	11,251½	7 2,737½	1,276	17,192	7 3,600½	1,159	3,431	6½	761	255

The above table shows the number of examinations made touching payments to ex-volunteer officers and enlisted men, in response to letters of inquiry. Each of such inquiries involves an examination by from three to four employés, and the examination by each of from five to twelve volumes. A record is therefore kept of the number of examinations made daily by each employé, with the above result.

In addition to the examinations required by the letters of inquiry, a part of the force assigned to this division has been constantly engaged in the rearranging and transcribing, by States and organizations, the worn and mutilated records of payments, which work, owing to its miscellaneous nature, could not be tabulated. The result of this labor, however, is exhibited by the increased number of examinations, with a comparatively decreased force, made in 1886 and 1887.

The following statement shows the amount and character of business on hand, received, and disposed of in the volunteer division of the office of the Paymaster General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Responses to letters of inquiry from the Second Auditor and Second Comptroller of the Treasury, the Adjutant-General of the Army, Commissioner of Pensions, &c., touching payments made to ex-volunteer officers and enlisted men	1,069	21,129	21,824	374	26,064	25,344	1,084	36,368	34,802	2,550	4,967	5,483	2,184

REMARKS.—The work done in consolidating, transcribing, and rearranging, by States and organizations, worn and mutilated records of payments and miscellaneous recording could not, owing to its miscellaneous character, be tabulated.

RECORDING DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the recording division of the office of the Paymaster-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m., to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	306	890	0	826	3	275½	6½	276½	273½
1885	302	806½	0	800½	3	268	6½	271	266½
1886	305	817	0	817	3	272	6½	275	270½
1887 (to March 1)	47½	132	0	132	3	44	6½	46½	39½

The following statement shows the average amount of business performed, transacted, and disposed of in the recording division of the office of the Paymaster-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	2,928	3	3	3	3,401	3	3	3	3,738	3	3	3	3,663	3	3	3
February	3,759	3	3	3	3,405	3	3	3	3,085	3	3	3	3,517	3	3	3
March	2,676	3	3	3	2,424	3	3	3	3,469	3	3	3	3	3	3	3
April	3,526	3	3	3	3,759	3	3	3	3,787	3	3	3	3	3	3	3
May	2,636	3	3	3	2,683	3	3	3	2,495	3	3	3	3	3	3	3
June	3,582	3	3	3	4,239	3	3	3	3,980	3	3	3	3	3	3	3
July	2,640	3	3	3	3,407	3	3	3	3,108	3	3	3	3	3	3	3
August	3,555	3	3	3	3,570	3	3	3	3,267	3	3	3	3	3	3	3
September	3,525	3	3	3	2,901	3	3	3	3,419	3	3	3	3	3	3	3
October	4,086	3	3	3	3,596	3	3	3	4,003	3	3	3	3	3	3	3
November	2,634	3	3	3	2,860	3	3	3	3,708	3	3	3	3	3	3	3
December	2,679	3	3	3	3,546	3	3	3	3,120	3	3	3	3	3	3	3
Total averages	37,229	3	3	3	39,794	3	3	3	38,183	3	3	3	7,180	3	3	3

Each clerk in the division has been assigned certain duties which he has performed, and no separate record in the case of each individual clerk has been kept, owing to the character and nature of the work. The maximum and minimum work performed by each cannot, therefore, be shown.

The following statement shows the amount and character of business on hand, received, and disposed of in the recording division of the office of the Paymaster-General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
	Single vouchers, rolls, &c. contained in paymasters accounts, distributed, marked for recording, and arranged	0	51,597	50,641	956	56,103	57,050	0	56,284	54,534	1,750	9,341	11,091
Payments recorded to officers, enlisted men, paymasters' clerks, U. S. Army, contract surgeons, citizen witnesses, &c.	0	62,147	60,947	1,200	60,334	61,534	0	62,417	60,017	2,400	8,050	10,450	0
Detailed statements of payments to officers, U. S. Army, furnished the Second Auditor of the Treasury in the settlement of long-evity cases	100	100	100	791	791	791	791	791	791	791	791	791	791
Totals	113,844	111,688	111,688	2,156	117,228	119,384	119,384	119,384	114,551	4,150	17,391	21,541	21,541

REMARKS.—There has been a large amount of miscellaneous work done every month in this division, such as noting dates of acceptances, promotions, deaths, transfers, and all changes affecting the pay of officers; reporting stoppages against officers, and

entering all refundments by officers on account of overpayments or court-martial fines; furnishing statements and answering inquiries respecting pay, quarters, mileage, &c., of which no precise account has been kept, and much of which could not be shown in a tabulated statement. From January, 1886, to March, 1887, much time has been devoted to the preparation of a general index of payments to officers and paymasters' clerks, U. S. Army, which cannot be tabulated.

FINANCE DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the finance division of the office of the Paymaster-General U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business:

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	306	1,940	0	1,940	7	277½	6½	281	272
1885	302	1,817	0	1,817	6½	272½	6½	284	263½
1886	305	1,061	0	1,061	6	276½	6½	280½	269½
1887 (to March 1)	47½	273	0	273	6	45½	6½	47½	43½

The following statement shows the amount and character of business on hand, received, and disposed of in the finance division of the office of the Paymaster-General, United States Army, at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Paymasters' accounts	51	559	564	46	549	595	0	503	503	0	88	88	0
Analysis of paymasters' accounts			1,194		1,148			1,124				167	
Papers examined and recorded	156	14,723	14,811	68	18,456	18,456	68	13,357	13,375	50	2,174	2,173	51
Papers examined and noted		15,879	15,879		12,711	12,711		11,744	11,744		2,045	2,045	
Letters written			4,549			4,060			4,376			757	
Indorsements written,			2,945			2,420			2,401			398	
Total	207	31,161	39,942	114	31,716	39,390	68	25,604	33,523	50	4,307	5,628	51

The following statement shows the average amount of business performed, transacted, and disposed of in the finance division of the office of the Paymaster-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	723	7	1,079	331	652	7	760	297	563	6	684	363	544	6	812	364
February	722	7	728	433	516	7	696	319	564	6	734	477	519	6	690	372
March	662	7	780	353	655	7	1,023	297	517	6	682	401
April	663	7	875	367	548	7	750	338	643	6	813	399
May	531	7	750	292	558	7	744	294	544	6	720	381
June	596	7	689	291	700	7	807	344	499	6	687	437
July	641	7	925	209	521	7	684	296	493	6	700	410
August	702	7	826	317	590	7	751	330	575	6	958	353
September	463	7	767	203	491	6	697	362	490	6	741	317
October	683	7	792	314	494	6	789	383	559	6	673	351
November	461	7	690	189	495	6	703	351	443	6	698	115
December	731	7	861	357	554	6	679	448	554	6	685	394
Total averages	632	7	813	305	509	6½	757	330	529	6	739	365	532	6	751	368

The following statement shows in detail the methods of transacting business in the finance division of the office of the Paymaster-General:

The items of the principal business matters transacted in this division consist of preparation of the annual estimates for pay of the Army and Military Academy; the clerical force of the office and its contingent expenses; the tabular statements for the annual report, and all matter relating to the finances of the Department; the bonds of paymasters; the distribution of funds, and accounting for same by paymasters; the monthly returns of officers of the Department, as to duties and orders in connection therewith; the deposit system of the enlisted men; the stoppages against the pay of officers, and the printing and preparation of all blanks used by the officers of the Department. The chief of the division is also superintendent of the building, and is charged with all matters pertaining to its care and keeping, and of the property therein.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party:

The annual estimates are prepared by the chief of the division. The estimates when completed are submitted to the Secretary of War. The tabular statements for the annual report are compiled by the chief of the division and the clerks in charge of appropriation ledgers, and of the paymasters' ledger, the approved and suspended disbursement account books. The bimonthly estimates for funds, when received from the chief paymasters, are sent to the appropriation clerk for record. On the 23d of each month these estimates are placed before the chief of the division, who, after examination, designates the amount to be sent to each officer, the depository where it is to be placed, and the time. The appropriation clerk then draws the requests on proper blanks, as indicated, on the Secretary of War, transmits a schedule of the same to the Treasurer of the United States, and notifies each officer interested of the action taken. When the Treasurer issues his draft upon these requests, he notifies the Secretary of War, who refers the notice to this office, and, thereupon, the paymaster is charged, by the disbursement clerk, with the amount, and the notice of the Treasurer forwarded to him.

Paymasters' accounts, when received by the accounts clerk, are opened, stamped, and numbered by him. He examines the account to see that all papers required are filed therewith, records the receipt of same, and notifies the paymaster. The account-current, abstract of collections and of deposits, are withdrawn and placed before the chief of the division; the vouchers and abstracts of disbursements are sent to the regular record division. The chief examines the account-current and sends it to the appropriation clerk for verification of balances taken up, entry in cash book, transfer

record, and balance book; thence it goes to the disbursement clerk for entry in paymasters' ledger; thence to the examiner for file with the account. All letters reporting receipts, other than transfers of funds, are held on the desk of the chief until the paymasters' abstracts of collections are received. These abstracts he examines to see that the amounts reported are taken up, and then passes the papers to the disbursement clerk, who designates, in cases of collections from officers, the appropriations into which the amounts should be covered, and, where the repayment is made on account of a suspension, removes the same and notifies the Auditor of the action. Duplicate letters are also sent to the paymaster, authorizing him to take credit for the amount of the suspension removed. The abstract then passes to the stoppage clerk. All request for stoppages against the pay of officers are referred to this division, and are recorded in stoppage register by the stoppage clerk, who at once notifies the officer of the charge and date when stoppage will be enforced. If reply is received, the case is re-examined, if the stoppage originated in this office; if not, it is referred to the office in which it did, and upon receipt back the officer is notified of the result. The stoppage circular is prepared on the 14th of each month, and, after approval by the Secretary of War, is printed and distributed. The stoppage clerk records all collections on the abstract of collections, and notifies the officer at whose request the stoppage was made of the collection. The abstract goes then to the clerk in charge of collections and deposits for full record, after which it is sent to the account for examination and report on the collection from enlisted men. Paymasters are required to deposit the amount of their collections in designated depositories. The certificates of deposit, when received from the War Department, are referred to the disbursement clerk to check the credit claimed by the paymaster, and thence to the collection and deposit clerk for designation of appropriation into which the amount should be covered, as appears by the abstract of collections and the examiner's report thereon. The certificate is then returned, with appropriations noted thereon, to the War Department, and proper record made of same on collection record. The reports of company commanders of deposits made by enlisted men of their commands are received in this division, and sent to the deposit clerk, who holds the same until he receives the paymaster's abstract of deposits. The reports and abstract are then compared, and, if found correct, the abstract is entered in the deposit book; if not, the report is sent back to the officer, through the paymaster, for report on the discrepancy. When the discrepancy is reconciled the deposit is recorded. The statements of funds submitted by each paymaster on the last day of each week and month, showing the amount on hand and to his credit in the several subtreasuries and authorized depositories, after examination by the chief, are recorded by the stoppage clerk. This clerk prepares, each week and month, a list of the officers of the Department on disbursing duty, and sends it to the Treasurer of the United States, with request that it be returned showing the amounts to the credit of each officer named at the date of the list, with the various subtreasuries and depositories. Upon the return of this list it is compared by said clerk with the paymasters' reports. If any discrepancies against the paymaster appear an immediate report is required from the paymaster. The monthly accounts-current are also compared with the monthly statement by the appropriation clerk. After the account has been examined the examiner sends to this division an analysis of the abstract of collections, the abstract of mileage, list of deposits repaid and interest thereon, reports of overpayments to officers, of rations paid to enlisted men on the retired list, and collections from enlisted men on account of overpayment by paymasters. The analysis of collections is recorded by the deposit and collection clerk. In case any collections are reported on account of any other Department it is notified of the fact by said clerk, who also posts the credit to the Department ledger. He then compares the report of repayment of deposits with the soldier's deposit account, notes thereon the repayment, and records the amount repaid and interest in the record of repayments. The analysis of the mileage abstract is recorded by the appropriation clerk. The reports of overpayments to officers go to the stoppage clerk for the action heretofore indicated. The report of rations paid retired men goes to the accounts clerk for record and report to the Third Auditor. The report of collections from enlisted men on account of overpayments goes to the disbursement clerk, who thereupon removes the suspension and notifies the Auditor of the collection, and sends duplicate letters to the paymaster authorizing him to take credit for the same. After the account has passed the revising division it is received here with a copy of the analysis of the disbursements. This analysis is first checked on the cash book by the appropriation clerk, and then recorded by the disbursement clerk in the analysis of approved disbursements under twenty-eight different accounts, then, by same clerk, should any suspensions be reported, in analysis of suspended disbursements. The analysis then goes to the accounts clerk, who makes two copies of it, one for the paymaster, with a letter of transmittal; the other is sent with the account to the Second Auditor.

When an appropriation warrant is received from the War Department, or a requisition placing funds to the credit of any appropriation on the books of this office,

the appropriation clerk records the same in the register of credit requisitions. If the credit requisition covers items included in paymasters' collections, the amounts are first checked by the collection and deposit clerk on the collection record. The requisitions are then sent to the Second Comptroller. When requests are drawn in favor of paymasters, or on Treasury settlements received from the War Department, they are recorded by the appropriation clerk in the register of requests. When these settlements cover a payment to an officer, they are sent to the proper record division to note. If they are transfer settlements in favor of a Department on account of collections made by this Department, the settlements go the collection and deposit clerk for note on the collection record and entry in Department ledger. The appropriation clerk then fills out a blank request for the amount on the Secretary of War, to whom the papers are all transmitted. At the end of each month the appropriation clerk posts from his registers to the appropriation ledger all debit and credit requests drawn during the month, strikes a balance on each account, and compares the same with the balances shown by the War Department ledgers.

The appropriation clerk has also charge of all records pertaining to the personal history of each officer of the Department. He receives and forwards, when noted, all personal reports to the Adjutant-General, and compiles from the monthly reports of the chief paymasters the monthly return of officers of the Department, and sends the same, with a letter of transmittal, to the Adjutant-General—a duplicate thereof being retained for the files of this office. He prepares and sends to the chief paymasters copies of all special orders from the War Department relating to their subordinate officers. He also prepares for publication the quarterly station-list of the officers of the Department.

The statements of differences in the accounts of paymasters are received from the accounting officers of the Treasury and compared, by the disbursement clerk, with record of suspensions on his desk, removing such as are not confirmed and charging additional ones reported. The debit or credit entries made necessary by these entries are then posted to the paymaster's ledger account. After a copy of the statement has been made in the revising division, the original is sent by the disbursement clerk to the paymaster, with instructions, and the copy filed in this division.

The chief of the division examines all papers received in the division and distributes them to the proper clerk for action. He also examines all letters, indorsements, requisitions, and settlements sent from the division. He has personal charge of the bond register, and all matters and correspondence relating to the bonds of paymasters. These bonds, when received, are examined by him, and, if found in proper form, are sent to the Secretary of War for approval. When received back, approved, they are sent to the Second Comptroller for file, and the chief paymaster of the Department is notified of the approval of the bond of his subordinate officer. He examines all requisitions for the printing of blank books and blanks before they are submitted to the Paymaster-General.

As superintendent of the building he keeps the account of the office contingent fund, draws all requisitions thereon, and checks all bills against the same, before approved by the Paymaster-General. These requisitions and bills, when approved, are sent by him to the officer in charge of supplies, War Department. The supplies, when issued, are received and distributed by him.

RECORDING DIVISION.

The following statement shows in detail the methods of transacting business in the recording division of the office of the Paymaster-General, U. S. Army:

The items of the principal business matters transacted in this division consist of—
Receiving the monthly accounts of Army paymasters, and assorting, indexing, and distributing the vouchers contained therein for entry upon the proper books.

Recording all payments made to officers, enlisted men, paymasters' clerks, United States Army, contract surgeons, citizen witnesses, &c., and noting all changes which affect the pay status of officers.

Furnishing detailed statements and answering inquiries in regard to payments of salary, longevity increase, commutation of quarters, mileage, &c., made to officers of the Army, and in respect to payments on rolls, payments on discharge and bounty payments to enlisted men, from the earliest date recorded in this office to the present time.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon,

and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party :

The accounts of paymasters of the Army, consisting of vouchers, abstract of payments, abstract of Army paymasters' collections, &c., are received during the early part of each month. One clerk then assort and indexes the vouchers, according to the volume and page where the payment is to be recorded. The payments are then carefully recorded by the clerks upon the books assigned to each.

An individual account is kept with each officer and paymaster's clerk, and each payment is entered under the proper account. Each entry shows the name of the paymaster making the payment, number of paymaster's account, number of voucher, date of payment, period for which payment is made, amount paid, and whether the same is for salary (full pay or half pay), or commutation of quarters, telegrams, mileage, &c. ; in payments of mileage the points from which and to which the journey was made are also recorded. In making these entries especial care is exercised to note and report any payment prior to date of acceptance, any payment of longevity increase not due, or any payment which duplicates a previous payment. Under each officer's account is also noted anything which affects his pay status, and any refundment made by him on account of overpayment, or on account of any stoppage imposed by sentence of a court-martial.

Payments to enlisted men retired are made on single vouchers, and are recorded in the same manner as officers' vouchers. Payments to hospital stewards, ordnance and commissary sergeants are made either on single vouchers or on rolls, but all such payments are recorded separately, as above stated.

Payments to enlisted men discharged are recorded to show organization, rank, date of discharge, date of payment, name of paymaster, number of account, number of voucher, amount paid, and any stoppage deducted.

The record of payments to field and staff and company rolls shows the organization, paymaster, number of account and voucher, and period for which paid. The record of payments to hospitals and detachments further shows the post, camp, or station.

As soon as every payment in an account has been properly recorded the vouchers are rearranged in numerical order, and the account sent to the examining division of this office.

All inquiries for information, whether referring to only one entry or to entries covering long periods of time, in regard to payments made to officers and enlisted men of the regular Army, contract surgeons, citizen witnesses, &c., are answered after careful examination of the record contained in the books, by statements showing the facts in each case.

These replies are returned directly to the Department, Bureau officer, or individual, requesting the information.

Inquiries marked "special" receive immediate attention.

CORRESPONDENCE DIVISION.

The following statement shows in detail the methods of transacting business in the correspondence division of the office of the Paymaster-General, U. S. Army. The items of the principal business matters transacted in this division consist of official correspondence received and sent.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party :

All mail matter is delivered in the office of the chief clerk, where it is opened, and then sent to the division of correspondence. The chief of that division assort the matter, putting it into proper shape and affixing the office stamp, showing date of receipt, and stamping all inclosures in every case ; the papers then pass to the briefing clerk, who briefs the matter, giving a comprehensive synopsis of the subject, and passes it to the recording or entry clerk, who gives it a number (all in consecutive order), and enters the brief opposite a corresponding number in his book. The papers are then taken by the index clerk and a thorough index made of all names and subjects, giving the entry number in each case. The papers are then taken to the chief clerk, who pencils proper disposition to be made on each case, and then returned to record clerk for notation and distribution. Upon the completion of action in any case it is returned to the record clerk, who notes the action, giving volume and page where recorded, opposite the original entry in the record book. It is then dispatched

by mail or messenger to its proper destination. All letters written are recorded in this division and thoroughly indexed. An index is also kept here of all indorsements made. This division also has charge of all matters relating to postage, foreign and domestic.

REVISING DIVISION.

The following statement shows in detail the methods of transacting business in the revising division of the office of the Paymaster-General:

The items of the principal business matters transacted in this division consists of revision of overpayments and irregularities discovered in the accounts of the paymasters of the Army, as reported by the clerks of the examining division.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

The monthly accounts of the paymasters are received in this division, accompanied by statements of suspensions on account of overpayments and irregularities discovered therein by the clerks of the examining division. After the examination and revision of above-mentioned statements, the errors remaining are restated in letters to the paymasters in whose accounts they occur, thus affording opportunities to furnish such explanations or additional evidence as may tend to remove the suspensions. On return of the letters containing the paymaster's explanations or admissions of suspensions, the erroneous payments are further considered and treated until adjusted, when final analytical exhibits of all the payments in each account, prepared by the examiners, are reviewed, and when the proper charges and credits belonging to each appropriation are exhibited thereon, they are approved by the chief of the division and transmitted with the accounts to the finance division of this office.

EXAMINING DIVISION.

The following statement shows in detail the methods of transacting business in the examining division of the office of the Paymaster-General, U. S. Army:

The items of the principal business matters transacted in this division consist of the examination of the accounts of Army paymasters (rendered monthly by them), with a view to determine whether the payments have been made in conformity with law; also the analysis of all payments with a view to determine whether the different items of appropriation are properly applied as indicated in appropriation bills, and the analysis of all collections from the Army on account of indebtedness to the United States, applying the same to the appropriation or department to which they may pertain; or to relieve officers or soldiers from suspensions on account of overpayments.

The following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

When an account is received in this division, the date of its receipt is entered in a book kept for that purpose, in which is entered also the date on which it is given out for examination, the name of the examiner, and the date on which it is returned by him and sent to the reviser. The examiner notes the date of receipt by him in his memorandum book, in which also he notes all errors of short or overpayments, omissions of certificate, or other irregularities which would render vouchers defective and liable to suspension or disallowance by the accounting officers of the Treasury. He examines each voucher critically, to see that the payment is correctly made and accounted for, in conformity with law, and under the proper appropriation. The payment is then entered in detail on the analysis sheet (under the separate heads as appropriated for) for the double purpose of ascertaining that the amount appropriated for any purpose is not exceeded, and to afford a basis for future estimates. Collections are also analyzed in order that the same may be turned over to the departments to which they pertain. In the examination of these accounts it is often found necessary to correspond with the different Bureaus of the War Department, and with commanding officers of companies, regiments, posts, and military departments, to ob-

tain information concerning doubtful cases in which the information contained in the voucher is incomplete or unsatisfactory.

When the examination and analysis are completed, the examiner makes out a preliminary report of all errors discovered, and incloses therewith the vouchers upon which the errors appear, forwarding the same, together with the account, to the reviser. He also makes a detailed analysis of the collections in the account, with special reports of collections in favor of paymasters, special reports of overpayments to officers, and special reports of repayments of deposits to enlisted men, all of which are forwarded direct to the finance division. When his preliminary report is returned to him by the reviser, for final report and analysis, he deducts from the account such items of suspension as have not been satisfactorily explained and removed, and makes a final report and analysis of approved disbursements, for the information of the finance division, to which it is forwarded, through the revising division.

VOLUNTEER DIVISION.

The following statement shows in detail the methods of transacting business in the volunteer division of the office of the Paymaster-General, U. S. Army:

The items of the principal business matters transacted in this division consist of responses to letters of inquiry from Second Auditor, Fourth Auditor, Second Comptroller of the Treasury, the Adjutant-General of the Army, Commissioner of Pensions, and other officers of the Government, and citizens, touching all payments made, of pay proper, arrears of pay, bounty or additional bounty, extra pay, three months pay proper, 33 $\frac{1}{3}$ per cent. increase, &c., to officers and men of the volunteer forces of the United States since the year 1836, embracing the Florida and Mexican war, and the War of the Rebellion; the consolidation and transcribing of the records of payments by States and organizations to preserve the same from complete mutilation and final illegibility in consequence of constant use and wear, and to facilitate the examination thereof; and a record of all inquiries from Adjutant-General, U. S. Army, relating to payments to officers is made for future reference.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party.

A division of the sixteen hundredth bound volumes containing the record of payments to volunteers was made with a view to facilitate the labor of examination, and assigned to different employes of the division; the volumes pertaining to the New England States forming one section, those of the Middle States another; the Western States one, Northern States one, and the Southern States another; the payments made to officers being contained in separate volumes (comprising 100 volumes) constituting a distinct section; thus securing a speedy and accurate examination for each letter submitted.

Letters of inquiry received daily through the chief clerk are first classified by dates and States, unless marked "special," and are in accordance with such dates acted upon as follows: A letter requesting information touching upon any payment made to either officer or soldier is at once referred to the employe having charge of the records pertaining to the locality from whence the soldier enlisted, and a thorough examination is then made to ascertain whether the information desired is contained in the records, and the result of the examination indorsed upon the inquiry, and by the employe reported to the chief clerk of the division, who in writing indorses upon the inquiry the result of the examination, transmitting the same to the sender.

The files of rejected claims for arrears of pay and bounty, comprising over a hundred thousand papers, are daily required to be examined in response to inquiries touching such claims, by the accounting officers of the Treasury, as are also the stoppage records affecting the pay status of ex-volunteer officers.

General summary of the business of the several divisions of the office of the Paymaster-General of the Army.—The divisions of the office consist of finance, correspondence, record, examining, revising, and volunteer.

The *finance division* is charged with supplying paymasters with funds, and keeping an account thereof; with the several appropriations, keeping the necessary books, and making estimates therefor; with seeing that paymasters render their accounts regularly; with the record of deposits of enlisted men; with stoppages directed against officers of the Army, and the issue of a monthly stoppage list to be sent to paymasters; with seeing that paymasters renew their bonds at stated periods; and, generally, with what pertains to funds, and making a monthly return of paymasters

to the Adjutant-General. *The correspondence division* is charged with the receipt, briefing, recording, and indexing letters received, and with recording, mailing, and indexing letters sent from the office, and rearranging and renumbering the old files. *The record division* is charged with the entry of all payments of salaries, mileage, and commutation of quarters to officers of the Army, paymasters' clerks, witnesses before courts-martial, and individual payments to enlisted men, and with making answer to all inquiries relating to the same. *The examining division* is charged with the examination in detail of the monthly accounts and vouchers rendered by paymasters, and reporting all payments not authorized by law. *The revising division* is charged with a critical examination of all the errors discovered by the examining division and with notifying paymasters thereof, and giving them an opportunity to correct errors, if practicable, before the account is sent to the Second Auditor for final settlement. *The volunteer division* is charged with answering inquiries from the Adjutant-General, the Second Auditor, the Second Comptroller, Commissioner of Pensions, &c., as to payments to volunteer officers, and the pay and bounty of enlisted men in the Florida and Mexican wars, and War of the Rebellion.

There are three clerks not assigned to either of the divisions, and whose duties are of such a nature as to render it impracticable to give a detailed statement of them. One is in the room of the chief clerk and has charge of the files of the office, opens all mail matter and gives it proper direction, keeps an account of the leaves of employes, an index of all decisions, and a record of indorsements, and does copying for the Paymaster-General; one does whatever printing is required for the office, and has charge of blanks and supplying paymasters therewith; and the other is detailed for special duty with the paymaster in charge of paying bounties and back pay to officers and enlisted men, and accompanies the paymaster in pay tours to colored soldiers.

SURGEON-GENERAL'S OFFICE.

PROPERTY DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the property division of the office of the Surgeon-General U. S. Army in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days worked.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2,804.57	0	2,804.57	10.40	279.34	6½	295.29	259.86
1885	301	2,892.86	0	2,892.86	11.00	262.99	6½	297.00	216.00
1886	305	2,828.14	0	2,828.14	10.16	278.36	6½	299.14	267.29
1887 (to March 1)	47½	481.07	0	481.07	11.00	43.73	6½	47.50	34.21

NOTE.—All Sundays and holidays and days and parts of days when the office was closed by order are deducted in determining the "Number of days Department open." All absence of clerks (whether on leave on account of sickness or otherwise) during the days when the Department was open for business are deducted in computing the "Number of days worked in person."

The following statement shows the average amount of business performed, transacted, and disposed of in the property division of the office of the Surgeon-General of the United States Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the time specified.

	Year ending June 30, 1884.				Year ending June 30, 1885.				Year ending June 30, 1886.				Year ending June 30, 1887. (to March 1.)			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
July	407.16	8	383.83	10	373.17	11	430.77	10
August	366.45	8	345.44	10	335.86	11	400.00	10
September	325.73	8	307.06	10	298.54	11	400.00	10
October	285.02	8	268.68	10	261.22	11	369.23	10
November	366.45	8	340.90	10	335.86	11	307.09	10
December	383.21	8	348.93	11	373.17	11	384.61	10
January	285.77	9	279.15	11	318.83	10	391.61	11
February	195.44	10	209.36	11	223.90	11	307.69	11
March	195.44	10	209.36	11	225.27	10
April	228.02	10	244.26	11	287.34	10
May	293.16	10	314.04	11	369.44	10
June	358.30	10	383.83	11	451.53	10
Total averages.	301.88	9	301.91	10	320.11	10	373.4	10

*The miscellaneous character of the work of this division does not permit of a numerical expression of all kinds of business transacted, as required by this blank, nor of the maximum or minimum of business disposed of by employes. The average amount of business transacted, as far as it can be expressed, and the average number of employes each month is given in the table.

The following statement shows the amount and character of business on hand, received, and disposed of in the property division of the office of the Surgeon-General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received dur- ing 1884 (fis- cal year).	Disposed of in 1884.	Pending Jan. 1, 1885.	Received dur- ing 1885 (fis- cal year).	Disposed of in 1885.	Pending Jan. 1, 1886.	Received dur- ing 1886 (fis- cal year).	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to March 1, 1887 (fiscal year).	Disposed up to Mar. 1, 1887.	Pending Mar. 1, 1887.
General and miscellane- ous letters received, re- corded and indexed.	5,045	5,045	5,860	5,860	6,013	6,013	3,368	3,368
Letters written and sent, recorded and indexed, and notifications of ac- tion on accounts, claims, and settlement of property returns, requisitions for public funds, &c	6,294	6,294	7,012	7,012	6,966	6,966	4,874	4,874
Indorsements received and recorded; indorse- ments written and sent, recorded and indexed; indorsements charged	6,629	6,629	7,741	7,741	7,196	7,196	5,424	5,424
Contracts received, ex- amined, approved, &c.; bonds for contracts ex- amined, approved, &c.; contracts and bonds prepared in this divi- sion	251	251	895	895	63	63
Requisitions for medical and hospital supplies, &c., received, exam- ined and acted upon	810	810	606	606	625	625	768	768

Character of business.	Pending Jan. 1, 1884.	Received during 1884 (fiscal year).	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885 (fiscal year).	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886 (fiscal year).	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887 (fiscal year).	Disposed up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Accounts, claims, and miscellaneous bills for medical attendance and medicines received examined and settled; accounts-current and abstracts of disbursements, with vouchers, invoices, &c., pertaining to the same, examined, approved and forwarded to accounting officers of Treasury for settlement.....		3, 128	3, 128		3, 135	3, 135		3, 293	3, 293		2, 703	2, 703	
Weekly abstracts of statements of funds in hands of disbursing officers made, recorded, and forwarded to the Treasurer United States for verification; record of appropriations for medical department and disbursements therefrom.....		306	306		266	266		278	278		201	201	
Returns of medical and hospital property received, recorded, examined, and settled, or suspended; letters and indorsements pertaining to examinations and settlement of returns written and sent; vouchers pertaining to settlement of returns examined, recorded, and indexed; examinations of property, papers, and reports made on inquiry cards from Third Auditor of United States Treasury, &c.....		10, 153	10, 153		12, 280	12, 280		14, 999	14, 999		12, 945	12, 495	
Proposals and bids for furnishing medical and hospital supplies received, examined, and forwarded to the returns office, Interior Department, for file.....								543	543		269	269	
Exigency purchases recorded and indexed.....		208	208		232	232		221	221		154	154	
Totals.....		32, 573	32, 573		38, 383	38, 383		41, 049	41, 049		30, 769	30, 769	

NOTE.—A large proportion of the business of this division being of a miscellaneous and current nature is not susceptible of numerical expression under a general classification. The amount of clerical work performed is shown as far as it can be numerically expressed.

The following statement shows in detail the method of transacting business in the property division of the office of the Surgeon-General:

The items of the principal business matters transacted in this division consist of the supervision of the purchase of all medical and hospital supplies for the Army; the supervision of the distribution of all medical and hospital supplies, including the replenishing of stock of medical purveying depots, and the examination and approval of requisitions for issue to posts; the administrative examination of all accounts, claims, bills, &c., involving expenditures from the appropriations for the Medical Department of the Army and their proper preparation in accordance with existing law and regulations and transmission to the Second Auditor for settlement by the accounting officers of the Treasury; the examination and settlement of all returns of medical officers for medical and hospital property.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various

steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party :

On receipt of the mail in the morning it is arranged or classified, as far as practicable or necessary, by the principal clerk and immediately submitted to me for examination, and notations made as to the action to be taken; such matters of business, however, as from their nature or importance require the personal consideration of the Surgeon-General, are at once presented to him by myself and his instructions noted. The mail, with the exception of returns of medical and hospital property and vouchers pertaining thereto, is then recorded in a book of "general and miscellaneous letters received," and indexed by the clerk who keeps that book, and immediately thereafter placed in process of disposition by the principal clerk according to dictation previously given him, by apportioning the work to the several clerks in the division, as experience or necessity may demand. For convenience the property returns of medical officers are recorded in a separate record book.

A simple or routine item of business is placed in the hands of a clerk for preparation of the proper letter or indorsement for signature. For the action on more important items of business, rough drafts are prepared by myself or by the principal clerk after dictation, and then turned over to a clerk for preparation for signature.

The prepared mail is presented to me by the principal clerk at 3 o'clock daily for signature; after signature all letters are, for accuracy and expeditious disposition, copied in a "press copy-book" and subsequently transcribed therefrom into a permanent record book of "Letters sent," and copiously indexed by the clerk charged with keeping said book; all indorsements are recorded in a record book of "indorsements and memoranda," including a record of previous indorsed action, and thoroughly indexed by a clerk charged with the keeping said book.

All matters of business of a "current" character are ordinarily disposed of on the day received. All other matters, such as requisitions for supplies, accounts-current, abstracts of disbursements, and vouchers of disbursing officers, miscellaneous accounts, claims, bills, property returns, proposals for furnishing supplies, &c., are first placed under thorough examination by the clerks assigned to those duties, and under the immediate supervision of the principal clerk, prepared for disposition with the least practicable delay. On the final disposition of any item of business the party interested is immediately notified of the action taken.

J. H. BAXTER,
Chief Medical Purveyor, U. S. Army.

MUSEUM AND LIBRARY DIVISIONS.

The following statement shows the character of work performed in the museum and library divisions, and of its distribution to employes:

	Number of employes.
LIBRARY.	
Correspondence and records, loan of books, accounts, and issue of index catalogue.....	4
Recording periodicals and correspondence.....	1
Binding records, lists, &c.....	1
Transactions and reports, records, cataloguing and correspondence.....	1
Searching catalogues, and distributing catalogue and index cards.....	1
Stamping, labeling and numbering books, and recording in accessions catalogue.....	1
Attending to visitors, distribution, finding and replacing books.....	2
Indexing periodicals and transactions.....	3
Preparing catalogue cards for books and pamphlets.....	4
Preparing manuscript for index catalogue.....	4
Messengers.....	2
MUSEUM.	
Correspondence and records.....	2
Catalogue of museum and history of cases.....	1
Draftsman.....	1
In chemical laboratory.....	1
Microscopic work.....	1
Receiving visitors and showing museum.....	2
Photographer.....	1
Preparing specimens.....	2
Engineer.....	1
Night fireman.....	1
Night watchmen.....	3
Laborers.....	3
Messengers.....	3

LIBRARY DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the library division of the office of the Surgeon-General in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.*	Total days worked.	Number of employes.	Average number of days worked.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	5,377	5,377	20½	267.68	6½	306½	207½
1885	301	5,743	5,743	21¼	264.09	6½	301	206½
1886	305	5,719	5,719	20¾	276.72	6½	305	205½
1887 (to March 1)	47½	913	913	20	45.65	6½	47½	37½

* No proxy.

The following statement shows the average amount of business performed, transacted, and disposed of in the library division of the office of the Surgeon-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employes doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.	Average amount.	Average employes.	Maximum.	Minimum.
January	20	22	21	20
February	20	22	21	20
March	20	24	22
April	20	21	22
May	20	22	20
June	20	22	19
July	20	22	19
August	20	22	21
September	20	21	21
October	20	21	21
November	20	21	21
December	21	21	20
Total averages	20½	21¼	20¾	20

The character of the work performed in this division, as explained on a previous sheet, has been such that no record has been kept of the actual amount of work performed monthly by each employe, and hence it is not possible to fill out this schedule except as to the average number of employes.

The following statement shows the amount and character of business on hand, received, and disposed of in the library division of the office of the Surgeon-General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Books and pamphlets received 1884-'85, 1885-'86, and 1886-'87		15, 961		15, 224		9, 763		3, 698		
Index cards written 1884-'85, to 1885-'86 and 1886-'87			24, 101		25, 284		12, 528		3, 949	
Letters sent			3, 154		3, 768		3, 614		540	
Letters received, indorsed, and filed		1, 936		2, 378		2, 362		233		
Books loaned			779		1, 202		725		121	
Totals										

The following statement shows in detail the methods of transacting business in the library division of the office of the Surgeon-General :

The items of the principal business matters transacted in this division consists of—(see annexed statement).

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party :

Books and pamphlets for the library are obtained by purchase, by donation, and by exchange. About four-fifths of the annual additions to the library are due to purchases. The selection of the books to be purchased is made by the librarian from catalogues and lists furnished by dealers, from advertisements in the medical journals, from memoranda of desiderata, &c. After he has checked a list it is placed in the hands of a clerk, who compares the checked items with the catalogue of the library to ascertain whether the books are already in the library or have been previously ordered. The corrected list is then forwarded to the Surgeon-General, with a letter requesting authority to purchase. When authority has been granted the books are ordered. At the same time a card is made for each book, noting date of order, and these are inserted in the card catalogue to prevent duplication of an order.

When the books are received they are examined and checked on the invoice, which is then sent to the disbursing division to have bills made out. After the books have been collated and checked they are catalogued on cards. At least two cards are made for each book, one being placed alphabetically under the name of the author, the other under the subject. Sometimes several subject-cards are necessary. A pamphlet requires the same amount of clerical work as a folio. After the cards have been made and revised they go with the book to a clerk, who stamps, labels, and numbers the book, placing a corresponding number on each of the cards, and enters the book in the accession index book by its number. The cards then go to be distributed in the catalogue case. If the book is properly bound it then goes to its allotted place in the library. If it is not bound it goes to the clerk in charge of binding. Unbound pamphlets are not bound, as a rule, but are kept in special pamphlet cases.

On January 1, 1884, the number of current medical journals regularly received by the library was about 775. On the 1st of March, 1887, the number was about 875. A record is kept of the date of receipt of each number of every journal, and missing numbers are written for. Eight hundred and forty such reclamations were made during the three years.

Each number of every medical journal or volume of transactions is examined by the librarian on its receipt, and all original articles of value which it contains are indicated by a check. The titles of the articles thus checked are then copied by clerks on cards the same as those used for cataloguing books, and the number, volume, date, and page of the journal is given for each article. The journal containing these index cards then goes to the librarian or assistant librarian, who writes in pencil, on the top of each card, the name of the subject to which it belongs.

He then stamps the journal as "indexed," and sends it to be filed, and sends the index cards to be placed in the catalogue case.

When books or pamphlets are received as gifts, the receipt is duly acknowledged to the donor. Many pamphlets, reports, &c., are obtained by writing to the authors or publishers requesting a copy. Many valuable medical reports and books are obtained in exchange for the index catalogue and other publications of the office. Duplicate books and pamphlets are also used for exchange purposes, but not much has yet been done in this way owing to want of clerical force to prepare the necessary lists.

A considerable feature of the library work is the furnishing in formation of various kinds to physicians in all parts of the country. Sometimes this is merely answering a question as to the latest book or article on a given subject, which can be done in ten minutes. Sometimes it requires a very considerable amount of research and labor to comply with the request.

The preparation of the manuscript and the correcting the proofs of the index catalogue requires much clerical labor in addition to that required for the making and distribution of the catalogue and index cards.

One volume of this catalogue is printed each year, and it contains an average of 20,000 book titles and 35,000 titles of journal articles. The average number of books and pamphlets added to the library during each of the three last years has been about 15,000, requiring the preparation of at least 30,000 catalogue cards. The number of index cards for articles in journals, &c., is about 24,000 a year.

The library records consist of a record of letters sent, record of loans, record of exchanges, record of presentations, record of issue of the index catalogue, record of subscriptions to periodicals, record of time of employes, accessions catalogue, and the card catalogue of authors, of subjects, and of indexed articles.

So far as the correspondence and records of the library are concerned, with the exception of the catalogue, they are constantly kept up to date. All queries are promptly answered. The indexing of current journals and transactions is usually completed within three days after their receipt. There are usually between 500 and 1,500 books on hand waiting to be catalogued. On the 1st of April, 1887, the number thus waiting was about 1,200.

JOHN S. BILLINGS,
*Surgeon, U. S. Army, in charge of Museum and Library Division,
Surgeon-General's Office, U. S. A.*

ARMY MEDICAL MUSEUM DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the Army Medical Museum division of the office of the Surgeon-General United States Army in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	6, 115	0	6, 115	224	273	6½	304	236
1885	301	6, 569½	0	6, 570½	234	279	6½	301	226
1886	305	6, 686½	0	6, 686½	233	282	6½	305	226
1887 (to March 1)	47½	1, 160½	0	1, 160½	24½	46	6½	47½	39

The following statement shows the average amount of business performed, transacted, and disposed of in the Army Medical Museum division of the office of the Surgeon-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January		22				23				24				24		
February		21				23				24				25		
March		21				23				24						
April		22				23				24						
May		22				23				24						
June		22				23				24						
July		22				24				24						
August		23				24				24						
September		23				24				23						
October		23				24				23						
November		23				24				23						
December		23				24				23						
Total averages		23 $\frac{1}{2}$				23 $\frac{1}{2}$				23 $\frac{1}{2}$				24 $\frac{1}{2}$		

The larger portion of the business performed and disposed of in the division of the Surgeon-General's Office is of such a character that it is impracticable to make a summarized statement of the same as required in this schedule. No record has been or could be kept of the actual amount of work performed monthly in the preservation of specimens, care of halls and building, and time and attention devoted to visitors, largely consisting of scientific men, or of the various modes of examining and preparing specimens; and as the work of no two employes is alike, no comparative statement as to the amount of work done by the employe doing the most and the employe doing the least work can be made. The number of employes as given above includes the engineer in charge of the heating apparatus, four messengers, three night watchmen, three laborers, and a messenger boy.

The following statement shows the amount and character of business on hand, received, and disposed of in the Army Medical Museum division of the office of the Surgeon-General, U. S. Army, at the times named :

[CHARACTER OF BUSINESS.—Receiving, preparing, preserving, classifying, and describing the preparations and specimens in the Army Medical Museum collection, keeping records of the same, and such work and attention as is of necessity connected with an institution designed for the benefit of a visiting public.]

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Specimens received and prepared or mounted		539	539		933	933	1,881	1,881	952	110	110	110	
Letters written			608			784						304	
Letters received, indexed, and filed		301	301		321	321		313	313	153	153	153	
Specimen histories collected for files			528			927			1,876			100	
Reports to and requisitions on Surgeon-General			360			359			360			52	
Specimen histories written preparatory to publication of catalogues			6,280			8,387			9,259			1,338	
Miscellaneous papers, reports, statistics, contracts, &c.			344			380			425			280	
Totals		840	8,960		1,254	12,091		2,194	15,066		263	2,346	

As already stated, no record has or could be kept of the time and amount of labor devoted to the preservation, preparation or description of each specimen, and the attention bestowed upon visitors; but so much of the work, principally clerical, as admits of being tabulated is given in this schedule. While it is true in one sense of the word that there remained no unfinished business at the end of the year, that is to say, that all correspondence was brought to date, and that no claims against the Government suffered delay, yet there remained on hand a large amount of work in connection with specimens in course of preparation or under examination for proper description in catalogues.

The following statement shows in detail the methods of transacting business in the museum and library divisions of the office of the Surgeon-General:

The items of the principal business matters transacted in these divisions consist of: (1) the selection and purchase of books for the library, and of specimens for the museum; (2) the obtaining of books and specimens as gifts or by exchange; (3) the preparation, preservation, classification, and cataloguing of specimens and books; (4) the furnishing of information to correspondents and visitors; (5) the preparation and printing of the Index Catalogue.

The following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employed through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Specimens are received either by donation or purchase. If a specimen is received by donation its reception is acknowledged to the donor. Frequently specimens are donated to the museum with the request that special examinations be made; in such cases the result is reported to the donor. If it is desired to acquire specimens by purchase, authority for such a purchase is requested from the Surgeon-General, and, if granted, the purchase is made, and on receipt of the specimen the bill is forwarded to the accounting officer of this Bureau, who pays the amount from the special appropriation for the museum.

As soon as a specimen is received it is examined, and if found worthy of preservation it is numbered, its number recorded in a general reception book, and it is then turned over to the employe in charge of the section of the museum to which the specimen properly belongs, to be prepared or properly mounted, or to be examined under the microscope, or to be photographed or drawn, as may be deemed necessary. All papers connected with a specimen, be they its description, its history, or the manner in which it has been acquired, are placed on file, and a full description, with a brief history, is written on cards, preparatory to being used in the publication of a printed catalogue. When the specimen has been properly prepared or mounted it is assigned to a permanent place in the museum collection.

Authority must be obtained from the Surgeon-General for the purchase of any material used in the preparation or preservation of specimens. Copies are kept of all letters written, all letters received are briefed and filed, and any action thereon noted. Indexes are kept of all specimens indicating their nature; also indexes of donors, and patients from whom the specimens were obtained.

For the last three years all the spare time of the clerical force has been devoted to preparing manuscript for a printed catalogue of the museum, in which is to be given a concise description of each specimen, with its history or the history of the case from which it comes.

A daily record is kept of the presence or absence of all the employes of these divisions, and a daily report thereof forwarded to the Surgeon-General for his information.

JOHN S. BILLINGS,
*Surgeon U. S. Army, in charge Museum and Library Divisions,
Surgeon-General's Office, U. S. Army.*

ADMINISTRATIVE AND MISCELLANEOUS DIVISION.

	1884.	1885.	1886.	1887.
Letters, reports, and indorsements sent and recorded (indorsements and memoranda retained within the division not included)	11, 715	14, 212	15, 027	*2, 864
Blank books, blanks, &c., issued (exclusive of blanks used in the office)	98, 730	63, 193	63, 085	†14, 103

* From January 1 to February 28, 1887.

† Up to March 1, 1887.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the administrative and miscellaneous division of the office of the Surgeon-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	*10,767.29 ‡2,904.29	0	*10,767.29 ‡2,904.29	*40.47 ‡10.00	*266.05 ‡290.43	6½	*302.60 ‡307.00	*176.00 ‡280.14
1885	301	*1,044.57 ‡3,015.57	0	*1,044.57 ‡3,015.57	*37.67 ‡10.49	*266.65 ‡267.48	6½	*394.71 ‡301.00	*30.00 ‡100.00
1886	305	*10,338.14 ‡13,132.00	0	*10,338.14 ‡13,132.00	*37.37 ‡11.00	*276.94 ‡254.73	6½	*301.00 ‡305.00	*210.00 ‡266.57
1887 (to March 1) ..	475	*1,703.86 ‡1521.71	0	*1,703.86 ‡1521.71	*87.00 ‡11.00	*48.05 ‡47.43	6½	*47.50 ‡47.50	*37.14 ‡47.50

* By clerical force.

‡ By other employes.

‡ The minimum here given is that for employes present for duty the least number of days, whether attached to the division during the whole year or only a portion thereof. If the minimum for employes attached during the whole of each year, respectively, is desired, the figures would read as follows: 1884, by clerical force, 222.71; by other employes, 280.14; 1885, by clerical force, 248.43; by other employes, 267; 1886, by clerical force, 248.86; by other employes, 268.57; 1887, by clerical force, 37.14; by other employes, 47.50.

a This clerk died May 6, 1884, did 16 days' duty during the year, and was absent (sick) during the rest of the period between January 1 and May 6, 1884.

b This clerk died March 23, 1885, and did no duty during the year.

c This employe was relieved May 2, 1885.

d This clerk was assigned to the division December 18, 1886.

Average amount of business performed, transacted, and disposed of in the administrative and miscellaneous division of the office of the Surgeon-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the time specified.

No daily record of work performed in the division has been required during any portion of the period from January 1, 1884, to February 28, 1887, nor would it be possible to express by figures a very considerable portion of the work whereby could be compared the amount done by each clerk to ascertain the maximum and minimum; it is therefore not found possible to fill out this blank.

The following statement shows the amount and character of business on hand, received, and disposed of in the administrative and miscellaneous division of the office of the Surgeon-General, U. S. Army, at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
General administration of the Army		16,507	16,507		18,663	18,663		18,646	18,646		3,087	3,037	
Pension and other claims and correspondence relating thereto		5,799	5,799		6,806	6,806		8,822	8,822		1,542	1,542	
Miscellaneous		4,408	4,408		3,514	3,514		8,592	3,502		530	530	
Orders, circulars, medical books, journals, &c., received and distributed		133,940	133,940		109,943	109,943		91,866	91,866		2,439	2,439	
Totals		160,654	160,654		138,926	138,926		122,926	122,926		7,548	7,348	

* No amounts are placed in these columns for the reason that all business is placed in course of action on the day of its receipt; there is no accumulation of business in this division entirely unacted upon at any date.

There is a considerable amount of work performed in the division which, from its nature, cannot be tabulated, particularly that which relates to the *personnel* of the Medical Department, &c.

The following statement shows in detail the method of transacting business in the administrative and miscellaneous division of the office of the Surgeon-General, U. S. Army:

The items of the principal business matters transacted in this division consist of matters concerning general administration of affairs of the Medical Department of the Army; matters relating to the *personnel* of the Medical Department; general matters relating to the health and hygiene, and the physical efficiency of the troops; consideration of sanitary matters regarding posts, hospitals, and barracks, and the construction and repair of hospitals, and hospital-stewards' quarters; general supervision over all work carried on in the Surgeon-General's Office, and its clerical force, the assignment of employes, and regulations for discipline; reception and distribution of mail and distribution of orders, circulars, &c., and of the publications of the office; procuring and issue of office supplies; calls from Pension Office and other Bureaus for verification of service and names and addresses of medical officers or other persons connected with the Medical Department; preparation of certificates of non-indebtedness for Second and Third Auditors and others requiring the same; professional opinions as to disability of soldiers in desertion cases or cases for change of record, and all business of a miscellaneous nature, and matters in which two or more divisions of the office are concerned.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

All mail coming into the Surgeon-General's Office is received in this division, and all letters, packages, &c., of a private character sent to the persons addressed; the official mail is opened, stamped with date of receipt, and distributed to divisions; such portion as belongs to this division is immediately briefed, recorded in letters received, and twice (or oftener) each day, or if a special case, immediately sent to the officer in charge. In cases involving only routine matters they are sent to the clerks having knowledge thereof, who prepare answers by letter or indorsement which is submitted for the signature of the officer in charge or of the Surgeon-General. In cases requiring evidence or information from the records of the office, they are sent to the clerks having charge of the records or a portion of them, each of whom attaches to each case a slip containing a transcript of such information as may be shown by the records under his charge, and when all the information obtainable in the case has been attached thereto it is sent to the clerk who prepares the answer or report, or when only partial information is found, or none at all, it is sent to other divisions for evidence when probable that any information may be found, and then sent to the clerk whose duty it is to prepare the report; this clerk prepares a draft of the report, which is submitted with all the evidence or information in the case, to the officer in charge, who makes such alterations or corrections as may be required, when the report is indorsed upon the case, or a letter written and submitted for signature. In cases where an opinion or a decision is necessary, or matters in which no precedents exist, they are sent to clerks familiar with such or similar matters, who prepares a full brief thereof, adding a statement of any facts within his knowledge that may be of service in consideration of the subject or aid in reaching a decision; the case is then returned to the officer in charge, who, after consultation with the Surgeon General prepares or dictates the decision or opinion, or the Surgeon-General does so himself, and it is placed upon the papers, or a letter written, and is submitted for signature of the proper officer. All letters sent out from this division are press copied after signature and then transcribed into the proper record books; such indorsements as it is practicable to press copy are so treated and then recorded, otherwise they are recorded from the rough draft, which also contains a brief of the paper upon which the indorsement is made.

For illustration: The Commissioner of Pensions requests names and addresses of all surgeons on duty with Battery A, First Michigan Light Artillery, from 1861 to 1863, for use in pension claim No. 345,220. This paper having been stamped with date of receipt, briefed, and recorded in letters received, is sent to the clerk in charge of returns of medical officers, who ascertains the stations of the battery or with what command it was serving for each month of the period and notes the same upon a memorandum sheet; the returns of medical officers are then examined to find the names of the officers concerned, which are also entered upon the memorandum sheet with the period of their service; but as the returns are imperfect, or perhaps only fragmentary, the papers are sent to the record and pension division for such information as may be afforded by the monthly reports of sick and wounded of the battery or other records;

when received back the returns of medical officers are again examined, if the report from record and pension division gives any additional data requiring such examination, the memorandum sheet before mentioned being amended or completed so far as possible; the papers are then sent to the clerk in charge of personal files, who verifies, from the papers, &c., in his possession the entries already made upon the memorandum sheet and noting any additional information found, and adding thereto the addresses of the medical officers named; the papers are then returned to the clerk in charge of returns, who takes such notes therefrom as may be necessary to complete his records and sends the papers to the clerk whose duty it is to prepare the answer to the request received; this clerk prepares a list of medical officers who served with the battery mentioned, giving their rank and designation, the period for which they performed such duty, and the latest obtainable address of each, which is sent to the Commissioner of Pensions with his request for the information. The indorsement returning the papers is signed by the officer in charge of the division; the indorsement is recorded and all the evidence noted by the several clerks through whose hands the papers have passed is filed; or

A call is received from the Second Auditor for report whether James P. Jones, 1st lieutenant 79th Illinois Volunteers, is charged upon the books of this office as a debtor to the United States. This paper, after being briefed and its receipt recorded, is sent to a clerk to make out an inquiry slip (using a printed form for the purpose) which is sent to another clerk, who notes thereon whether or not any charges appear against the officer upon the ledger accounts of officers' hospitals; it is then sent to the finance division, where similar notes are made; thence it is sent to the property division, where is noted whether he has any unsettled property returns or other accounts; the slip, with the call of the Auditor, and the fact whether or not there are any charges against the officer, is indorsed upon the call, the indorsement is then submitted to the Surgeon-General for signature, and the paper sent back to the Auditor, the inquiry slip being filed and the report recorded; or

An application for removal of charge of desertion standing against a soldier is received from the Adjutant-General of the Army for opinion whether it is probable that the soldier was prevented from completing his term of service because of sickness incurred, or wounds received, in the line of duty; his military history as shown by the records of this office is inclosed by the Adjutant-General. The receipt of these papers having been recorded, they are sent to a clerk, who glances over them and prepares them for reference to the record and pension division for a complete hospital history of the soldier; when received back the papers are epitomized in such manner as to show all the facts of the case—the request of the Adjutant-General, the soldier's military history, his hospital history, and a brief of all the testimony submitted by the applicant in support of his request; this epitome, with all the papers in the case, is given to the officer in charge of the division, who, after any necessary consultation with the Surgeon-General, prepares an opinion, which is indorsed upon the papers, signed by the Surgeon-General, and they are sent back to the Adjutant-General, the opinion being recorded in the proper books and the epitome with original draft of opinion being filed; or

A request is received from a Senator, or Member of Congress, that the publications of the office be sent to a physician (or other person), which, after being briefed and recorded, is sent to the clerk having charge of such publications, who returns it with report as to what, if any, publications have already been sent to the person named; the officer in charge then directs, by indorsement upon the request, that such as he has not had and remain for issue be sent (unless some good reason exists for not complying with the request), which is done, and the Senator or Member is informed of the fact by letter, returning any correspondence inclosed by him. The receipt of the party to whom the books are sent completes the record of the case. These detailed statements as to the methods, owing to the diversity of work, might be repeated to a considerable number, but as they are fairly typical of all, it is not thought necessary to furnish further instances.

CHARS. R. GREENLEAF,
Surgeon, U. S. Army, in charge of A. and M. Division.

DISBURSING AND TRUSS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the disbursing and truss division of the office of the Surgeon-General of the Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of busi-

ness are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	*286½ 981	0	*286½ 981	*1. 3.557	275.794	6.5	280.57	141.286
1885	301	*284½ 1,189	0	*284½ 1,189	*1. 4.465	266.293	6.5	274.857	57.57
1886	305	*289 1,396½	0	*289 1,396½	1. 5.035	277.342	6.5	283.	.57
1887 (to March 1)	47½	*47½ 328½	0	*47½ 328½	*1. 7.	46.918	6.5	47.428	45.143

* These figures refer to one assistant messenger.

The following statement shows the average amount of business performed, transacted, and disposed of in the disbursing and truss division of the office of the Surgeon-General of the Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the time specified :

Month.	1885.				1885.				1886.				1887 (to March 1).				
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	
January	1	3	1	4	1	5	1	7
February	1	3	1	4	1	5	1	7
March	1	3	1	4	1	5	1	7
April	1	3	1	4	1	5	1	7
May	1	3	1	4	1	5	1	7
June	1	3,692	1	4	1	5	1	7
July	1	4	1	4	1	5	1	7
August	1	4	1	5	1	5	1	7
September	1	4	1	5,58	1	5	1	7
October	1	4	1	5	1	5	1	7
November	1	4	1	5	1	5	1	7
December	1	4	1	5	1	5.42	1	7
Total averages	12 42,691	12 53.58	12 60.42	2 14

NOTE.—The top line of figures for each month refer to one assistant messenger.

It is not exactly understood how an estimate and report of an average amount of business performed and disposed of in this division, during the above-specified periods, can be made with any degree of accuracy, since the business transacted is all current work, and the constant aim is to have every case acted upon and disposed of on the day it is received—and this is practically done.

There have never been more than eight employes—including one assistant messenger—in this division at any one time, and no transaction has been taken up and carried through to completion by any one of them.

I have adopted the practice of having the employes acquaint themselves with the various details of the work done in the division, in order that the transaction of business might proceed with least possible embarrassment during the temporary absence of any one of them.

This practice, while facilitating and expediting the transaction of business, is not favorable for the making of individual records by the employes, hence the difficulty, if not the impossibility, at this time, of making a just and accurate estimate of the maximum and minimum amount of business disposed of by the employe doing the most and the least during the times specified above. I am obliged therefore, to return this blank with the report incomplete.

The following statement shows the amount and character of business on hand, received, and disposed of in the disbursing and truss division of the office of the Surgeon-General of the Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Payments of claims on account of appropriations...	0	4,493	4,493	0	7,766	7,766	0	4,874	4,874	0	505	505	0
Furnishing trusses under act of March 3, 1879 (No.)	0	782	782	0	733	733	0	910	910	0	154	154	0
Receipts and issues of medical and hospital property.	0	438	438	0	10,978	10,978	0	10,007	10,007	0	1,705	1,705	0
Totals	0	5,713	5,713	0	19,477	19,477	0	15,791	15,791	0	2,364	2,364	0

The following statement shows in detail the methods of transacting business in the disbursing and truss division of the office of the Surgeon-General of the Army :

The items of the principal business matters transacted in this division consist of—

- (1) Paying claims on account of artificial limbs from appropriations fiscal years ending June 30, 1885, 1886, and 1887; and paying claims on account of appliances for disabled soldiers from appropriations fiscal years ending June 30, 1886 and 1887.
- (2) Paying claims on account of Signal Service medical department from appropriations, fiscal years ending June 30, 1885, 1886, and 1887.
- (3) Paying claims on account of the medical department of the Army (medical and hospital) from appropriations fiscal years ending June 30, 1885, 1886, and 1887.
- (4) Paying claims on account of furnishing trusses (act of March 3, 1879) from appropriations, no year, or indefinite.
- (5) Paying claims on account of library of the Surgeon-General's Office from appropriation fiscal year ending June 30, 1887; paying claims on account of Army Medical Museum from appropriation fiscal year ending June 30, 1887; paying claims on account of medical and surgical history from appropriations, no year, or indefinite; paying claims on account of building for Army Medical Museum and Library from appropriations, no year, or indefinite.
- (6) Furnishing trusses under act of March 3, 1879.
- (7) Issuing instruments to medical officers of the Army; issuing books to medical officers of the Army; distributing periodicals to medical officers of the Army.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party :

(1) Claims relating to artificial limbs and to appliances for disabled soldiers come to this division from the artificial limb division of the Surgeon-General's Office, and are in the form of certificates, in duplicate, signed by the Surgeon-General, each for a specified sum of money, giving the object for which the sum is due. Attached to each copy of a certificate is a blank receipt. Immediately on the reception of a

certificate it is entered in a register kept for that purpose, in which is written the number of the certificate, the date when received in this division, the name and post-office address of the claimant, and, as soon as it is paid, the serial number of the check drawn in payment. On the same day the sum of money is written in the receipt, and the name of the claimant, object to be paid for, and amount, are indorsed on each copy of the certificate. A letter of transmittal is then written, addressed to the claimant, who is requested to sign each receipt, and (as many of these claimants cannot write) he is requested to get an examining surgeon for pensions or his postmaster to witness his signature. The duplicate certificate and letter are inclosed in an envelope, indorsed with the claimant's address, and mailed to him on the day the claim is received in this division. On the return of the certificate, if the receipts are properly signed, a check is at once drawn, to the order of the claimant, for the amount; a letter of transmittal is filled out by writing in it the date, the serial number of the check, the amount and object for which it is drawn, and the post-office address of the claimant. Attached to this letter is a receipt for the check, giving its serial number, in which letter the claimant is requested to sign and return the receipt to this office. This letter and check are mailed to the claimant on the day the receipted vouchers come back to this division. On the return of the receipt it is filed with the voucher for which the check was drawn. If the vouchers are found to be improperly signed, they are at once returned to the claimant for correction and his attention called to the error; he is also directed how to correct it. As soon as a check is drawn in payment of a claim the register entry is completed by inserting the serial number of the check. The claim is then entered in an appropriation book under the appropriation to which it is properly chargeable, in which is given the date of payment, the serial number of the voucher among those paid from that appropriation during the month, the name of the claimant, serial number of check, object paid for, and amount paid. On the last day of each month an account-current is prepared in duplicate for each appropriation subject to draft, showing the balance at the end of the previous month, the amount received and disbursed, if any, during, and the balance on hand at the end of the month. Abstracts of disbursements, also in duplicate, to accompany the accounts-current, are made for each appropriation from which disbursements have been made during the month. These abstracts show the date of payment, serial number of voucher, name of claimant, object paid for, and amount paid on each claim. One copy of each account-current, abstract of disbursements and voucher are transmitted through the Surgeon-General of the Army to the Second Auditor of the Treasury at the close of the month.

(2) Claims on account of the Signal Service medical department are received in this division from the property division of the Surgeon-General's Office, and follow practically the same course as those above.

(3) Claims on account of the medical department of the Army (medical and hospital) all reach this division through the property division, many of them in the form of memorandum bills, of dealers, bearing the following indorsement: "The within memorandum bill is correct, approved for \$—, and respectfully referred to Capt. J. O. Skinner, assistant surgeon and acting medical storekeeper U. S. Army, Washington, D. C., for payment from the appropriation 'medical and hospital, 188—.' By order of the Surgeon-General." Vouchers in duplicate are made from these memorandum bills so approved, are certified by the officer in charge of this division, and then treated in all respects like other claims.

(4) Claims for furnishing trusses (act of March 3, 1879) are of two kinds. Claims for trusses purchased originate in an order given to a manufacturer or dealer (by order of the Surgeon-General) to deliver at this office one or more trusses for which not exceeding the wholesale price is to be paid. On shipping the truss or trusses the claimant sends his bill for the value, in which bill he is required to refer to the order on which the goods were delivered. When trusses are received they are at once carefully inspected to see if they agree in kind and quality with the order, and if they do, vouchers prepared from the claimant's bill are certified, and after approval by the Surgeon-General take the same course as others. Claims of examining surgeons for pensions originate in an application of a pensioner to be furnished with a truss under the act of March 3, 1879, to provide for furnishing trusses. The pensioner having been found entitled to one, and a truss having been sent to the surgeon to be fitted to said pensioner who has receipted for the truss, on which receipt the surgeon has certified that the fit and adjustment of the truss are satisfactory, vouchers in duplicate are made and certified on the record evidence and take the regular course.

(5) All other claims, which comprise those on account of the library of the Surgeon-General's Office, Army Medical Museum, medical and surgical history, and building for Army Medical Museum and Library, are received in this division in the form of memorandum bills of claimants. Each is transmitted through the officer who made the purchase or employed the services, who indicates upon it its correctness. As soon as received vouchers in duplicate are prepared. These vouchers are certified by

the officer who made the purchase or employed the services, and after approval by the Surgeon-General take the ordinary course.

(6) The method of furnishing trusses under the act of March 3, 1879, is as follows: Many of those who think themselves entitled to the benefit of the law apply to the nearest examining surgeon for pensions, whose duty under the act is "To examine the applicant, and when found to have a rupture or hernia to prepare and forward to the Surgeon-General an application for such truss without charge to the soldier." The greater number, however, write to the Surgeon-General direct, asking to be furnished with trusses. In answer to such requests the claimants are directed to apply to an examining surgeon for pensions. Regular applications, therefore, are prepared by examining surgeons for pensions on blanks furnished by this division, in which the name, rank, military organization in which the applicant incurred the disability, the fact that he is in receipt of a pension on account of hernia, the number of his pension certificate, and style of truss desired are set forth. The application also contains the certificate of the surgeon that he has examined the applicant, giving name, rank, and military organization. This certificate is followed by a memorandum of the date, cause, kind, and present condition of the rupture, and size of truss needed.

As soon as an application for a truss is received in due form examination is made to determine whether the applicant has been previously furnished with a truss, or has had an application rejected. If the application shows that the applicant was a commissioned officer at the time he was ruptured, or was ruptured previous to April 19, 1861, or subsequent to August 20, 1866, unless while engaged after the latter date in an active campaign against Indians, also, if the applicant has been furnished with a truss on an application filed within two years and six months, the application is rejected, the applicant so informed through the examining surgeon, and the application is entered in the register of rejected cases.

If the application shows a probable right of the applicant to be furnished with a truss, it is entered in a register of applications sent to the Commissioner of Pensions for certification, then sent to the Commissioner to certify whether the applicant is in receipt of a pension on account of hernia or not. On return of the application from the Commissioner of Pensions, with his certificate that the applicant is not in receipt of a pension on account of hernia, it is rejected and treated in the same manner as other rejected cases. If the Commissioner certifies that the applicant is in receipt of a pension on account of hernia, a truss of the style and size required is selected, packed, and sent by mail to the examining surgeon to be fitted to the applicant, accompanied by a receipt to be signed by the applicant, to which receipt is attached a certificate, to be signed by the surgeon that he has applied the truss to the applicant, and that its fit and adjustment are satisfactory. The application is then indorsed with the name and rank of the applicant, the military organization in which he served, the size and style of truss sent, and the date of sending it. An entry is then made in a register of trusses, in which is written the name and address of the applicant, his rank, and the military organization to which he belonged, the number of his pension certificate, the name of the examining surgeon, the date when and style and size of truss sent, and the serial number of the check drawn in payment, as soon as the surgeon's fee has been paid. The application is then filed alphabetically with other applications on which trusses have been furnished.

No applications for trusses are suspended, as all are determined by record evidence. The receipt of a pension on account of hernia is the only evidence that is admitted to prove that a man was ruptured while in the line of duty in the military or naval service of the United States, and, practically, no person who was not so ruptured during the war for the suppression of the rebellion (as I am not aware that any one who was ruptured in an active campaign against Indians has ever applied for a truss), nor any one who was ruptured while serving as a commissioned officer can be furnished with a truss under the law.

There is a class of applicants who not unfrequently apply for commutation, in money, of the value of trusses which they claim to have bought for their own use. These persons are informed that such claims cannot be allowed, and their applications are filed alphabetically, no other record being made of them.

A notable proportion of the papers sent to claimants, especially the vouchers for payments on account of artificial limbs, on their return to this division are found to be incompletely, incorrectly, or illegibly signed. Sometimes the signature is written on some part of the paper bearing no relation to the receipt. Often a cross-mark is made in the signature, with nothing to show that the claimant cannot write, nor that he made the mark; while others are written so illegibly that it is impossible to read them. Frequently only one copy of the voucher is returned; others are signed by proxy, with no evidence that the agent has authority to sign the name of his principal. Some are signed by persons claiming to be wives of claimants unable to sign for themselves, or to be widows of deceased claimants. Papers are quite often returned through the Post-Office Department, the claimants having suddenly changed

abodes without notifying this office, or having died before the papers reached them. Every case of the above classes necessitates the writing of one or more letters.

Many applications for trusses are defective in omitting the number of pension certificate, the style of truss desired, the date of rupture, the kind of rupture (whether single or double); in omitting to give, or giving a wrong measurement of, the size of truss required. Every such case requires the return of the application to the examining surgeon for correction, and necessitates writing a letter pointing out the defects and asking for other information, and a wrong measurement, or the giving a wrong kind of rupture, sometimes requires two or three exchanges of trusses with the extra correspondence. Such inattention or inaccuracy on the part of claimants, and for which this office is not responsible, necessarily increases the amount of clerical labor in suitably and satisfactorily adjusting their claims.

(7) The instruments and books issued, and the periodicals distributed by this division are purchased from the appropriations for the medical department of the Army (medical and hospital), but are, mostly, not contained in the regular supply table. They are purchased and furnished to medical officers of the Army on special authorization by the Surgeon-General. Immediately on receiving any of these supplies, the packages containing them are opened, the articles are carefully counted and examined, and a report of their number and condition is made to the Surgeon-General. Issues of instruments are made on the special requisition of officers, approved by the Surgeon-General. On the day such a requisition is received in this division, the instruments called for are selected, examined carefully, packed, directed, and sent by mail, express, or through the Quartermaster's Department to their destination. An invoice is made in triplicate, and two copies of it, together with a letter informing the office of the shipment and its manner, are sent to him by the first mail. On receiving the instruments the officer returns a receipt, in duplicate, in which is noted their condition on arrival. Books are issued to officers in accordance with a list furnished by the Surgeon-General, and revised from time to time by him, and are invoiced, shipped, and receipted for in the same manner as instruments are. Periodicals are distributed in accordance with a list similar to the one for books. They are inclosed in wrappers and sent by mail, but no invoice or letter of advice is sent, and only a memorandum receipt is required from the officer who receives them, as they are deposited in the post libraries and remain permanently at the post.

Returns of medical and hospital property, with abstracts of property received and abstracts of property issued, each in duplicate, are made semi-annually, June 30 and December 31 of each year. As most of the articles received and issued are not on the regular supply table, nearly every item in invoices, receipts, abstracts, and returns must, of necessity, be written. In connection with the receipts and issues of these supplies there is prepared and preserved a record of said issues and receipts, together with all correspondence relating thereto.

In addition to the above current work, an index of payments on account of artificial limbs, and an index of trusses issued, are in preparation. The desirability of these indexes was recognized and discussed by me on assuming charge of the division, but in the absence of convenient facilities it was not considered advisable to commence the work at that time. The importance of these records becoming more apparent to me as the work increased, it was decided to begin them at the earliest practicable moment, and which occurred during the latter part of the fiscal year ending June 30, 1886, in consequence of a decrease of the current work in this division. The extent of this work can, perhaps, be appreciated from the fact that the index of artificial limbs will contain about twenty thousand names, and the index of trusses about five thousand. Slips have been copied from the registers of these claims. Each slip contains, in the artificial-limb cases, the certificate number, name, military organization to which he belonged, year in which he was paid, and serial number of check drawn in payment, of a claimant, and in truss cases the name, regiment, company, number of pension certificate, and date of furnishing a truss to an applicant. About twenty-five thousand of these slips for artificial-limb payments, and eight thousand five hundred for trusses furnished, have been written and are now in course of being verified, compared, and arranged for entry in the books.

This work is tedious and requires great care to do it properly, as the greatest accuracy is necessary to make it of value. These indexes will furnish important and valuable records to this division.

It would be impossible to give a statement of the employés through whose hands any one of the business matters transacted in this division passes. The number of clerks has at no time exceeded seven, and the details of the work have been of such a character as to render it inadvisable to assign any particular employé to the work of a single case from the time it is received in this division until it is finally disposed of.

It has been my constant aim to have the work in the division properly disposed of, not only at the end of each year and month, but of each week and day. This has been practically accomplished by the method adopted, of changing the duties of in-

dividuals, for the purpose of equalizing the work and of relieving the pressure of business in any particular direction.

Every business matter coming into the division is first examined by myself. As nearly everything is settled by record evidence, and as I consider and determine whatever is not so settled, no employé can properly be said to consider and act upon any business matter coming into this division.

J. O. SKINNER,
*Assistant Surgeon and Acting Medical Storekeeper, U. S. Army,
In charge of the Division.*

ARTIFICIAL LIMB AND FINANCE DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the artificial limb and finance division of the office of the Surgeon-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1,624½	1,624½	6	270½	6½	278½	257
1885	301	1,651½	1,651½	6	275½	6½	283½	266½
1886	305	1,410	1,410	5	282	6½	290	274½
1887 (to March 1)	47½	187½	187½	4	46½	6½	47½	46½

Average amount of business performed, transacted, and disposed of in the artificial limb and finance division of the office of the Surgeon-General, U. S. Army, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified.

I have not kept the number in the division at any time, and the time present or absent. The attention has been diligent throughout.

The following statement shows the amount and character of business on hand, received and disposed of in the artificial limb and finance division of the office of the Surgeon-General U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Original or first claims for artificial limbs, surgical appliances, or commutation, investigated and adjudicated			3,649			1,897			1,339			552	
Periodic, ditto, examined and acted on		1,115			639			6,822				659	
Vouchers made out		6,853			3,336			7,166				2,282	
Old war claims and charges reported on		2,196			2,630			3,889				2,600	
Letters written		428			523			1,755				398	
Disbursing accounts examined and recorded		58			65			80				46	
Ditto, vouchers to, ditto		3,441			2,875			8,551				2,586	
Totals			17,740			11,965			29,602			9,132	

The following statement shows in detail the methods of transacting business in the nuance and artificial limb division of the office of the Surgeon-General, U. S. Army:

The items of the principal business matters transacted in this division consist of (1) applications for artificial limbs, or commutation, for other surgical appliances, and for transportation to have artificial limbs fitted; (2) examining and recording accounts of expenditures for the above, for the Medical and Surgical History, the Library of the Surgeon-General's office, the Army Medical Museum, the building for Army Medical Museum and Library, trusses for disabled soldiers, the care of transient paupers by the Providence Hospital and the Garfield Hospital; (3) reporting on old claims and charges, as the records of receipts and disbursements from the establishment of the office, except a part since 1874, are in this division.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party, put, for perspicuity, into the form of a narrative by the chief clerk of the division, showing the manipulation of typical cases involving more than the average handling:

Artificial limbs, &c.—A B, living in Missouri writes that he was wounded in 1863; has a bullet in his hip and is quite disabled—thinks he is entitled to commutation for apparatus. On the opening of the morning's mail his letter is sent directly to this division. Blanks and instructions are sent to the writer the same day. He is advised to use these in preference to any other, and send his application through the agent who pays his pension, for verification—that he need not employ an attorney or incur any expense. After a time his application in form comes. It has not been to the pension agent; does not show the number of the pension certificate, or the limb claimed for, whether right or left. It is returned with instructions to supply these defects. When it comes back it is found that we have no previous record of the man. It is also seen that he disagrees with the pension agent as to his name. He is asked to explain what he does. The application is next taken to the Pension Office, on the assumption that that office, with its vast organized machinery, has ascertained the origin of the injury as well as we could. The Commissioner kindly allows me the freedom of the building, and every facility that its present disturbed condition will admit of. I go first to the admitted files. On examination it is found that the papers in the case have been taken to the western division. I go there and am referred successively to the board of review, the medical division, the agent's division, the certificate division, and back to the files, the point of starting—each reference taking time, occasionally half an hour or more. I am assured that the papers have not come back yet, and cannot be found, and I give up the chase for that day. The next time I go back the papers are found. I make a brief of their salient points and bring back for consultation with the medical officers. It appears that A B has not been examined for two years, and that all estimates of his disability combine in some way lameness, hernia, bronchocele, and deafness. It is decided to have him examined with special reference to his lameness alone. I write and send him two letters, one directing him to go to the nearest examining surgeon, the other requesting the latter to examine him. Vouchers for the surgeon's fee are written out and inclosed with the letters. He may go immediately and be examined, or wait indefinitely. That point we cannot control.

It would be a waste of time to go to the Pension Office with each single application, so I take a week's accumulation, and to go the rounds required takes two days. This is why there are cases several days in the office without action.

The report of examination of A B at length arrives, and he is adjudged entitled. Duplicate vouchers for \$50 are made out, registered, signed by the Surgeon-General, and sent to the disbursing officer.

After a few months A B writes to his Representative in Congress that he was wounded in 1863, that the law allows him \$75 every five years—\$300; that he has received \$50, and wishes the necessary steps taken to secure the remainder. The letter is referred to this office for an immediate report. It is returned the same day with a statement of the law and the facts, being part of the information furnished the claimant at the outset. This closes the case for this division.

All claims do not involve the whole of the above, but all require more or less of this work, to which several other links might be added.

C D, whose right has been previously established, inquires when he will be entitled again to an artificial leg or commutation. He is informed that it will be on a certain day within two months, and a blank form of application is sent to him. When the application is received it is examined by the record, and perfected as above if necessary. The date of maturity is marked on its face and it is filed to await its day. On that day, according to his election, vouchers are prepared for commutation

as above, or an order on an authorized manufacturer for a limb is sent him, and the Quartermaster-General is requested to furnish transportation. Afterwards bills for the limb and transportation are received and settled.

Mrs. E F writes that her father at one time boarded and nursed sick and wounded soldiers, and never received any pay ; that he "sent his papers to Washington," and is now dead. The letter is referred to this division, from the administrative branch, or from the property division, for report. The lady is now written to to please give her father's name and residence, and the approximate dates, and to state, if possible, to whom or to what place or office in Washington "the papers" were sent. She gives the name and residence, but can tell no more. On the assumption that the date is not earlier than 1861, the books and files from that date are searched. No trace of the claim is found, and I so report.

The Second Auditor of the Treasury writes that G H claims to have served as chief cook in hospital No. 22, Nashville, Tenn., at a salary of \$40 per month from October 1, 1862, to July 14, 1863, and that for certain of these months he was not paid.

This letter is referred to me. I examine the records and prepare a brief showing when, where, and from whom G. H. received each month's pay ; also where the Auditor will find all the original evidence in his own possession, which, without this clue, he would never be able to find. Thus the records of this office are to a certain extent an index to the files of the Treasury.

When an account of a disbursing officer is received it is carefully examined with a view to detect clerical and other errors, to see that each item is a proper charge against the particular appropriation charged, and that each voucher is properly authenticated, approved, and receipted. The account is then entered *in extenso* in a book, showing the date and amount, and, either directly or by reference to another book, to to whom paid, and for what thing or service. This is sometimes tedious, but leaves a record by which it can be easily ascertained whether any conceivable claim, charge or item, has ever been paid.

One clerk examines and records all these accounts, except for the Providence and Garfield Hospitals, and has some time to spare for miscellaneous work.

SAMUEL RAMSEY,
Chief of Division.

RECORD AND PENSION DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the record and pension division of the office of the Surgeon-General of the Army in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	306	81,671	81,671	317	257	6½	300	114½
1885	301½	79,295	79,295	308	257½	6½	299	66½
1886	305	74,965	74,955	288	260	6½	303½	49½
1887 (to March 1)	47½	12,661	12,661	293	43	6½ 19½	47½	0

* January.

† February.

From December 14, 1886, to February 2, 1887, a portion of the force voluntarily performed three hours of extra work daily ; and from February 3 to 26, 1887, the whole force was required to work three extra hours daily from 6 to 9 p. m.

The following statement shows in detail the methods of transacting business in the record and pension division in the office of the Surgeon-General of the Army:

The items of the principal business matters transacted in this division consist of furnishing information, upon applications from the Commissioner of Pensions, Adjutant-General of the Army, Second and Third Auditors, and Second Comptroller of the Treasury, and other sources, from the hospital records on file in this office, for use in pension and other claims against the Government. Incidental to this work is the receiving, examining, and cataloguing, for ready reference, all medical records (consisting of registers and reports), containing the medical histories of soldiers treated in the United States Army hospitals; as also the copying and repairing the records as they become worn and mutilated from the frequent handling to which they are necessarily subjected.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division and employed through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

Upon receipt of the applications they are immediately examined by a clerk, who arranges the papers of each case in proper order, marks the number of inclosures, and takes an account of the number of cases. They are then passed to the index clerks, who arrange them alphabetically; they are then stamped with the date of receipt and office number with an automatic-numbering stamp. The index clerks then enter the name and regiment of the soldier and the number of each case on an alphabetical index. As soon as a case is indexed it is passed to a clerk, who examines the general index to prior applications, and notes whether it has ever before been acted upon. Should the case have been so acted on before, it is handed to the file clerk, who incloses in it the record of the evidence formerly furnished in the case. In any event, the case is then passed to a clerk, who makes a brief of the application on a printed blank, and signs the same. This brief is then examined by another clerk to insure its accuracy, and passed to a clerk, who now separates the brief from the original papers, places the latter on file, and passes the brief to a clerk, who incloses with it a slip, on which if the case appears to require it, is noted from the station book the corps and station of the soldier's regiment, for certain periods, to aid the searchers. The brief, with this additional data, is then passed to a clerk, who incloses a slip from the battle book (in case of alleged wound), giving the file number of the casualty lists bearing on the case, and is then passed to the issue clerk, who charges the case to a searcher, to be taken up as soon as he has completed his search of the case then in hand. The searcher examines the records of the alleged hospitals, and reports, over his signature upon appropriate printed slips, the evidence found, giving the file number and page of the record; he also mentions definitely on a printed slip the alleged hospitals (and dates for which the records were searched) in which the soldier was not found, or states that the records of the alleged hospitals are not on file, as the case may be. The brief and searcher's slips (which, for the sake of brevity, may be called the *case*) are then returned, through the issuing clerk, to an examiner of searcher's work, who appends his signature to the brief. If the required evidence has been found, the case is passed by the examiner to a clerk for verification of the evidence from the original record. If the required evidence has not been found, the case is passed, through the issuing clerk, to a researcher, who verifies such evidence as may have been already found, and re-examines the records of the alleged hospitals, and such other records as his experience may suggest. At the conclusion of his search he returns the case with his report to the examiner. When all the evidence afforded by the records is thought to have been obtained, the case is passed by the examiner to a clerk, who incloses the brief and slips in the original application and sends the case to the indorser. The indorser appends his signature to the brief, and writes the official report, in the form of a letter or indorsement, on a printed blank, and notes the date of the report on the brief. The case is then passed to an examiner of indorsements, who appends his signature to the brief, and examines the report with reference to correctness and sufficiency. It is then passed to a clerk, who separates the brief and slips from the application, notes on the brief whether all the original inclosures are still in the case, and passes it to the clerk who originally stamped it, and who finally assort's all the cases with reference to the Bureaus to which they are to be returned, and arranges the papers for official signature. They are then signed and mailed, a record being made of the number of cases sent out. The cases for the Pension Office and Adjutant-General's Office are delivered by messenger.

Under the system which is now in force in this division every case is returned, with report, to the source from which it was received, within four working days from the date of its receipt.

F. C. AINSWORTH,

*Captain and Assistant Surgeon, U. S. Army,
In charge of Record and Pension Division.*

SURGEON-GENERAL'S OFFICE,
Record and Pension Division, April 6, 1887.

OFFICE OF THE ADJUTANT-GENERAL OF THE ARMY.

Unattached divisions.—Military Academy, mail and stationery, Military Prison records, general orders, printing, volunteer registers.

Miscellaneous branch.—Correspondence, records, fund and general court-martial, special orders, military reservations.

Appointment, commission, and personal branch.—Appointment, commission, and personal, returns.

Enlisted branch.—Correspondence, letters received, Regular Army rolls, war of 1812, recruiting, deserters.

Volunteer service branch.—Volunteer service, enrollment, bounty and claims, colored troops.

Enlisted volunteer pension branch.—Miscellaneous correspondence (chief clerk of branch); first division, volunteer rolls and records; second division, volunteer rolls and records, discontinued commands, prisoners of war, miscellaneous and copying, pension records.

UNATTACHED DIVISIONS.

MILITARY ACADEMY DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the military academy division of the office of the Adjutant-General in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	576	...	576	2	288	6½	303	292
1885	301	522	...	522	2	261	6½	286	276
1886	305	562	...	562	2	281	6½	296	280
1887 (to March 1)	47½	95	...	95	2	47½	6½	47½	47½

The following statement shows the average amount of business performed, transacted, and disposed of in the military academy division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified.

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	*63	2	*90	2	*77	2	*106	2
February	79	2	75	2	79	2	116	2
March	85	2	126	2	84	2	2
April	64	2	125	2	83	2	2
May	85	2	132	2	91	2	2
June	82	2	130	2	80	2	2
July	76	2	131	2	75	2	2
August	55	2	83	2	52	2	2
September	48	2	77	2	40	2	2
October	41	2	67	2	50	2	2
November	46	2	28	2	48	2	2
December	64	2	66	2	57	2	2
Total averages	788	2	1,130	2	816	2	222	2

* The figures in this column represent only the number of cases recorded in the letters-received book upon which executive action has been had.

No record has been kept of the amount of business performed; nor could the amount of business transacted and disposed of by the employés be illustrated by figures. In the time specified (1884-'87) thousands of applications for information concerning the Military Academy, the appointment and admission of cadets, the eligibility of candidates, course of study, vacancies, &c., have been received and answered. These applications are not recorded in the letters-received book, and no account of them is kept.

The following statement shows the amount and character of business on hand, received, and disposed of in the Military Academy division of the office of the Adjutant-General at the times named:

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Work done.....	0	*788	All	0	*1,130	All	0	*816	All	0	*222	All	0

CHARACTER OF BUSINESS.—Correspondence and preservation of the records pertaining to the administrative, fiscal, and instructional affairs of the United States Military Academy; the appointment of cadets and Board of Visitors; the examination of accounts of disbursing officer; furnishing reports of cadet service, &c., upon call from the Treasury Department; furnishing to applicants therefor information concerning the appointment and admission of cadets, course of study, on questions of eligibility, &c.

The business of this division being of a special nature, and requiring immediate action, is disposed of from day to day. Figures marked (*) represent only the number of cases recorded in the letters-received book upon which executive action has been had. No record is kept of the thousands of applications for information concerning appointment and admission of cadets, course of study, &c.

The following statement shows in detail the methods of transacting business in the military academy division of the office of the Adjutant-General's Office:

The items of the principal business matters transacted in this division consists of the administrative, fiscal, and instructional affairs of the United States Military Academy; the appointment of cadets and members of the Board of Visitors, &c.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

The principal items of business made of record in this division are acted upon by the Secretary of War in person. In matters of routine business the Adjutant-General acts, in person, for the Secretary of War. Upon the receipt of an item of business it is briefed and duly recorded in the letters-received book, and passed to the Adjutant-General for his instructions, or those of the Secretary of War, as the nature of the case may require. The instructions to be carried out are then prepared for official signature; the necessary record is then made, and the papers filed after final disposition of the item of business.

MAIL AND STATIONERY DIVISION.

The following statement shows the average number of day sand the time and attention devoted to the transaction of business by the employés in the mail and stationery division of the office of the Adjutant-General in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	553	0	553	2	276½	6½	293	248
1885	301	801	0	801	3	267	6½	292	250
1886	305	825	0	825	3	275	6½	303	245
1887 (to March 1)	47½	130	0	130	3	43½	6½	47½	37

The following statement shows the average amount of business performed, transacted, and disposed of in the mail and stationery division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	2
February	2
March	2
April	2
May	2
June	2
July	2
August	2
September	2
October	2
November	2
December	3
Total averages

No record is kept of the work done. Owing to the character of the work it is not practicable. To keep a record of the number of pieces of official matter passing through this division would be an absolute waste of time, and would, moreover, delay the prompt distribution of the official mail, much of which requires the immediate action of the Adjutant-General.

The following statement shows the amount and character of business on hand, received, and disposed of in the mail and stationery division of the office of the Adjutant-General at the times named :

(1) Opening, examining, and distributing the official mail received from the post-office, from the Bureaus of the Departments, from attorneys and others, excepting the mail from the Pension Bureau, which goes, without examination in this division, to the pension branch. The mail opened and examined in this division consists, on an average, of 700 cases daily, which are examined sufficiently to determine the nature of the business, and then sent to the division having charge of the matter. (This is exclusive of the large number of pension calls.)

(2) Receipt, record, issue, and care of the stationery and other public property for use in the various divisions of the office.

(3) Examinations of accounts of contingent fund, Adjutant-General's department, at headquarters of military divisions and departments, and examinations of property returns.

(4) Distribution of volumes of the Rebellion Records to officers of the Army: In 1884, 1,592; in 1885, 1,990; in 1886, 1,532; up to March 1, 1887, 383.

(5) Various miscellaneous duties.

No record is kept of the distribution of the official mail in this division. It would be impracticable and delay the receipt of the cases in the divisions where they are numbered, recorded, and acted upon.

The following statement shows in detail the methods of transacting business in the mail and stationery division of the office of the Adjutant-General :

The items of the principal business matters transacted in this division consist of the first receipt in the office of the official mail and its distribution to the various divisions of the office according to the character of the matter, and the preparation of requisitions for stationery and miscellaneous supplies, and its receipt, record, and care until distributed to the various divisions of the office—an office of nearly 600 individuals.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of and notice duly given to the proper party :

Official matter received in this division from the post-office, from bureaus of the Government, from attorneys and others, is examined by the chief of the division sufficiently to determine its nature and it is then sent to the division of the office having jurisdiction of the business matter.

MILITARY PRISON DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the Military Prison division of the office of the Adjutant-General, United States Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of Days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	852	0	852	3	324	7	285	283
1885	301	832	0	832	3	277½	7	284	273
1886	305	861	0	861	3	287	7	302	279
1887 (to March 1)	47½	142	0	142	3	47½	7	47½	47

One of the three clerks above accounted for has been a member of the Civil Service departmental board of examiners, and another one a member of a special board, and they were employed at the rooms of the Civil Service Commission an average of three hours each day for the number of days stated below, but the time is included in the above table, because it is held that the time devoted to the work of the Commission is regarded as given to the public business of the Department: 1884, 72 days; 1885, 95; 1886, 53; 1887, none prior to March 1.

The following statement shows the average amount of business performed, transacted, and disposed of in the Military Prison division of the office of the Adjutant-General, United States Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	1,334	3	1,373	3	1,463	3	1,379	3
February	1,298	3	1,395	3	1,233	3	1,234	3
March	1,370	3	1,435	3	1,263	3
April	1,290	3	1,437	3	1,320	3
May	1,364	3	1,305	3	1,243	3
June	1,308	3	1,376	3	1,360	3
July	1,293	3	1,417	3	1,294	3
August	1,443	3	1,333	3	1,310	3
September	1,365	3	1,343	3	1,233	3
October	1,315	3	1,325	3	1,343	3
November	1,394	3	1,373	3	1,253	3
December	1,345	3	1,314	3	1,297	3
Total averages	16,029	16,478	15,637	2,613

*It is not practicable, on account of the character of the work and the necessary interchange from hand to hand, to discriminate between the clerks so as to report the maximum and minimum required.

The following statement shows the amount and character of business on hand, received, and disposed of in the Military Prison division of the office of the Adjutant General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Letters received	0	1,337	1,337	0	1,436	1,436	0	1,180	1,180	0	191	191	0
Letters sent	0	584	0	688	0	481	0	114	0
Monthly and tri-monthly returns of prisoners	0	48	48	0	48	48	0	48	48	0	8	8	0
Pay-rolls and tickets	0	11,460	0	11,460	0	11,460	0	1,910	0
Money and property accounts	0	24	24	0	24	24	0	24	24	0	5	5	0
Briefs and indorsements	0	1,607	0	1,841	0	1,569	0	289	0
Special orders and circulars	0	465	0	523	0	475	0	52	0
Requisitions and estimates	0	13	26	0	13	26	0	13	26	0	2	2	0
Register entries and changes	0	478	0	432	0	374	0	42	0
Totals	1,422	16,029	1,521	16,478	1,265	15,637	206	2,613

The following statement shows in detail the methods of transacting business in the Military Prison division of the office of the Adjutant-General, U. S. Army :

The items of the principal business matters transacted in this division consist of receiving, recording, and preparing for action applications and petitions for Executive clemency for military prisoners at the Leavenworth Military Prison, the several military posts and recruiting depots, and in the State penitentiaries where such prisoners are confined, and keeping all official record of the same; keeping individual record of the history of each prisoner confined in the Leavenworth Military Prison, and in the several State penitentiaries; preparing the annual estimates for appropriations by Congress for the payment of salaries of clerks and other employes in the office of the Adjutant-General of the Army, for the maintenance of the Leavenworth Military Prison; for the contingencies, postage, stationery, printing, &c., for the Adjutant-General's Office, and for the contingencies of the Adjutant-General's Department at the headquarters of the several military divisions and departments, and for rent of buildings; preparing the semi-monthly and monthly pay-rolls for the pay of the clerical and other force of the office of the Adjutant-General of the Army; procuring signatures thereto and issuing tickets upon which payment is made by the disbursing clerk of the War Department; keeping a record of the appropriation for the support of the Leavenworth Military Prison, receiving estimates and making requisitions thereon, and examining the money and property accounts connected with the disbursement of the same.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party :

An application or petition for Executive clemency for a military prisoner is received from one of two sources, either from a friend of the prisoner or from the prisoner himself. If from the former, the paper is entered in the letters-received book, which shows date of receipt, name of writer or person or official transmitting it, the purport of the paper, and in the process of action the various references and results. The matter for this entry is a brief written upon the first fold of the paper. The paper is stamped with date of receipt, and a number having been given to the entry in the letters-received book a corresponding number is placed upon the paper. An indorsement is then placed upon the paper—to be signed by the Adjutant-General—referring it to the commandant of the military prison, or a department or post commander, or the superintendent or warden of a penitentiary, as the case may be, for a report of the conduct of the prisoner while in confinement, and any other information which the nature of the case seems to require, and which can be given or procured by the official to whom reference is made. In due time the paper is received back with the report indicated. In the case of an application from a prisoner in the Leavenworth prison, the paper comes through the hands of the commandant of the prison, who indorses upon it the report already mentioned in the other case, and when received in this division it is ready for the same action as the other paper, and after the entry already

described the description of the action upon one is a description of the action upon the other, and is as follows: The paper is referred by another indorsement to the Judge-Advocate-General of the Army, who, after an examination of the record of the prisoner's trial, returns it with a report from the record, and upon the merits of the case, whether depending upon the circumstances revealed by the record or upon representations made in the application, and supported or otherwise by the information or evidence previously obtained by this division; for it should have been stated if, on receipt of the paper, and while under reference for reports, there is seen to be need for special information for the better consideration of the case, correspondence with the persons or officials who can give such information is had. On receipt of the paper from the Judge-Advocate-General of the Army a brief is made, to show as concisely as possible the nature of the application or petition, the grounds urged for relief, the history of the crime for which the prisoner is under sentence, the nature of his sentence, the reports of conduct, the review and recommendation or opinion of the Judge-Advocate-General, the military service of the prisoner, and any other matters necessary to a proper and full consideration of the case. This brief, with the papers and reports, is then submitted to the Adjutant-General for the action of the Secretary of War, and on return of the papers to the division, with the decision of the Secretary, the further action is varied according to the nature of the decision. For a mitigation or remission of sentence the draft of an order is prepared for the signature of the Adjutant-General, and on being signed is sent to the proper division of the office to be printed, and copies distributed to all persons interested except the prisoner. In addition, if the applicant or person through whom the application comes is an individual of prominence a letter is addressed to him to give notice of the result of the action in the case. If the action in the case is adverse the result is communicated to the proper person or official by letter. The letters are written, and after being signed by the Adjutant-General are copied by letter-press, folded, inclosed in envelopes, addressed, and mailed. Subsequently the letter-press copies are recorded in full in the book of "letters sent." The two letter-books "received" and sent have each an accompanying index-book, in which every name and all important subjects are indexed and marked with the number of the paper or page of the book to which they severally appertain. On the completion of a book the detached index is rearranged so that no name or subject is repeated and entered in the book itself for permanent record. While a paper is under action a record of its whereabouts is at all times kept in connection with its entry in the letters-received book, and when the action is completed the paper goes on file in the place indicated by its number, and is at any time recovered by the aid of the index of the book in which it is entered.

The individual record of prisoners is kept in a register, which shows the name of the prisoner, his former company and regiment, the number of the order publishing his sentence, the nature of the sentence, the date of expiration, the date of confinement, the changes in the sentence, the date of release, and the authority therefor.

The work of the division is performed by three clerks, between whom it is divided so as to facilitate the business as much as possible, its nature being such as to require every part to be performed, when needful, by each one, and to prevent any limited division without detriment to the service.

GENERAL ORDERS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the general orders division of the office of the Adjutant-General in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1,564	1,564	6	260½	39	281	217
1885	301	1,630½	1,630½	6½	250½	42½	278	120
1886	305	1,862½	1,862½	7	266½	45½	281	243
1887 (to March 1)	47½	276	276	6	46	39	47½	43

The low minimum noted in 1884 is in consequence of a clerk having been absent 83 working days on leave and 7 days sick, and the low minimum noted in 1885 is in consequence of the same clerk having been absent 173 working days on leave and 8 days sick.

The following statement shows the average amount of business performed, transacted, and disposed of in the general orders division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employes.	Max.	Min.	Average amount.*	Average employes.	Max.	Min.	Average amount.*	Average employes.	Max.	Min.	Average amount.*	Average employes.	Max.	Min.
January	5	5	5	5	5	5	7	7	7	6	6	6
February	5	5	5	5	5	5	7	7	7	6	6	6
March	5	5	5	5	5	5	7	7	7	6	6	6
April	5	5	5	5	5	5	7	7	7	6	6	6
May	5	5	5	7	7	7	7	7	7
June	5	5	5	7	7	7	7	7	7
July	5	5	5	7	7	7	7	7	7
August	5	5	5	7	7	7	7	7	7
September	5	5	5	7	7	7	7	7	7
October	5	5	5	7	7	7	7	7	7
November	5	5	5	8	8	8	7	7	7
December	5	5	5	8	8	8	7	7	7
Total averages	60	60	60	78	78	78	84	84	84	12	12	12

* Cannot be averaged.

REMARKS.—The business of this division is of such a miscellaneous character as to render it impossible to make a report such as is contemplated by these blanks.

The principal business is as follows: The distribution of general, courts-martial, and executive orders and circulars to the several executive and staff bureaus in Washington; to the commanding generals and commanding officers of the military divisions, departments, posts, regiments, and companies; to general field and retired officers; to the governors, adjutants-general and quartermasters-general of States; to officers on duty as professors in State colleges; to ordnance sergeants on duty at posts not garrisoned, and to an extensive miscellaneous list; also the filling of a very large number of requisitions for orders lost or destroyed; also the indexing of orders and the distribution of the same to the Army; also the receipt, filing, and preparation for binding of all orders received from the Army; also the making and furnishing copies of all special orders (except those of the Adjutant-General's Office), and the general orders required in the settlement of claims presented at the Adjutant-General's Office for adjudication; also the indexing of orders received from departments, corps, district, and division commanders during the late rebellion.

In addition to the above there has been prepared, for office use, a subject-index of all the general orders, Adjutant-General's Office, from 1809 to 1860, inclusive, and which is now in the hands of the printer.

I may also add that the proofs of all general, courts-martial, and executive orders and circulars issued from the Adjutant-General's Office are read in this division.

The following statement shows the amount and character of business on hand, received, and disposed of in the general orders division of the office of the Adjutant-General at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.
Orders, circulars, and indexes furnished to sources named in remarks (see remarks in preceding statement)	*	1,375,000	1,076,512	*	1,343,000	1,328,508
Cases received in which copies of orders were made and furnished ..	0	1,480	1,480	0	2,331	2,331
Volumes prepared for binding	240	336

* No record.

Character of business.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Orders, circulars, and indexes furnished to sources named in remarks (see remarks in preceding statement).....	*	1,329,500	1,130,723	*	258,500	212,201	*
Cases received in which copies of orders were made and furnished.....	0	2,132	2,132 240	0	387	387 240	0
Volumes prepared for binding..							

* No record.

The number of orders, &c., received, over and above those disposed of, are held as a reserve, to fill requisitions for those lost or destroyed, and are largely disposed of each succeeding year; but as no record is kept of such requisitions, and they being destroyed after being held for one year, it is impossible to give the number of orders disposed of in this manner.

The following statement shows in detail the methods of transacting business in the general orders division of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of distribution of orders to the several Bureaus of the War Department and to the Army; filling requisitions for orders which have been lost or destroyed; making indexes of orders; filing and arranging orders received from the Army for binding; furnishing copies of orders in the settlement of claims presented for settlement; preparing files of orders to be bound for use in the several divisions of the Adjutant-General's Office, and reading the proofs of all general and general court-martial orders and circulars sent to the Public Printer from the Adjutant-General's Office, &c.

JEREMIAH C. ALLEN.

PRINTING DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the printing division of the office of the Adjutant-General U. S. Army in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the year named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	0	307	9	279	6½	285	241
1885	301	301	0	301	9	279	6½	283	272
1886	305	305	0	305	9	286	6½	298	268
1887 (to March 1).....	47½	47½	0	47½	9	46½	6½	47½	44½

The following statement shows the average amount of business performed, transacted, and disposed of in the printing division of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount of requisitions.	Average employes.	Max.*	Min.*	Average amount of requisitions.	Average employes.	Max.*	Min.*	Average amount of requisitions.	Average employes.	Max.*	Min.*	Average amount of requisitions.	Average employes.	Max.*	Min.*
January	378	8	353	9	320	9	290	9
February	274	9	279	9	266	9	297	9
March	254	9	368	9	301	9
April	282	9	319	9	320	9
May	267	8 $\frac{1}{2}$	342	9	389	9
June	318	9	396	9	392	9
July	363	9	336	9	344	9
August	328	9	287	9	366	9
September	301	8	280	9	321	9
October	288	9	329	9	368	9
November	245	7 $\frac{1}{2}$	304	8	351	9
December	301	8	290	8	330	9
Total averages	3,528	3,883	4,068	587

* No record kept.

The above statement embraces all the employes of this division, including one book-binder and one messenger. The bookbinder was constantly employed in folding and stitching orders, &c., and repairing and rebinding old, dilapidated record books, &c.

The printing-presses used are small, the largest not holding at one time more than four octavo-sized pages of type; the motive-power for running same being a 2-horse power gas engine.

The following statement shows in detail the business in the printing division of the office of the Adjutant-General U. S. Army for the years 1884, 1885, 1886, and 1887:

Month.	Character of work.	1884.			1885.		
		Number of requisitions.	Pages.	Copies furnished.	Number of requisitions.	Pages.	Copies furnished.
Jan	Special orders	221	337	6,693	262	387	86,636
	General orders, court-martial orders, reports, pay-rolls, circulars, blanks, letter-headings, envelopes, &c.	66	171	39,124	91	152	51,570
Feb.	Special orders	203	241	3,612	205	246	4,374
	General orders, court-martial orders, &c., as above.	71	217	67,823	74	177	31,829
March	Special orders	198	238	3,717	258	308	5,400
	General orders, court-martial orders, &c.	56	157	47,990	110	317	52,912
April	Special orders	202	242	3,769	230	273	4,545
	General orders, court-martial orders, &c.	80	177	50,734	89	210	41,410
May	Special orders	225	267	4,052	266	321	6,032
	General orders, court-martial orders, &c.	62	157	44,280	76	128	37,675
June	Special orders	228	272	4,522	295	351	6,164
	General orders, court-martial orders, &c.	90	144	53,171	101	209	45,829
July	Special orders	271	322	4,785	256	304	5,192
	General orders, court-martial orders, &c.	92	314	70,305	80	238	69,283
Aug	Special orders	264	315	5,024	209	250	4,407
	General orders, court-martial orders, &c.	64	298	32,261	78	204	51,228
Sept	Special orders	231	257	4,332	204	243	4,095
	General orders, court-martial orders, &c.	70	127	52,905	76	196	45,921
Oct	Special orders	225	271	4,274	244	288	4,824
	General orders, court-martial orders, &c.	63	207	46,240	85	215	54,468
Nov	Special orders	156	189	3,047	226	266	4,326
	General orders, court-martial orders, &c.	89	174	44,470	78	176	57,747
Dec.	Special orders	228	274	4,190	225	268	4,477
	General orders, court-martial orders, &c.	73	169	51,965	65	151	60,830
Total		3,528	5,617	653,285	3,883	5,878	741,174

Month.	Character of work.	1886.			(1887 (to March 1).		
		Number of requisitions.	Pages.	Copies furnished.	Number of requisitions.	Pages.	Copies furnished.
Jan....	Special orders.....	247	369	7,861	205	336	87,774
	General orders, court-martial orders, reports, payrolls, circulars, blanks, letter-headings, envelopes, &c.....	73	170	63,458	85	165	52,392
Feb....	Special orders.....	194	233	4,028	213	254	4,506
	General orders, court-martial orders, &c., as above.....	72	254	69,954	84	173	68,504
March....	Special orders.....	221	265	4,587
	General orders, court-martial orders, &c.....	80	129	51,466
April....	Special orders.....	259	311	5,447
	General orders, court-martial orders, &c.....	61	147	42,015
May....	Special orders.....	313	371	6,215
	General orders, court-martial orders, &c.....	76	171	36,740
June....	Special orders.....	295	350	5,805
	General orders, court-martial orders, &c.....	97	156	65,597
July....	Special orders.....	257	311	5,624
	General orders, court-martial orders, &c.....	87	334	59,943
Aug....	Special orders.....	281	386	6,387
	General orders, court-martial orders, &c.....	85	303	61,793
Sept....	Special orders.....	257	304	5,036
	General orders, court-martial orders, &c.....	64	100	42,005
Oct....	Special orders.....	297	350	5,729
	General orders, court-martial orders, &c.....	71	142	46,309
Nov....	Special orders.....	268	315	4,983
	General orders, court-martial orders, &c.....	83	191	37,201
Dec....	Special orders.....	238	284	4,748
	General orders, court-martial orders, &c.....	92	112	39,403
Total.....		4,068	6,008	682,434	587	928	213,176

No mention is made of business pending at commencement of the years, for the reason that it was of such an urgent nature that it was usually disposed of at once, or, at most, in a few days.

(The above form is used instead of the regular one, for the purpose of giving a more comprehensive idea of the work performed, as on that form only could be given the number of requisitions for printing received, which varied in size from a label of one copy to something of one hundred pages, or more, of one thousand copies. The accompanying form gives number of requisitions received, number of pages, and number of copies printed.)

The following statement shows in detail the methods of transacting business in the printing division of the office of the Adjutant-General, U. S. Army:

The items of the principal business matters transacted in this division consist of the printing of special orders, advance copies of general orders, general court-martial orders, circulars, monthly pay rolls of the War Department, Adjutant-General's office, envelopes, letter-headings, blank forms, monthly pay checks, labels, reports of the Secretary of War, Lieutenant-General, and Adjutant-General, weekly list of casualties, promotions, &c., of Army officers, monthly list of officers subject to deduction of pay, &c.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employed through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

The principal business of this division consists in the printing of special orders issued to the Army announcing leaves of absence, discharges, corrections of records, transfers, &c. Upon their receipt daily, and at various hours, in the form of manuscript paragraphs, numbered consecutively from 1 upward (the highest number in one day the past three years being 32), they are immediately placed in the hands of as many compositors as practicable, all other work being suspended, if necessary, on their receipt, put in type, the paragraphs separately placed on a small press, and as many copies of each printed as noted on margin of manuscript copy, varying in number from 2 to 25 copies, and sometimes more; they are then returned at once to the special orders division for distribution. On the morning of the following day the type of all

the paragraphs of the previous day is placed together in the form of octavo-sized pages, and 77 copies printed as a "full order" of the previous day, and sent to the special orders division.

APRIL 9, 1887.

VOLUNTEER REGISTER DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the volunteer register division of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	*162	1,586	13	122	6½	106	76
1885	301	3,096	12	258	6½	276	229
1886	305	3,168	12	264	6½	280	243
1887 (to March 1)	47½	360	9	40	6½	47½	6½

* From July 18.

The following statement shows the average amount of business performed, transacted, and disposed of in the volunteer register division of the office of the Adjutant-General, U. S. Army, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*
January	3,857	12	3,059	12	2,621	8
February	3,703	12	3,927	12	1,620
March	3,337	12	3,801	12
April	5,060	10	3,978	11
May	1,985	10	3,114	11
June	3,211	9	3,691	10
July	3,147	10	2,502	9	2,432	9
August	3,718	10	2,243	9	2,682	9
September	2,178	10	3,240	10	2,140	9
October	2,657	10	2,019	10	3,158	12
November	1,891	8	3,144	12	1,938	11
December	2,759	10	3,144	12	1,818	9
Total averages	16,350	38,345	32,768	4,241

* The maximum and minimum amount of business disposed of by the employé doing the most and the least during the time specified cannot be stated, as individual records have not been kept.

The following statement shows the amount and character of business on hand, received, and disposed of in the volunteer register division of the office of the Adjutant-General, U. S. Army, at the times named:

Division reorganized July 18.

CHARACTER OF BUSINESS.—Compiling regimental registers of the volunteer forces of the several States in service during the late war, containing complete military histories of each officer and enlisted man, from muster into the service to final disposition, so far as can be ascertained by examination of all records and investigation in each case. In compiling these histories it has been found necessary

not only to make a thorough search of all records on file in this office relating to the volunteer force, but also, in a majority of the cases, to refer to other Departments, and other bureaus and divisions of this Department, to obtain data upon which to complete histories.

The work classed as "Rolls examined," "Notations," "Indorsements," and "Letters and circulars written" were rendered necessary during the investigation of cases, and are only preliminary to entering histories in the registers. Therefore it will be seen that all the work done in this division, with the exception of the original rolls, that are copied in the registers (muster-in and muster-out rolls) emanate within the division, and cannot be classed in the same manner as work in other divisions of the office.

Unfinished registers on hand July 18, 1884, 13; registers commenced since that date, 16; total, 29; registers completed from July 18, 1884, to March 1, 1887, 14; in hand unfinished, 15.

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Preliminary work:													
Rolls examined			1, 138		*	992			1, 207			68	
Notations made			1, 843			6, 056			7, 605			1, 189	
Indorsements made			924			3, 022			3, 753			329	
Letters and circulars written			453			1, 334			1, 649			152	
Totals			4, 358			11, 404			14, 214			1, 738	
Histories completed and entered in registers:													
Officers			760			1, 984			1, 138			88	
Enlisted men			11, 232			20, 957			17, 416			2, 415	
Totals			11, 992			26, 941			18, 554			2, 503	
Totals			16, 350			38, 345			32, 768			4, 241	

The following statement shows in detail the methods of transacting business in the volunteer register division of the office of the Adjutant-General, U. S. Army.

The items of the principal business matters transacted in this division consist of—(see statement on preceding sheet).

MISCELLANEOUS BRANCH.

CORRESPONDENCE DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the correspondence division of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2, 523	2, 523	9	280½	6½ to 7	296½	231
1885	301	2, 469	2, 469	9	264½	6½ to 7	299	272
1886	305	2, 505	2, 505	9	278½	6½ to 7	304½	241
1887 (to March 1)	47½	427½	427½	9	47½	6½ to 7	47½	47

* In this division no particular attention is paid to the half-hour allowed for lunch.

The following statement shows the average amount of business performed, transacted, and disposed of in the correspondence division of the office of the Adjutant-General, U. S. Army, with the average number of employés therein and the maximum

and minimum amount of business disposed of by the employé doing the most and least therein during the time specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	782	9	94	87	1,526	9	191	170	954	9	119	106	1,039	9	130	115
February	800	9	100	89	1,119	9	140	124	1,008	9	126	112	1,023	9	123	114
March	813	9	102	90	1,297	9	167	144	969	9	121	108
April	787	9	98	87	1,216	9	152	135	1,014	9	127	113
May	910	9	114	101	963	9	120	107	1,175	9	147	131
June	934	9	117	104	991	9	124	110	1,004	9	126	112
July	887	9	111	99	985	9	123	110	989	9	124	110
August	970	9	121	108	1,298	9	162	144	1,094	9	137	122
September.....	1,237	9	155	138	809	9	101	90	1,147	9	143	127
October	979	9	122	109	940	9	118	104	1,062	9	133	118
November.....	1,298	9	162	144	811	9	101	90	1,119	9	140	124
December.....	1,605	9	201	178	868	9	109	96	1,003	9	125	111
Total averages.....	12,002	9	1,497	1,334	1,2823	9	1,603	1,424	1,2538	9	1,568	1,304	2,062	9	258	229

The following statement shows the amount and character of business on hand, received, and disposed of in the correspondence division of the office of the Adjutant-General, U. S. Army, at the times named :

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Work performed.....	0	12,002	12,002	0	12,823	12,823	0	12,538	12,538	0	2,062	2,062	0
Totals.....	0	12,002	12,002	0	12,823	12,823	0	12,538	12,538	0	2,062	2,062	0

Character of business.—Orders for movements of troops; instructions for troops to assist Indian agents under certain sections of the Revised Statutes of the United States; drafts of general orders, circulars, and circular letters; construction of the regulations, tactics, and target-firing; estimates for supplies in the several staff departments; action on inspection reports of unserviceable public property; irregularities in officers' accounts; disputed claims of mileage; commutation of quarters and stoppage of pay of officers ordered by the Secretary of War; claims of officers and enlisted men for reimbursement of loss of private property under the act approved March 3, 1885; reports on miscellaneous claims relating to and growing out of the late war; on claims before Congress, the Department of Justice, and Court of Claims; miscellaneous correspondence* on a great variety of subjects of inquiry not strictly pertaining to other divisions of this office having charge of special subjects.

The following statement shows in detail the methods of transacting business in the correspondence division of the office of the Adjutant-General :

The items of the principal business matters transacted in this division consist of: (1) Orders for movements of troops. (2) Instructions for troops to assist Indian agents in expelling intruders from Indian lands, and in regard to crossing the international boundary line into Mexico in pursuit of hostile Indians, and other kindred subjects. (3) Drafts of general orders affecting the Army not specially pertaining to other divisions. (4) Construction of regulations, tactics, and target practice. (5) Estimates of supplies in the several staff departments. (6) Action on inspection reports of unserviceable property. (7) Explorations. (8) Miscellaneous claims relating to the War of the Rebellion. (9) Disputed claims for mileage. (10) Commutation of quarters. (11) Reports on claims for Congress, the Department of Justice,

* In the term "correspondence," as used above (character of business), is included all necessary briefs, entries, indorsements, letters, telegrams, and copies of papers pertaining to the subjects indicated, which also includes a vast amount of type-writing.

and the Court of Claims. (12) Stoppages of pay of officers ordered by the Secretary of War. (13) Irregularities in officers' accounts. (14) Claims of officers and enlisted men for reimbursement for loss of private property under the act of March 3, 1885. (15) Miscellaneous correspondence on a variety of subjects of inquiry not strictly pertaining to the divisions of the office having charge of special subjects (as, for instance, people write to know who will supply a tombstone, a wooden leg or arm, or a truss; where to get arms for Grand Army of the Republic posts; what quota of arms is the State of Arkansas entitled to; where to get battle maps of the late war; who commanded the 2d Division, 6th Corps, at Gettysburg; what was the design of the flag of the 1st Division of the Cavalry Corps; when was whisky issued for the first time in the Army of the Potomac; was General Kilpatrick a full major-general; how many guns were in the earth-works around Washington during the war; were Illinois soldiers allowed to vote in the late war; what were the native and foreign elements in the United States Army from 1855 to present date; who fired the first and who fired the last gun during the late war. All such inquiries and hundreds of others of similar import receive attention by replies being made, and, as far as the data is known, the information furnished by letter or indorsement, which are recorded and subsequently filed away). (16) Compilation of data in chronological order, under a call from Congress; such, for instance, as the removal of Warm Spring and other Apache Indians from Arizona to Florida (see Senate Ex. Doc. No. 117, 49th Cong., 2d session). (17) Preparation of decisions for publication in monthly circulars.

In the term "correspondence," as used above, is included all necessary briefs, entries, indorsements, letters, telegrams, and copies of papers pertaining to the subjects indicated.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

(2) *Instructions for troops to assist Indian agents in expelling intruders from Indian lands, &c.*—A communication—already entered and briefed—is received from the office of the Secretary of War, in which the Department of the Interior, under certain sections of the Revised Statutes, requests that the military be instructed to assist the Indian agent at a certain Indian agency to expel intruders from the Indian reservation. Usually papers of this class reach this division through the office of the Lieutenant-General commanding the Army, with his instructions to do so and so. If the matter is of special importance the instructions of the Lieutenant-General are communicated at once by telegraph to the commanding general of the division in whose command the reservation is located, and who is required to acknowledge receipt and report action taken. The telegram is sent to the office of the operator to send off, a copy is retained for record, and copy by mail is furnished to the division commander the same day on which the original dispatch was transmitted. As soon as telegram is recorded in the letter-sent book and the division commander has reported his action, a copy of both dispatches is prepared for transmission to the Department of the Interior, and the papers described above as having been received from the Lieutenant-General are returned by him to the Secretary of War. After action has been taken in War Office (which usually consists in transmitting to the Interior Department the copies of telegrams prepared here), the papers are then returned by the War Department, through the Lieutenant-General and Adjutant-General, for file in the record division.

(3) *Drafts of general orders, &c.*—Amendments to the regulations are from time to time suggested by Bureau officers of the War Department or by officers in command of troops, and are received in this division for action and for publication in general orders. A brief is made showing the existing regulations and the proposed amendments, with facts bearing on the case, and submitted either to the Lieutenant-General or the Secretary of War, or both. If approved the new regulation is sent to the printer, and on proof being received it is submitted to the heads of Bureaus interested for remark or amendment. When received back the proof is forwarded to the printer for publication.

(4) *Construction of tactics.*—A communication is received, entered, and briefed, wherein some individual asks a construction on some tactical point, as, for instance, "as to the guides of a battalion when broken to pass an obstacle," or "what is the basis of alignment for a battalion at a post not regimental headquarters, where no colors are allowed." Upon receipt of such a paper the tactics are consulted with a view to find the answers to such and similar numerous questions. A brief of the case is made citing the authority to cover the inquiry; if found in the tactics or other notations, the facts are brought out. If no decision is found the case is submitted for instructions, which may result in a reference of the papers to the Superintendent United States Military Academy for remark by the tactical department. This action is had by indorsement on the original paper. After the indorsement is signed by the

Adjutant-General or his senior assistant, it is entered in the indorsement book, sent off in the mail, a charge of the paper is made in the record division, the brief of the case is filed until a reply is received from the Military Academy, when the brief is taken from the files, and the information communicated by the tactical department is added to the brief, again submitted to the Adjutant-General for the action of the Lieutenant-General, who may or may not adopt the views of the Military Academy. If adopted, the information is communicated to the individual seeking it. This is done by letter, copy of which is kept for record, and afterwards filed with the papers. Papers of this kind are not immediately placed on the files, but are kept together until the end of the month, when the decisions are published in the monthly circular from this office, when notation is made upon the papers that the decision contained is published in printed Circular No. — of date —, and the papers go on file in record division.

(5) *Estimates of supplies in the several staff departments.*—Such estimates for supplies as require the special approval of the Secretary of War before being filed are received in this division (from the record division, where they are first entered). They are then usually referred by indorsement, which is recorded in the indorsement book, to the proper Bureau of the War Department, and on being received back with the recommendation of the head of such Bureau, for approval or disapproval, are submitted to the Secretary of War; again returned to this division, with the action of the Secretary of War indorsed thereon, of which the department commander interested is advised by letter, which is press-copied and recorded, and the papers returned to the head of the Bureau to which they pertain. In some cases of this kind, before submitting the papers to the Secretary of War, it is necessary to make a brief of the case, giving previous decisions in similar cases and the regulations which may affect a present decision, in order that action can be had with a full understanding. Ordinary estimates, not requiring special approval, are noted and referred to the appropriate Bureaus for action.

(6) *Action on inspection reports of unserviceable public property.*—Inventories of unserviceable property (triplicate) are received in this division (after being entered in the record division) from officers accountable for the same, and with a view to the appointment of an inspector. In such cases a brief is made, giving a list of officers available for detail to inspect the property; one of these is selected by the Adjutant-General, and the papers are then sent to the special-orders division for issuance of an order detailing him. After the inspection is made the report thereof is received from the inspector and referred from this division to the head of the Bureau to which the property pertains, for remark as to disposal of the same. On being received back the papers are submitted to the Secretary of War, and his action is subsequently communicated to the officer responsible, by letter, which is press-copied and recorded, inclosing two copies of the inspection report. The third copy of the report is returned to the proper Bureau for file.

Action on proceedings of boards of survey is also taken in this division, and is similar to that stated regarding inspection reports.

(8) *Miscellaneous claims.*—The case of a call from the Department of Justice, or Court of Claims, on the Secretary of War for evidence in case of a person who claims loss of property, or for other evidence, is referred from the War Department to the Adjutant-General for report, and after brief and entry in the record division is sent to this division, where a search is made for the evidence called for. If the same is found copies are made, and prepared for certificate under seal of the Department, and submitted to the Secretary of War, by indorsement, which is entered in the indorsement book, for transmission to the department or court making the call. If no record of the case is found in the record division, nor in this division, the papers are sent to the division of discontinued commands (records of departments, corps, divisions, brigades, &c.) for report thereon, and upon return thereof, if evidence is furnished, copies of the same are made, and the case is submitted as noted above. The copies of such records or papers as are furnished are usually transmitted to the proper department or court by the Secretary of War, and the remaining papers are returned to this division, with press-copy of War Department letter inclosed, for note and for file in record division.

(8 additional) *Claims relating to war of the rebellion.*—A communication is received by the Adjutant-General from a person or persons, claiming loss of private property taken by United States troops during the late war. After brief and entry in record division, the case is received in this division, and a search made for any evidence bearing on the case. The papers are then sent to the division of discontinued commands (records of departments, corps, divisions, brigades, &c.) for all information of record concerning the matter, and upon return to this division the case is made up, and, with the information found, and previous papers, if any are of record, submitted to the Secretary of War for his action, of which fact the claimant is duly advised by War Department letter, and the papers are returned to this division for note, and for file in record division.

(9) *Disputed claims for mileage.*—Disputed claims for mileage are, after brief and entry in the record division, received in this division and referred to the Paymaster-General for remark, upon return of which a full brief of the case is made, and such regulations and decisions as may have any bearing thereon noted, and the papers are then submitted to the Secretary of War for his action, and upon return of the same through the record division, a letter is written, usually by type-writer, to the proper division or department commander, advising him of the action of the Secretary of War, and the papers in the case are returned to the Paymaster-General by indorsement. A press copy of the letter to division or department commander is taken and entry of the same is made in the letter-sent book, record division.

(11) *Claims for Congress.*—A communication to the Secretary of War from the chairman of Senate or House committee, inclosing bill for relief of a certain party, and requesting the views of the Secretary thereon, is referred from the War Department to the Adjutant-General for report, and after brief and entry in the record division is received in this division, and search made for any previous papers in the case. If a former report has been made and papers on file furnish all the information required, a letter is written to the Secretary of War returning the case with all the papers in connection therewith, giving a detailed statement of the matter in question, for the information of the Secretary. A press copy of this letter is taken, which is afterwards entered in the letter book. After action by the Secretary of War, which is generally done by letter to the chairman making the request, the papers are returned to this division for note and sent from here to the record division for file.

(12) *Stoppage of pay of officers.*—A communication from a Bureau officer to the Secretary of War, recommending that, for reasons stated, a certain sum be stopped against an officer's pay, is received at the War Department, and after approval by the Secretary of War is referred to the Adjutant-General. The paper is received in this division, after brief and entry in the record division, and a letter is written to the Paymaster-General, directing the stoppage, in compliance with instructions from the Secretary of War, and the proper officer is furnished with a copy. A copy is also furnished the Bureau officer recommending the stoppage, and the papers are then filed in the record division. A press copy of the letter to the Paymaster-General is also taken, and entry of same made in letter book, after which it is filed with the papers in the case.

(13) *Irregularities in officers' accounts.*—A communication is received by the Adjutant-General from a Bureau officer, complaining of the failure of an officer to render the proper returns or reports. After brief and entry in record division, the paper is received in this division, and a letter is written to the officer against whom the complaint is made, through headquarters of the department in which the officer is serving, directing him to make the proper returns or reports, or an explanation concerning the same, to this office, with the least practicable delay. A press copy of this letter is taken and entered in letter book, and a copy of the same is furnished the Bureau officer making complaint, at its date. Upon receipt in this division, after brief and entry in the record division of the officer's reply, it is referred to the Bureau officer in connection with his letter on the subject, and the letter of complaint remains on file.

(14) *Claims of officers and enlisted men for reimbursement for loss of private property, under the act of March 3, 1835.*—A communication is received by the Adjutant-General from a party claiming reimbursement for property lost by fire or flood, or in some other manner, under the act above stated, which is sent to the record division for brief and file, and from thence received in this division, where a search is made for evidence in corroboration of statement of claimant. A call is also made on the returns division, if claimant be an officer, and on the division of regimental rolls if claimant be an enlisted man, for military history covering date of loss. Upon return of same, and if sufficient evidence is found of record here a copy of the same is made, and the case, with all the facts and papers bearing thereon, is submitted to the Secretary of War by indorsement (which is entered in indorsement book) for his action, and for transmission to the proper accounting officer of the Treasury Department for settlement.

If no evidence is of record in this division concerning the case, it is referred to the Quartermaster-General for any information his records may afford, and upon return of papers they are submitted to the Secretary of War, as above shown.

Upon receipt of the claim in this division, the claimant is notified of the fact by letter, which is press-copied, and recorded.

(17) *Preparation of decision circulars.*—The majority of decisions made by the Adjutant-General, Lieutenant-General commanding the Army, and Secretary of War, during the month, are prepared and executed in the same manner as pointed out under construction of tactics, item 4.

MISCELLANEOUS RECORDS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes, in the miscellaneous records division of the office of the Adjutant-General, U. S. Army, in person, and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.*	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2,263	2,263	8	282½	6½ to 7	298	247
1885	301	1,907	1,907	7	272½	6½ to 7	294	259
1886	305	1,639	1,639	6	271½	6½ to 7	302	261
1887 (to March 1)	47½	237½	237½	5	47½	6½ to 7	47½	47

* No proxy allowed.

The clerks in this division work without regard to hours whenever the occasion requires them to do so.

The following statement shows the average amount of business performed, transacted, and disposed of in the miscellaneous records division of the office of the Adjutant-General U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	850	8	1,325	7	1,065	6	1,146
February	948	8	1,006	7	1,041	6	1,082	5
March	907	8	1,168	7	1,010	6
April	972	8	1,177	7	1,077	6
May	916	8	1,043	7	1,185	6
June	924	8	1,161	7	1,130	6
July	962	8	1,104	7	1,042	6
August	948	8	1,249	7	1,309	6
September	1,093	8	1,005	7	1,177	6
October	1,107	8	1,045	7	1,092	6
November	1,140	8	934	7	1,087	6
December	1,296	8	992	7	1,058	6
Total averages	12,063	13,211	13,272	2,288

* No such record was kept in this division.

The above comprises all that work that can be tabulated for the years 1884, 1885, 1886, and part 1887; for the balance see remarks on preceding table.

The following statement shows the amount and character of business on hand, received, and disposed of in the miscellaneous records division of the office of the Adjutant-General U. S. Army at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
The character of business in this division consists in part of briefing, recording, indexing, &c., of all letters, telegrams, and other official documents received from and sent to the commanding generals of the several divisions and departments, <i>i. e.</i> , relative to erection of barracks and quarters, movements and interchanges of troops, military operations, remounts for cavalry and light artillery, supplies, &c.; letters from Executive Departments about Indian affairs and the Indian Territory, calls for military aid, military reservations, relative to international boundary lines, &c.; the record of all trials of soldiers at the several recruiting depots....	0	9,486	9,486	0	10,124	10,124	0	10,384	10,384	0	1,796	1,796	0
	0	2,525	2,525	0	3,029	3,029	0	2,848	2,848	0	422	422	0
The correspondence relative to the admission of persons to the Government hospital for the insane under section 4843, Revised Statutes of the United States, and the preparation of the orders, &c., in connection therewith	0	52	52	0	58	58	0	40	40	0	10	10	0
Total amount of work that can be tabulated	0	12,063	12,063	0	13,211	13,211	0	13,272	13,272	0	2,228	2,228	0

* The work under this head being of a current nature it must of necessity be kept up from day to day.

About one-half the business transacted in this division is of such a miscellaneous character that no tabulated report can be made of it; it comprises the numerous inquiries from all parts of the country for military, historical, and other information; the searching of the records from the earliest period on file up to the present date; making memorandums and furnishing data to all parts of the office in connection with pension, bounty land, Mexican war, and other claims; military, historical, and all kinds of information, and searching and researching and filing and refiling the papers, &c., required in connection therewith, &c.

This division has also, for 1884, 1885, and part 1886, made and furnished the military reservation division, Adjutant-General's Office, all tracings of plats and drawings of such other matter as was required in the transaction of its business.

For the year 1884 and 1885, two clerks, when not engaged on current work, were kept busy indexing old records, making copies of reports, &c., called for, &c.

MAX. BOCK,
Clerk in charge.

The following statement shows in detail the methods of transacting business in the miscellaneous records division of the office of the Adjutant General U. S. Army :

The items of the principal business matters transacted in this division consist of recording, indexing, noting action, searching the records, and filing and refiling of all letters and telegrams received from, and sent to, the several military commanders of divisions and departments, as well as chiefs of staff departments on the subject of barracks and quarters, interchange and movement of troops, requisitions for remounts of cavalry and light artillery, for public animals and other means of transportation, military reservations, estimates of funds, and all other supplies, &c. Recording the trials of enlisted men at the several recruiting depots. Communications from Executive Departments relative to Indian affairs, the expulsion or removal of unauthorized persons from the Indian Territory; calls for military aid or protection are also recorded in this division. Also the numerous inquiries from all parts of the United States for military or historical information. The correspondence respecting the admission of insane persons to the Government Hospital for the Insane under section 4843, Revised Statutes of the United States, and the preparation of the orders, &c., in connection therewith. The proper filing of all official matter of whatsoever kind; and the withdrawing of many of these from the records for the purpose of furnishing information elsewhere about the office, and the replacing them again on file.

Following is a detailed statement of the methods of transacting business, beginning with a receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party :

When letters or telegrams received have been briefed (as below illustrated) they are entered in a record book kept for that purpose, embracing all communications, as stated above. These record books contain the entries for one calendar year; communications are successively entered in the order of receipt—telegrams and special matter having precedence—beginning with number 1 and terminating with the last entry of the year. The numbers are attached to each entry in the book, as well as upon each paper entered. No communication exhibiting the notation of previous entry is recorded again in the same record book, unless for special reasons it becomes necessary to do so. Communications relating to a case already entered are recorded and filed together, both for the sake of convenience and to insure a full understanding of the case whenever taken up for action; notation being made on the subsequent papers as well as against their entries on the record books, showing that they are filed with the first communication in the case. In order to insure a correct indexing, communications not received direct from the writer are entered in the record books in the name of the last intermediate sender, but the name of the writer must appear in the body of the entry. When such communications have been properly recorded and the required notation made upon each, they are sent to the correspondence division for proper action, a note of such distribution having first been made, which notation is removed again when the paper is returned to the records.

To facilitate the dispatch of business, letters sent from Adjutant-General's Office are recorded in full in record books kept for that purpose from a rough draft or press copy of the signed communication, and the entry mark of the letter received upon which the communication is based, is noted in the margin of the letter-book. A yearly index is kept up daily in connection with each record book of "letters received" and "sent." These indexes contain the names of all persons and things appearing in the record books, as well as an index of subjects.

In all searches or researches for any kind of information called for from the different divisions of this office, memorandums are furnished concerning the status of the case under consideration, and if the inquiry is made by letter from anywhere throughout the country the information is furnished by letter, if the Adjutant-General or the Secretary of War direct to do so. The filing of all official communications, reports, &c., the withdrawing and replacing them again on file, is work which requires great attention, and occupies the time of one clerk nearly every other day.

When information is received that an insane soldier is to be forwarded to this city for admission to the Government Hospital for the Insane, the non-commissioned officer in charge of the patient is required to report, by telegraph, at least twenty-four hours in advance of his arrival, the probable hour thereof, as well as the railroad depot at which the party will arrive. The depot quartermaster in this city is, upon this, requested to have an ambulance at the depot to convey the party to the Government Hospital for the Insane, and after delivering his patient the non-commissioned officer reports to the Adjutant-General, who directs that the non-commissioned officer be ordered to return to his proper station, or elsewhere, &c.

Samples from record book "letters received," 1885.

When received.	Name.	Date and report.	Action.
1885. Jan'y 28.... *522	Ordnance Department.	Washington, Jan. 29, 1885. Refers, with remarks of Capt. J. Rockwell, chief ordnance officer Dep't of Dakota, suggesting advisability of removing ordnance depot at Fort Abraham Lincoln to a point where stores can be more readily and economically distributed to the troops in the department.	Ref'd to C. G. Dep't of Dakota, Jan'y 29, E. B. ²³ / ₇ . Ret'd to Lieut. Gen'l June 9, ¹⁰ / ₂₂ . Returned June 22.

* 2034, '85.

1885.

1885. April 13.... *2034	McMillan, Hon. S. J. R.	Washington, Mar. 26, 1885. Submits request of Gen'l John B. Sanborn, on behalf of St. Paul, Minn., Chamber of Commerce, for establishment of an ordnance depot, or arsenal, near that city. The Secretary of War, April 9, directs reference to com'd'g gen'l Dep't of Dakota for his views. Returned by Gen'l Schofield, com'd'g Div'n of the Missouri, with remarks of Gen'l Terry, that the depot be established at Fort Snelling, and incloses plans.	To A. G. Dep't Dak., April 14, ¹⁰ / ₁₈ ; return'd June 8, Lieut. Gen'l, June 9, ¹⁰ / ₂₂ ; returned June 22.
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* Filed with 522, 1885.

1886.

1886. Nov'r 3.... *5942	Engineer Department.	Washington, Nov. 1, 1886. Returns to War Dep't, with remarks, communication from State Department, transmitting suggestions on letter from Treasury Dep't on the subject of defacing the monuments near San Diego, Cal., which mark the boundary line between the United states and Mexico. Referred from War Dep't for report.	To com'd'g gen'l, Div. Pacific, Nov. 5, 1886, E. B. ¹¹ / ₁₂ ; ret'd Dec. 7. To Sec. War, Dec. 9, E. B. ¹¹ / ₁₂ ; returned Dec. 18.
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* Filed with 261, 1882.

1887.

1887. Jan'y 24.... *417	Sayers, Hon. Jos. D ...	Washington, Jan'y 24, '87. For copy of General Stanley's report rel. to lot of ground belonging to the U. S. at Austin, Texas.	To Sec'y War, Jan'y 24, ¹¹ / ₁₂ ; returned Feb'y 12. Sec'y War, Feb'y 12, ¹¹ / ₁₂ ; ret'd Mar. 2. War Dep't letter to Mr. Sayers.
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* With reservation files.

FUND AND GENERAL COURT-MARTIAL DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the fund and general court-martial division of the office of the Adjutant-General in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.*	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	307	3	281	6½	281	†152
1885	301	301	301	3	275	6½	275	275
1886	305	305	305	3	252	6½	279	‡225
1887 (to March 1).....	47½	47½	47½	1	47½	6½	47½	47½

* No proxy allowed. † Clerks discharged July, 1884. ‡ Clerks transferred in November, 1886.

The following statement shows the average amount of business performed, transacted, and disposed of in the fund and general court-martial division of the office of the Adjutant General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employes doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.*	Average employes.	Max. †	Min. ‡	Average amount. †	Average employes.	Max. §	Min. ¶	Average amount. †	Average employes.	Max.	Min.	Average amount. †	Average employes.	Max. ¶¶	Min. ¶¶
January	3	3	3	1
February	3	3	3	1
March	3	3	3	1
April	3	3	3	1
May	3	3	3	1
June	3	3	3	1
July	3	3	3	1
August	3	3	3	1
September	1	1	1	1
October	2	2	2	1
November	2	2	2	1
December	2	2	2	1
Total averages.....	2½	1½	1½	1

* No record kept of the amount of work performed; the work being current it is promptly disposed of.

† Action was taken on upwards of 1,000 official papers in fund and general court-martial division during the year 1884.

‡ No monthly record kept.

§ Action was taken on about 900 official papers in fund and general court-martial division during the year 1885.

|| Action was taken on about 800 official papers in fund and general court-martial division during the year 1886.

¶¶ Action taken on some 250 papers up to March 1, 1887.

The following statement shows the amount and character of business on hand, received, and disposed of in the fund and general court-martial division of the office of the Adjutant-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.*	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.†	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.‡	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.§	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Compilations (for publication in printed general court-martial orders) from records of proceedings of general courts-martial at West Point, Willets Point, David's Island, Columbus Barracks, and Jefferson Barracks.....	0	300	300	0	316	316	0	220	220	0	44	44	0
Convening and dissolving general courts-martial at West Point, Willets Point, David's Island, Columbus Barracks, and Jefferson Barracks.....	0	20	20	0	16	16	0	17	17	0	2	0
Auditing post, depot, and company accounts current for West Point, David's Island, Columbus Barracks, and Jefferson Barracks, United States Military Prison, and Fort Myer, Va.....	0	34	34	0	34	34	0	34	34	0	0	0	0
Consolidated bi-monthly school reports.....	0	6	6	0	6	6	0	6	6	0	1	1	0
Miscellaneous: Letters acknowledging receipt of, and reporting action on, general court-martial orders; requests for information as to proper charges against regimental, post, and company funds; designation of penitentiaries under 97th Article of War, &c., charges and specifications for revisions.....	0	372	372	0	390	390	0	350	350	0	109	109	0
Totals.....	0	732	732	0	762	762	0	627	627	0	156	156	0

* Published in 63 printed orders.

† Published in 124 printed orders.

‡ Published in 109 printed orders.

§ Published in 18 printed orders.

The following statement shows in detail the methods of transacting business in the fund and general court-martial division of the office of the Adjutant-General of the Army:

The items of the principal business matters transacted in this division consist of compilations (for publication in printed general court-martial orders) from records of proceedings of general courts-martial convened at West Point, David's Island, New York Harbor, Columbus Barracks, Ohio, and Jefferson Barracks, Missouri, by special orders from headquarters of the Army; convening and dissolving general courts-martial at West Point, Columbus Barracks, David's Island, and Jefferson Barracks; auditing post, depot, and company accounts current of West Point, Columbus Barracks, David's Island, and Jefferson Barracks; designation of penitentiaries under par. 910 A. R.; consolidated bi-monthly reports of Army schools.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing, in consecutive order, the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

General courts-martial orders (cases of general prisoners at depots).—The charges and specifications are sent to the Adjutant-General's Office for revision, thence by indorsement to Acting Judge Advocate-General for remark as to whether they are properly drawn. From there returned to Adjutant-General's Office and referred to commanding officer of the depot, ordering trial. After trial is had, the records of the proceedings are forwarded to this office, sent from here to Judge Advocate-General's

Office for report, received back in Adjutant-General's Office, and submitted to the reviewing authority (the Lieutenant-General commanding) for his action. After this, the final, action is had, a compilation (setting forth charges and specifications, pleas of prisoners, findings, and sentences of the court, and orders of the reviewing authority) is made and sent to the printer. When the printed copies are received, three copies of the order are sent to depot at which prisoner has been tried, and, in case the Leavenworth Military Prison has been designated as place of confinement, three copies to commandant of the prison. The proceedings are then sent to the office of the Judge Advocate-General, for file.

*General courts-martial orders (officers' cases).—*When the sentence of a general court-martial in an officer's case affects his commission the record is received in this division after action is had by the President. A compilation is made for publication in printed orders, the same as in case of general prisoners. One copy of the printed order is sent to the commanding general of the department in which the officer is tried, and one to the officer tried.

*Convening courts-martial at depots.—*When a general court-martial has been in session six months, or when the number of its members is reduced to or below the minimum, the commanding officer of the depot is requested by either to submit to this office a list of officers on duty at his depot who are available for detail on a new court. The old court is then dissolved and a new court appointed by special orders from headquarters of the Army, memorandum for which is prepared in fund and general court-martial division.

*Convening courts at West Point and Willets Point.—*When there are prisoners to be tried by general courts-martial at West Point and Willets Point the commanding officers of these posts write to the Adjutant-General, submitting a list of officers available for court-martial duty and ask that a court be appointed to try such prisoners as may be brought before it. The courts are duly convened, and after the presidents of the courts report completion of business, they are duly dissolved by special orders, memorandum for which prepared in fund and general court-martial division.

*Post depot and company fund accounts at West Point, David's Island, Columbus Barracks, and Jefferson Barracks.—*These accounts are rendered quarterly, examined in fund and general court-martial division, and, if found correct, recorded and filed. If found incorrect they are returned by indorsement for correction.

*Designation of penitentiaries.—*Under the 97th Article of War, soldiers may, for certain offenses not strictly military, be sentenced by general court-martial to confinement in a penitentiary. If any State within a military department has not made provision by law for confinement of prisoners under sentence of courts-martial, the record is forwarded to the Secretary of War to designate some prison with which a contract has been made by the War Department. In such cases, a copy of the order promulgating proceedings is forwarded to this office, whereupon a prison is duly designated and the fact published in special orders, the memorandum for which is prepared in fund and general court-martial division.

*Consolidated school reports.—*These reports are received every two months. The Quartermaster-General is advised of the condition of school-room facilities, and the recruiting division as to what posts are in need of teachers.

SPECIAL ORDERS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the special orders division of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1, 125	1, 125	4	281½	26	283	279
1885	301	1, 118½	1, 118½	4	279½	26	285½	274
1886	305	1, 108½	1, 108½	4	277½	26	282½	270
1887 (to March 1)	47½	180	180	4	45	26	47½	394

The messenger for this division is always present, performing his duties, by 8 o'clock a. m.

The following statement shows the average amount of business performed, transacted, and disposed of in the special orders division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the time specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	72	4	103	4	86	4	66	4
February	73	4	72	4	69	4	74	4
March	72	4	94	4	75	4	4
April	76	4	80	4	88	4	4
May	73	4	89	4	101	4	4
June	77	4	91	4	96	4	4
July	85	4	79	4	84	4	4
August	80	4	68	4	92	4	4
September	77	4	69	4	82	4	4
October	78	4	84	4	94	4	4
November	57	4	75	4	92	4	4
December	82	4	76	4	92	4	4
Total averages	902	980	1,052	140

*The interchangeable duties and assistance rendered each other in keeping the work up to date, prevents an individual record being reported.

During the years covered by this report, four other employes have been transferred to and from this division. But one of the present clerks has served continuously since January, 1884.

The "4 employes" in the division consist of 3 clerks and 1 messenger.

The following statement shows the amount and character of business on hand, received, and disposed of, in the special orders division of the office of the Adjutant-General at the times named :

Work performed.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Special orders, &c.†	0	3,605	3,605	0	3,924	3,924	0	4,208	4,208	0	562	562	0

* The work of this division is of such a nature that it is required to be kept up to date. Consequently no work more than forty-eight hours behind was on hand or pending on the first day of the years above cited.

† The figures given above represent the paragraphs of special orders and cases requiring search of records, and the furnishing of manuscript copies of orders, &c.

Total number of printed copies of full special orders and extracts distributed during 1884, 28,792; 1885, 33,444; 1886, 35,613; January and February, 1887, 5,176.

CHARACTER OF BUSINESS.—The preparation for printing, and the distribution, after being printed, of such special orders, issued in the name of the Lieutenant-General of the Army, as do not require general publication. They are distributed to the various Executive Departments, Bureaus, military divisions, departments, posts, regiments, officers of the Army, and others to whom they relate. Also, searching the records of special orders for information in connection with applications for pensions, amendment of military records of volunteers, furnishing copies of orders, &c.

The following statement shows in detail the methods of transacting business in the special orders division of the office of the Adjutant-General :

The items of the principal business matters transacted in this division consist of issuing, in the name of the Lieutenant-General commanding the Army, such special orders as do not require general publication. They embrace changes in the station

of officers, convening general courts-martial and courts of inquiry, appointment of boards of officers for various purposes, retirement of officers and enlisted men, discharge of enlisted men and their transfer, the remission of sentences of courts-martial, resignation of officers, correcting and amending the record of officers of volunteers, detail of officers on special duties, granting leave or extending same to officers, &c. The records date from June 1, 1821, when Major-General Brown assumed command of the Army, up to the present date. Also searching the records for information in connection with the correction and amendment of record of volunteers and applicants for pensions, making extracts from the records, &c.

Following is detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

All communications received in the office are delivered to the mail division, there opened and distributed to the divisions to which their contents indicate they belong. Those requiring action by special orders are, after receiving the approval of the necessary authority, sent to this division from the various divisions and branches of the office, accompanied with a memorandum signed by the assistant adjutant-general in charge of the division. Upon their receipt in this division such distribution is designated on the memorandums as the nature of the orders to be issued and the requirements of the regulations necessitate. These memorandums are then submitted to the assistant adjutant-general in charge of this division for his approval and that of the Adjutant-General. When approved and returned, they are numbered, dated, and sent to the printing division for such copies as required, when they are returned with printed copies, which are carefully verified. The address for distribution is then written upon each printed extract and forwarded to the assistant adjutant-general of the division for his official signature. Upon their return they are mailed and distributed as their address indicates. Each memorandum forms a separate and distinct paragraph. All such paragraphs issued during the day are numbered consecutively and form the series known as full special orders, which are distributed daily, as follows:

Distribution of full copies of Special Orders, No. —, made —, 1887.

Hon. Secretary of War.	Returns Division, A., C., and P. Br., A. G. O.
Gen. W. T. Sherman.	Volunteer Service Branch, A. G. O.
Hqrs. of the Army, Wash., D. C.—dup.	Vol. Ser. Div., Vol. Ser. Branch, A. G. O.
Major Gen. J. M. Schofield, Governor's Island, N. Y. H.	Col'd Troops Div., Vol. Ser. Branch, A. G. O.
Adjutant-General.	Enlisted Vol. Pension Branch, A. G. O.
Inspector-General.	Enlisted Branch, A. G. O.—dup.
Judge-Advocate-General.	Cor. Division, Enlisted Branch, A. G. O.
Quartermaster-General.	Rectg. Division, Enlisted Branch, A. G. O.
Commissary General of Subsistence.	Reg. Army Rolls Division, En. Branch, A. G. O.
Surgeon-General.	1st Lt. Wm. P. Duvall, 5th Art., A. G. O.
Paymaster-General—dup.	Division of the Missouri.
Chief of Engineers—dup.	Division of the Atlantic.
Chief of Ordnance.	Division of the Pacific.
Chief Signal Officer.	Department of the East.
Post Paymaster, city.	Department of California.
Second Comptroller, Treasury Dept.	Department of the Missouri.
Second Auditor, Treasury Dept.	Department of the Columbia.
Adjutant Mil. Acad'y, West Point, N. Y.	Department of Dakota.
Supt. Rectg. Service, N. Y. City.	Department of Texas.
C. O. Cavalry Depot, Jefferson Barracks, Mo.	Department of the Platte.
Superintendent Military Academy.	Department of Arizona.
Mil. Ser. Inst., Governor's Island, N. Y. H.	District of New Mexico.
Chief Clerk, War Dept.	Inspr. Gen. Div. Atl. and Dept. East.
Requisitions and Accts. Div., War Dept.	Inspr. Gen. Div. Missouri.
Correspondence Division, War Dept.	Inspr. Gen. Div. Pac. and Dept. Cal.
Chief Clerk, A. G. Office.	Inspr. Gen. Dept. Texas.
Miscellaneous Branch, A. G. O.	Inspr. Gen. Dept. Missouri.
Cor. Division, Mis. Branch, A. G. O.	Actg. Insp. Gen. Dept. Dakota.
F. and G. C. M. Div., Mis. Branch, A. G. O.	Actg. Insp. Gen. Dept. Platte.
App., Com., and Per. Branch, A. G. O.	Actg. Insp. Gen. Dept. Arizona.
App., Com., and Per. Div., A. C., and P. Br., A. G. O.	Actg. Insp. Gen. Dept. Columbia.
	Actg. Judge Advocate Dept. Texas.

Distribution of extracts made —, 1887.

Par.	Par.
<p>The papers which accompanied the memorandums are then returned to the divisions from which received and placed on file. By furnishing these full special orders to Departments, Bureaus, divisions, &c., considerable time, labor, and expense is saved, as the supplying of extracts is rendered unnecessary. The distribution of orders is</p>	

governed by Army regulations and instructions from the Adjutant-General. There are numerous cases where the clerk in charge of the division must exercise his judgment in order to secure a prompt compliance with the orders.

One copy of the full special orders is used for record, and upon it is recorded the distribution made by paragraphs, giving date and address. The orders are indexed daily, for immediate reference, and at the close of each year an index is prepared and alphabetically arranged by surnames and Christian names, together with an analytical index of subjects, which is printed and distributed to those receiving full copies of special orders.

The work connected with searching records for completing the cases of applicants for pensions, amendment of record, &c., sent to this division from other divisions of the office, consists in examining indexes to orders, making extracts from the records, and generally assisting in giving any information which will render the subject more thoroughly understood. These cases are invariably acted upon and returned to the division from whence received within twenty-four hours after their receipt.

The foregoing embraces the principal forms observed in performing the work of the division. There are minor forms followed for detecting and correcting errors, but they are not deemed of sufficient importance to report.

It is essential that the business of the division should be promptly performed as soon as practicable after its receipt; for this reason it has been found advisable to interchange the duties of employes, making each familiar with the work required, thus enabling them to render assistance in any portion of the business.

Respectfully submitted.

J. WM. PALMER.

MILITARY RESERVATIONS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business, by the employes in the military reservations division of the office of the Adjutant-General in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.*	Days worked by proxy.†	Total days worked.*	Number of employes.*	Average number of days' work.*	Hours daily employed.*	Maximum days present.*	Minimum days present.*
1884	307
1885	301
1886	305
1887 (to March 1)	47½

* No record kept.

† No work done by proxy.

Average amount of business performed, transacted, and disposed of in the military reservations division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified.

Owing to the character of the business performed, transacted, and disposed of in this division during the time in question, and the fact that no separate record has been kept in the division, either of work received and disposed of or of the clerks employed therein, no average can be computed as contemplated by this blank.

At present there are nine clerks and one messenger employed in the division, and it may be assumed, as approximately accurate, that the average number has been about the same since November, 1885, and that for 1884-'85 the average was about six clerks and one messenger.

The current work of the division, much of which is special, requiring prompt and careful action, is kept well up to date and not allowed to run behind, while the historical and other work of research, &c., is pushed as rapidly as circumstances will admit.

During the years above noted the work of the division has been constantly increasing, while many changes have been made, from time to time, in its working force, but two clerks (including the chief of division) remaining of those on duty prior to 1884.

Amount and character of business on hand, received, and disposed of, in the military reservations division of the office of the Adjutant-General at the times named.

(1) Preparation of executive orders creating and disposing of military reservations, together with the correspondence relating thereto, including plats, &c.

(2) Consideration of and action on applications from railway and other corporations, as well as individuals, for various kinds of privileges connected with military posts and reservations, such as right of way, ferry privileges, &c.

(3) Correspondence relating to the acquisition of title to sites for proposed military posts; procuring of plans and estimates for the repair and construction of buildings, barracks, quarters, hospitals, &c., at existing and projected posts.

(4) Collection of data for and compilation of historical sketches of existing and obsolete posts, stations, cantonments, depots, arsenals, national cemeteries, &c.

(5) Certain matters relating to the militia and national guard of the several States and Territories, embracing, under the title of "division of military information," a system for the collection and compilation of data (part of which is considered as confidential) relating to our own and foreign armies, fortifications, &c.

(6) Library of the Adjutant-General's Office.

As no record is kept in the division of work received and disposed of—such record being included in that of the record division of the miscellaneous branch, so far as regards work of which any formal record is made—these columns cannot be filled up as contemplated.

In addition to the statement of the character of business, it may be added that there are several other items of business pertaining to the division, some of which cannot well be classified, owing to their nature, but all of which are important. For example, the division frequently assists other portions of the office in type-writing and other copying, of which no record is kept here; reports of inspecting officers are examined and noted; the laws of the United States and of the several States and Territories are examined for information relating to questions involving title and jurisdiction to property—real estate—held by the Government for military purposes, while during the sessions of Congress the Record is carefully examined and noted, and copies of bills, acts, resolutions, executive documents obtained, examined, and filed for future use and reference.

The following statement shows in detail the methods of transacting business in the military reservations division of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of:

(1) All questions relating to military reservations while in the custody of the War Department; (2) matters relating to the acquisition, by purchase, &c., of sites for proposed military posts; (3) plans and estimates for repairs and constructions of public buildings, and for water supply at existing and projected posts, &c.; (4) compilation of historical sketches of existing and abandoned posts and stations—including collection of data; (5) matters relating to the militia and national guard of the several States and Territories, in connection with the collection and compilation of data for the division of military information, embracing confidential information respecting our own and foreign armies, fortifications, &c.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employed through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

Military reservations.—An application is received in this division from the commanding officer of a military post (through proper military channels) located upon public land in a State or Territory, praying that a military reservation, with limits as described in a plat and accompanying field-notes of survey may be set aside, by executive order, for the use of the post. The application and accompanying papers are carefully examined by the chief of division or the clerk who may act for him during his absence, and if any errors are discovered in the plat or description the papers are returned by indorsement to the division commander for correction and return. If, however, no corrections are required, the case is given to a clerk, who prepares a full brief which is submitted by the Adjutant-General to the Lieutenant-General commanding the Army. Should the Lieutenant-General approve of the proposed reservation, with or without modification, the papers, with brief, are submitted by his indorsement to the Secretary of War, entry of such indorsement being made in the record division, Adjutant-General's Office, and note by press-copy, or otherwise, thereof made in this division pending decision. The ordinary custom in the War Department in such cases is to transmit the papers, or a synopsis thereof, to the Secretary of the Interior, by letter, with request for information from the General Land office (or if within the Indian Territory, or the limits of an Indian reservation the

Indian Bureau), as to whether any objection exists to the declaration of the proposed reservation. The Secretary of the Interior then replies by letter to the War Department inquiry, and incloses a copy of the report of the Land Office (or Indian Bureau) which recites the *status* of the land which it is proposed to set aside for military purposes. Should there be no valid entries by settlers, it is usual to report that no objection is known to exist. If, however, the land or a portion thereof is *not* subject to reservation by reason of such entries, report is made accordingly. Upon receipt of the reply from the Interior Department the papers are, in cases where no objections exist, referred by the War Department by indorsement to the Adjutant-General with instructions to prepare the necessary papers for the orders of the President. The papers are again received in this division from the chief clerk of the miscellaneous branch—of which it is a part—for action under the instructions of the War Department. These instructions are carried out as follows: A letter is prepared for the signature of the Secretary of War, addressed to the President, requesting, upon the recommendation of the military authorities, that the lands in question (describing them) be set apart for military purposes. The letter is then briefed, and a plat of the lands inclosed, and an indorsement prepared, on the second fold, for the signature of the President, approving the request of the Secretary of War proclaiming the reservation, and directing the Secretary of the Interior to cause the same to be noted in the General Land Office. The papers are then indorsed back to the Secretary of War for signature by the Adjutant-General, with the necessary papers prepared for his signature and the orders of the President, as directed. After signature by the Adjutant-General the indorsement is entered (as it was when signed by the Lieutenant-General at first) and the case is again sent to the War Department by the mail clerk of the branch. The letter addressed to the President is sent, after signature, to the Executive Mansion, and after the President signs the order indorsed therein it is returned to the War Department, from whence, after record, press-copying, &c., it is transmitted by letter to the Secretary of the Interior for file in the General Land Office. Pending the foregoing action, or after the return of the original papers from War Department to the Adjutant-General, a copy of the Executive order is made for file and record in the military reservation book in this division, after being entered and briefed in the record division. An order is then prepared here for the signature of the Secretary of War (which is presented by the Adjutant-General without any indorsement), announcing the fact of the reservation, and this order after signature is published in "General Orders" drafted here for the information of all concerned. By means of this general order the military authorities are advised of the result of the original application. A copy of the general order and plat also is sent to the office of the Quartermaster-General, and a copy of the order is likewise transmitted through the Secretary of War to the Secretary of the Interior for file in the General Land Office with the Executive order, &c.

APPOINTMENT, COMMISSION, AND PERSONAL BRANCH.

APPOINTMENT, COMMISSION, AND PERSONAL DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the appointment, commission, and personal division of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present, the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business:

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of em- ployés.	Average number of days work, per man.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	4,092	0	4,092	15 114	277	6½ & 7	285	263
1885	301	3,818	0	3,818	14	273	6½ & 7	278	253
1886	305	3,773	0	3,773	14	270	6½ & 7	283	254
1887 (to March 1)	47½	637	0	637	14	45½	6½ & 7	47½	35½

* To October 10.

† After October 10.

The above statement applies to clerks employed in the division. There were employed, during the time specified, two messengers in the division, whose business it was to clean and care for the rooms and furniture, &c.; clean spittoons, fetch and carry papers and messages, &c. They performed no clerical work.

Average amount of business performed, transacted, and disposed of, in the appointment, commission, and personal division of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified :

The work of this division being kept close up, and being of such a diversified character, it is impossible to make the classification indicated. The amount of work fluctuates somewhat, but not in such a way as to be shown by figures. During the sessions of Congress preparation of nominations and commissions, recording of same and of confirmations; reports under calls from Congress or from committees, correspondence with Senators and Members, &c., add to the usual current business; and in the latter months of the year the preparation of the annual Army Register, correcting proof, &c., adds also to the usual current work. The duties of the several clerks are often changed or added to, according to the current demands of the business coming in.

Amount and character of business on hand, received, and disposed of, in the appointment, commission, and personal division of the office of the Adjutant-General at the times named :

Commissioned officers.—Preparing and recording appointments, promotions, nominations, commissions, &c.; briefing, recording, indexing applications for Army appointments and correspondence relating thereto, and that with, or about, officers or former officers, on questions of rank, status, service, &c.; preparation of briefs, reports, correspondence, orders, &c., in matters of appointments and promotions; examining, retiring, and other boards; resignations, retirements, leaves, transfers, assignments, changes of stations and duties, college and other special details (except recruiting); military histories and reports for Congress, pension, pay, and accounting officers, and others, in cases of present and former officers in United States Army, and of the late volunteer officers (general and staff) appointed by the President; manuscript current Army register and historical register; preparation annual Army Register, &c.

Retired enlisted men.—Orders of retirement, instructions, correspondence, &c., relating to this class.

Post traders.—Appointments, resignations, removals, &c., and correspondence.

Veterinary surgeons.—Appointments, orders, and correspondence relating to them.

Superintendents of national cemeteries.—Orders for appointment of boards of officers to examine candidates.

Pending January 1, 1884: Practically none.*

Received during 1884: 6,405 communications, entered on "letters received" books.

Disposed of in 1884: All business, practically, pertaining to the division, received during the year, embracing 4,521 reports, communications, &c., recorded as "letters sent."

Pending January 1, 1885: Practically none.*

Received during 1885: 9,367 communications, entered on "letters received" books.

Disposed of in 1885: Practically all business received during the year, embracing 5,169 reports, communications, &c., recorded as "letters sent."

Pending January 1, 1886: Practically none.*

Received during 1886: 6,305 communications, entered on "letters received" books.

Disposed of in 1886: Practically all business received during the year, embracing 3,852 reports, communications, &c., recorded as "letters sent."

Pending January 1, 1887: Practically none.*

Received up to March 1, 1887: 562 communications, entered on "letters received" books.

Disposed of up to March 1, 1887: Practically all business received, embracing 629 reports, communications, &c., recorded as "letters sent."

Pending March 1, 1887: Practically none.*

* Every case coming into the division for action may not be disposed of on the day received, many having first to be laid before the Secretary of War, or other proper authorities; hence, on the first of each year some of the cases received the previous few days might be regarded as "on hand." It would be impossible, however, to determine the exact amount of business thus under action but not actually disposed of January 1 each year.

The following statement shows in detail the methods of transacting business in the appointment, commission, and personal division of the office of the Adjutant-General, U. S. Army:

The items of the principal business matters transacted in this division consist of Army appointments, promotions, resignations, and orders and correspondence relating thereto; orders and correspondence relating to leaves, assignments to duty, details, changes of stations, transfers, &c., of Army officers; correspondence on matters of rank, status, and personal and military records of officers of the United States Army and late volunteer officers appointed by the President; furnishing military histories of the classes of officers, or former or deceased officers named, to Congress, the Pension Office, accounting officers, and others; annual Army Register; appointment of post-traders; orders and correspondence as to college details, &c.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Matters not presented in correspondence, as promotions, the Army Register work, nominations, general orders announcing changes in rosters of officers, &c., are taken up and the necessary papers prepared by the clerks at the proper time. Letters and papers on subjects pertaining to this division are sent to it direct from the clerk by whom first received and opened, and are at once briefed and entered on the "letters-received" book, numbered, indexed, &c., and then laid on the desk of the principal clerk of the division, who attends to their disposition. Those papers requiring instructions from the Adjutant-General, or an assistant adjutant-general, or from the President, the Secretary of War, or the Lieutenant-General, prior to final action, are sent or handed to the Adjutant-General or one of his assistants, with an office brief or report, giving such facts or information in each case, or upon the subject involved, as may be necessary to a full understanding of it; and immediately upon the return of the papers by the Adjutant-General, with the action of the proper authority indicated, the letters, orders, or instructions, as the case may be, are prepared. In cases where the proper course to pursue, as determined by law, regulations, custom, or otherwise, is fully understood by the principal clerk, the letter of reply, orders, or instructions are at once prepared and are sent in for the signatures of the proper officials.

RETURNS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the returns division of the office of the Adjutant-General in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work per man.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	3,341	0	3,341	12	279	6½ and 7	281	263
1885	301	2,360	0	2,360	10	236	6½ and 7	290	248
1886	305	1,827	0	1,827	9	203	6½ and 7	296	266
1887 (to March 1).....	47½	316	0	316	8	39½	6½ and 7	47½	19½

The following statement shows the average amount of business performed, transacted, and disposed of in the returns division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum

amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January		12				12				9						
February		12				12				9						
March		12				12				9						
April		12				11				9						
May		12				10				9						
June		12				10				9						
July		12				10				9						
August		12				10				9						
September		12				10				9						
October		12				10				9						
November		12				9				9						
December		12				9				9						
Total averages																

With the exception of the number of clerks employed, compliance with the requirements of this form, so far as it applies to the work of this division, is impracticable.

The following statement shows the amount and character of business on hand, received, and disposed of in the returns division of the office of the Adjutant-General at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Monthly returns of the Army examined, noted, and filed	0	3, 132	3, 132	0	3, 093	3, 093	0	3, 126	3, 126	0	546	546	0
Monthly personal reports briefed, noted, and filed ..	0	25, 800	25, 800	0	26, 160	26, 160	0	24, 214	24, 214	0	4, 440	4, 449	0
Letters written and indorsements prepared	0	1, 272	1, 272	0	986	986	0	1, 466	1, 466	0	220	220	0
General and special orders noted	0	4, 512	4, 512	0	4, 300	4, 300	0	4, 812	4, 812	0	826	826	0
Letters and indorsements noted	0	6, 120	6, 120	0	5, 262	5, 262	0	7, 540	7, 540	0	1, 320	1, 320	0
Military histories of officers prepared	0	672	672	0	435	435	0	873	873	0	172	172	0
Miscellaneous inquiries answered by circular letters ..	0	1, 536	1, 536	0	1, 604	1, 604	0	1, 726	1, 726	0	301	301	0
Letters readressed and remailed to officers of the Army	0	24, 448	24, 448	0	25, 361	25, 361	0	23, 540	23, 540	0	4, 210	4, 210	0
Statements for Auditors and Comptrollers	0	460	460	0	538	538	0	645	645	0	110	110	0
Returns copied	0	372	372	0	203	203	0	122	122	0	21	21	0
Totals	0	68, 324	68, 324	0	67, 942	67, 942	0	68, 064	68, 064	0	12, 175	12, 175	0

This is only a partial exhibit of the business transacted. Not more than one-half of the work performed can be expressed in figures.

J. W. KIRKLEY,
Chief of Division.

The following statement shows in detail the methods of transacting business in the returns division of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of: (1) The custody of the post, regimental, department, and division returns of the Army from 1828 to date, including those of brigades, divisions, corps, and armies in the field during the late war, battle reports on the Union side, and the station books of officers and non-commissioned staff of the regular Army; (2) the preparation of military histories of officers of the regular Army and of general and general staff officers of volunteers for Congress, the Paymaster-General, Commissioner of Pensions, Comptrollers and Auditors of the Treasury, retiring boards, &c.; annual returns of the Army (comprising its organization, strength, and distribution) and of the militia for Congress, and of statistical reports relating to the late war; also a large amount of miscellaneous work which cannot be specifically enumerated.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

(1) Monthly returns from the Army are, upon receipt, carefully examined; if errors are discovered corrected copies are written for; the record of each officer borne thereon entered in the yearly station books (which contain a full transcript of every officer's service), and then filed.

(2) Personal monthly reports from staff officers, not accounted for on the regular returns, and regimental officers absent from their appropriate duties, together with certificates of disability and orders changing the status of officers, are also noted and filed.

ENLISTED BRANCH.

CORRESPONDENCE DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the correspondence division, enlisted branch, of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	4,138	4,138	15	276	6½	307	246
1885	301	4,771	4,771	17	280½	6½	301	258
1886	305	4,430	4,430	16	277	6½	305	260
1887 (to March 1).....	47½	591½	591½	13	45½	6½	47½	34½

The following statement shows the average amount of business performed, transacted, and disposed of in the correspondence division, enlisted branch, of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January ...	4,519	15	5,212	17	5,814	19	6,595	13
February ...	4,449	15	3,989	17	6,179	19	8,551	13
March ...	5,038	15	4,732	17	6,914	19
April ...	5,629	15	4,563	17	6,980	19
May ...	387	15	4,699	17	6,096	19
June ...	991	15	4,871	17	6,614	19
July ...	5,920	15	4,976	17	5,963	13
August ...	4,150	15	4,908	17	5,823	13
September ...	4,313	15	4,948	17	6,107	13
October ...	5,957	15	5,622	17	6,125	13
November ...	4,352	15	5,118	17	5,559	13
December ...	4,507	15	5,738	17	5,985	13
Total averages	54,212	15	59,376	17	74,164	16	15,146	13

* No record has been kept in this division from which the information can be furnished.

† Briefs for removal of charge of desertion transferred July, 1886, to new division (deserter), with six clerks.

The following statement shows the amount and character of business on hand, received, and disposed of in the correspondence division, enlisted branch, of the office of the Adjutant-General, U. S. Army, at the times named:

Character of business.	1884.			1885.			1886.			1887.		
	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.
Investigation and preparation of briefs, and correspondence in all questions affecting enlisted men of the Army (except that of the recruiting service) from 1812 to date.*	281	56,331	54,212	2,400	59,826	59,276	1,950	77,214	74,164	5,000	14,146	15,146
												4,000

* Classified as follows: Applications from friends or relations; applications from adjutant-generals of States; applications from officers of the Grand Army of the Republic and kindred associations; applications from the various accounting officers of the Treasury, respecting final record or present station or status of enlisted men; investigation and correction of records of enlisted men of volunteers and Regular Army; applications for certificates of service in lieu of lost discharges (under act of March 3, 1873); applications for transfer, and for discharge on account of minority and for other causes, of enlisted men now in service; appointment transfers, &c., of the non-commissioned staff officers of the Army; correspondence growing out of applications for removal of charges of desertion, under the provisions of the act of Congress of July 5, 1884, and other acts.

The following statement shows in detail the methods of transacting business in the correspondence division of the enlisted branch of the office of the Adjutant-General, U. S. Army:

The items of the principal business matters transacted in this division consist of investigation and preparation of briefs, and correspondence in all questions affecting enlisted men of the Army, except that of the recruiting service, from 1812 to date, classified as follows: Applications from friends or relations; applications from adjutant-general of States; applications from officers of Grand Army of the Republic and

kindred associations; applications from the various accounting officers of the Treasury, respecting final record or present station or status of enlisted men; investigation and correction of records of enlisted men of volunteers and Regular Army; * applications for certificates of service in lieu of lost discharges (under act of March 3, 1873); applications for transfer and for discharge on account of minority, and for other causes of enlisted men now in service; appointment, transfers, &c., of the non-commissioned staff officers of the Army; correspondence growing out of applications for removal of charges of desertion under the provisions of the act of Congress of July 5, 1884, and other acts.

LETTERS RECEIVED DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes of the "Letters received" division of the enlisted branch of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	5,581.26	...	5,581.26	18.18	276.47	6½	307	249
1885	301	5,495.85	...	5,495.85	18.25	269.47	6½	284	236
1886	305	5,971.90	...	5,971.90	19.58	276.44	6½	283	258
1887 (to March 1)	47½	1,026.47	...	1,026.47	21.51	46.96	8½	47½	35½

* An application for certificate in lieu of lost discharge is received in this division from the "Letters received" division, where it has been recorded; the cases examined to ascertain whether or not the requirements of the Department in regard to evidence of identity of the applicant, &c., have been complied with; if the requirements have not been complied with, an indorsement for the signature of the assistant adjutant-general is placed on the papers, instructing the applicant how to complete the application; if the application is complete, it is sent to the division having charge of records of the volunteer force for a report from such records; if the record of the applicant is complete, the case, with the report from the records is sent to the copying division with directions to prepare the certificate on the proper blank form used for that purpose; when the certificate is prepared it is returned to this division, when it is signed by the assistant adjutant-general in charge and transmitted to the applicant, and the papers, with the reports from the records, and the proper notation of the action taken, are placed on the files.

It frequently happens that the record of an applicant is incomplete on the rolls of the company in which he served, in which event the records must be completed by obtaining reports from other divisions of the office, from the pay-rolls in the Second Auditor's office, from the records of the Judge Advocate-General's office, or from the hospital records in the Surgeon-General's office; the reference to other bureaus for information in such cases is done by indorsement signed by the assistant adjutant-general; when the necessary information is obtained the record of the applicant is completed on the rolls of the company in which he served, and the certificate prepared and transmitted as above described.

The investigation of such a case as above described frequently necessitates further correspondence with the applicant.

The following statement shows the average amount of business performed, transacted, and disposed of in the letters received division of the enlisted branch of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employes doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	49,867	18.92	52,146	21.69	57,594	19.48	56,855	21.80
February	46,938	18.58	44,617	20.34	55,263	19.61	72,059	21.43
March	46,773	16.64	50,471	20.52	63,406	19.11
April	48,459	16.42	52,507	20.15	68,287	21.19
May	46,453	16.89	54,089	18.44	61,554	21.44
June	43,817	17.27	54,217	19	66,837	20.15
July	42,134	17.15	52,442	16.38	61,378	18.73
August	48,125	17.96	47,910	14.38	54,304	17.11
September	46,107	16.81	52,697	15.15	53,238	17.81
October	46,346	18.33	57,750	17	54,892	19.19
November	37,237	20.33	53,223	17.13	50,487	20.56
December	47,217	20.92	55,172	18.88	62,130	20.60
Total averages	548,473	18.18	627,241	18.25	709,370	128,914	21.61

* It is impossible to keep a record of the amount of business transacted and disposed of by the employe doing the most and the employe doing the least work, from the fact that each clerk has been, and will be, at various times temporarily engaged on such work as may be required of him to take the place of those absent by reason of sickness, leaves, temporarily transferred, &c.

The following statement shows the amount and character of business on hand, received, and disposed of in the letters received division of the enlisted branch of the office of the Adjutant-General, of the United States Army at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Received during 1885.	Disposed of in 1885.	Received during 1886.	Disposed of in 1886.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Letters received, briefed, and recorded	60,471	60,471	63,257	63,257	79,844	79,844	12,599	12,599
Names indexed	78,744	78,744	106,972	106,972	123,072	123,072	22,903	22,903
Previous papers, special inquiry, and special order cases, registered letters and telegrams sent	26,250	26,250	28,864	28,864	35,450	35,450	6,106	6,106
Individual histories of soldiers called for	113,653	113,653	140,515	140,515	151,313	151,313	31,262	31,262
Letters charged temporarily to other branches	4,886	4,886	8,302	8,302	14,025	14,025	4,221	4,221
Cases examined and filed	61,458	61,458	66,200	66,200	76,905	76,905	15,797	16,797
Letters, briefs, and indorsements copied	5,014	5,014	5,369	5,369	7,211	7,211	1,027	1,027
Indorsements charged on letters-received books and mailed	32,716	32,716	34,361	34,361	40,624	40,624	7,850	7,850
Correspondence recorded and sent	40,148	40,148	41,530	41,530	47,521	47,521	9,307	9,307
Total	423,340	423,340	495,370	495,370	575,965	575,965	111,172	111,172

* The work of this division having been entirely current and kept up to date, there were no cases pending or on hand at the beginning of each year.

The following statement shows in detail the methods of transacting business in the letters received division, enlisted branch, of the office of the Adjutant-General U. S. Army:

The items of the principal business matters transacted in this division consist of letters received, briefed, and recorded; previous papers, research, and special inquiry cases; letters and indorsements recorded; indorsements noted on letters-received books and mailed; cases examined and filed.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Upon the receipt of mail matter pertaining to the enlisted men of the Volunteer and Regular Army it is briefed, then passed to the clerks on the letters-received books to be recorded, then to the index clerk to have all names properly indexed, then to the correspondence division for action; such cases as call for prior papers are turned over to a clerk to look up, file together, and to correspondence division for action. All papers upon their return from correspondence division properly indorsed are recorded in the indorsement books, sent to the letters-received books to have final action noted thereon, directed to applicants and mailed; such cases as require action by letter are acted upon by the correspondence division and letters mailed by that division. The papers, with press copies, are then returned to this division to have letters copied, action noted on letters-received books, and papers placed upon the files, which is done after a careful examination is made to determine whether final action has been taken or that all papers are properly accounted for.

EUGENE GAITHER,
Clerk in Charge.

REGULAR ARMY ROLLS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the regular army rolls division of the office of the Adjutant-General, United States Army, in person, and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	307	16	270	6½	299	25½
1885	301	301	301	17	270	6½	287	259
1886	305	305	305	15.75	273	6½	270	250
1887 (to March 1)	47½	47½	47½	14.5	44	*8	47½	34½

* Under orders of the Adjutant-General, the division was open for the transaction of business three hours extra (from 6.30 to 9.30 p. m.), commencing January 31, 1887, to March 1, 1887

The following statement shows the average amount of business performed, transacted, and disposed of in the regular army rolls division of the office of the Adjutant-General, United States Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employes doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Amount.	Average employes.	Max.	Min.	Amount.	Average employes.	Max.	Min.	Amount.	Average employes.	Max.	Min.	Amount.	Average employes.	Max.	Min.
January	11, 118	16	11, 451	17	10, 948	18	8, 043	15
February	10, 482	16	11, 351	17.5	8, 272	18	9, 095	14
March	10, 197	16	12, 357	17.5	10, 246	18
April	11, 268	17	10, 107	18	9, 779	17.5
May	9, 739	17	13, 690	18	8, 522	16
June	11, 505	16	12, 558	18	8, 668	16
July	11, 286	15	10, 921	17.5	7, 183	15
August	10, 554	14	8, 560	15	9, 157	14
September	11, 401	17	10, 233	17	7, 702	15
October	8, 844	16	8, 833	15	9, 655	13.5
November	7, 647	16	10, 696	16.5	7, 998	13.5
December	8, 825	16	19, 741	17	8, 106	14.5
Total averages	122, 956	16	130, 698	17	106, 236	15.75	17, 138	14.5

The amount of business disposed of by each employe has never been tabulated, probably from the fact that it was impracticable. A daily total of the business done in the division only has been kept.

The following statement shows the amount and character of business on hand, received, and disposed of in the Regular Army rolls division of the office of the Adjutant General, U. S. Army, at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to March 1, 1887.	Disposed of up to March 1, 1887.	Pending Mar. 1, 1887.*
Military histories of enlisted men furnished to the Commissioner of Pensions and Commissioner of General Land Office		3, 962	3, 962		4, 297	4, 207		4, 340	4, 340		759	759	
Military histories of enlisted men furnished to the Second Auditor of the Treasury		5, 610	5, 610		17, 853	17, 853		11, 918	11, 918		2, 502	2, 502	
Military histories of enlisted men furnished to Bureaus of the War Department, &c		1, 246	1, 246		1, 413	1, 413		296	296		32	32	
Reports made to correspondence divisions of the office upon office mail		14, 039	14, 039		13, 796	13, 796		13, 705	13, 705		3, 211	3, 211	
Circular letters written, and indorsements made on letters		4, 191	4, 191		4, 252	4, 252		3, 901	3, 901		916	916	
Descriptive lists, discharge certificates, final statements, certificates of honorable service, and certificates of merit prepared, and muster rolls, enlistment papers, and certificates of disability copied		1, 001	1, 001		1, 479	1, 479		1, 185	1, 185		225	225	

* As a rule the current work of the division is completed and sent to its proper destination on the day of its receipt; rarely is any work carried over to the succeeding day.

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to March 1, 1887.	Disposed of up to March 1, 1887.	Pending Mar. 1, 1887.
Muster rolls, detachment rolls, recruiting returns, assignment rolls, final statements of deceased soldiers, and certificates of disability of discharged soldiers received, examined, and filed.....		8,979	8,979		9,822	9,822		9,015	9,015		1,258	1,258	
Enlistment papers received, and assignments of recruits and casualties among enlisted men entered on register of enlistments.....		49,256	49,256		47,424	47,424		40,965	40,965		5,167	5,167	
Mutilated records of enlisted men, war of the rebellion, recopied (number of cases).....		16,796	16,796		11,212	11,212		287	287				
Inquiries answered: Ordnance Office, Quartermaster-General's Office, and miscellaneous, and general and special orders received and noted.....		17,876	17,870		19,150	19,150		20,624	20,624		3,068	3,068	
Total.....		122,956	122,956		130,698	130,698		106,236	106,236		17,138	17,138	

The following statement shows in detail the methods of transacting business in the Regular Army rolls division of the office of the Adjutant-General, U. S. Army:

The items of the principal business matters transacted in this division consist of: As the name implies, this division has in its custody all the muster-rolls, all enlistment papers, and all returns (except post and regimental) pertaining to the enlisted men of the Regular Army since its reorganization, June, 1821. The care of these records entails the following routine work: (1) The receipt, recording, examination, and filing of all rolls and returns; (2) the recording of all enlistment papers and subsequent history of each soldier upon the "register of enlisted men"; (3) conducting correspondence with officers of the Army in connection with errors or discrepancies found on record; (4) furnishing reports from records to correspondence division of the office; (5) furnishing military histories of soldiers to the various Bureaus of the War, Treasury, and Interior Departments to assist in the adjudication of claims pending before each Department; (6) answering inquiries from the Chief of Ordnance and Quartermaster-General United States Army as to charges (for Government property lost) against enlisted men on muster-rolls; (7) answering inquiries from divisions of the office and from personal friends of soldiers, as to whereabouts of enlisted men and how last reported; (8) preparing original discharge certificates and certificates of honorable service, and furnishing copies of rolls and returns when necessary or called for; (9) the general care of records and their reproduction by copy when mutilated, and compiling Army statistics whenever called upon.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

The method of doing business in this division is from the nature of its records compulsory and of a routine character. The history of an enlisted man from the time he signs his enlistment paper and takes the oath of allegiance at the recruiting rendezvous until he leaves the service is accurately kept. To be enabled to do this all rolls and returns concerning him are filed in this division, and it thus becomes the one source from which information pertaining to enlisted men can be obtained. All work

passes through the hands of two of the employes of the division only, viz, the clerk in charge and the clerk designated by him to perform it. When the matter reaches the division the clerk in charge personally reads and examines each piece and distributes the matter according to his judgment among the employes for report. As each report is received back by the clerk in charge it is examined by him and properly disposed of. This action covers all cases outside of the internal work of the division; for whether it be a call for a military history from the Treasury or Interior Department, or an inquiry as to charges, &c., from a Bureau of the War Department, or an inquiry as to a soldier's whereabouts, but one thing is to be done, and that is to make an accurate report from the records.

WAR OF 1812 DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the war of 1812 division of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employes present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.*	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	2,380	2,380	85	264½	6½	283	200
1885	301	1,730	1,730	63½	266½	6½	274½	257½
1886	305	1,521½	1,531½	53½	276½	7½	285	262
1887 (to March 1)	47½	108½	108½	4	47½	7½	47½	46

*None employed.

The following statement shows the average amount of business performed, transacted, and disposed of in the war of 1812 division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	4,351	8	3,382	9	18,135	6	23,162	4
February	5,337	8	2,711	8	9,007	6	5,906
March	5,577	8	3,002	8	14,162	6
April	4,829	8	3,798	6	22,936	6
May	4,841	8	4,943	6	24,176	6
June	5,913	8	8,320	6	23,398	6
July	6,370	8	11,927	6	35,858	6
August	4,243	8	5,363	6	14,000	5½
September	3,448	8	9,445	6	3,622	5
October	3,452	9	3,140	6	3,905	5
November	3,978	9	16,155	6	29,659	4½
December	4,340	9	12,337	6	28,440	4
Total averages....	56,719	99	84,523	79	227,298	66½	29,068	8

* No record.

As no clerk in this division is employed exclusively on one class of work, a correct report of the maximum or minimum number of cases done by any individual cannot be made; current work is attended to first, and is always kept up. Clerks are employed where their services are most needed in completing the work in hand.

The following statement shows the amount and character of business on hand, received, and disposed of in the war of 1812 division of the office of the Adjutant-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Statements of service furnished Commissioner on Pensions, Second Auditor, &c.....	0	1,641	1,641	0	6,907	6,907	0	3,729	3,729	0	163	163	0
Copied and compared, letters, affidavits, petitions, &c.....	0	171	171	0	34	34	0	315	315	0	20	20	0
Military history of soldiers entered in registers.....	0		23,328	0		6,760	0		6,335	0		929	0
Memorandum from records, copied, compared, sorted.....	0		21,682	0		45,363	0		31,612	0		295	0
Incomplete cases examined on muster-rolls.....	0		9,560	0		459	0		718	0		25	0
Cases compared in registers (full military history).....	0			0		60	0		9,439	0			0
Military history of soldiers, completed.....	0			0			0		27	0		1,318	0
Memorandum slips vowelized.....	0			0			0		169,025	0		20,975	0
Corrected in registers, and made void, and additional information cases.....	0		285	0		24,937	0		6,098	0		5,342	0
Muster-rolls copied and indexes made.....	0		2	0		3	0			0		1	0
Totals.....	1,812	56,719	6,941	84,523	4,044	227,298	183	29,068					

The following statement shows in detail the methods of transacting business in the war of 1812 division of the office of the Adjutant-General :

The items of the principal business matters transacted in this division consist of preparing the military history of soldiers who served in the regular Army subsequent to the Revolutionary war, and prior to June 30, 1821 (including the war of 1812), and entering the same in registers, thus enabling this office to answer the inquiries of the Pension Office, Auditors, and other officers ; also the inquiries of relatives and friends of men who served in said Army. The condition of these old records is such that much of the information obtained from them, and preserved in the above manner, could not be duplicated either from them or from any other source at this time. Inquiries received from the Pension Office, or elsewhere, seldom furnish the name of the organization in which service was rendered. Under these circumstances an examination of the records in their previous condition could not be made. The records on file in this division consist of a variety of rolls, books, and papers, all of which are incomplete. The names and the information contained in each of these rolls, books, or papers have been copied on blanks prepared for that purpose. Each of these slips are brought together, and the information they contain noted in chronological order, thus forming the military history of the soldier as far as shown by the records on file. These individual records are then strictly vowelized and entered in registers, each register being an index of itself. (Excepting records recently received, all have been copied and are being completed.) The record of any soldier can be referred to in a moment, whether the regiment in which he served is furnished or not. Also answering the inquiries received from members of Congress and others.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party :

When a request for the military history of a soldier is received in this division, the records are examined, and if the record of the soldier inquired for is found, a statement of service (complying with the requirements of the request) is made. To avoid disfiguring the registers, and to avoid keeping an additional record of such cases, a note is made on the memorandum slip containing the record of the soldier, showing when and from whence received, and when answered. If no record of the soldier is

found, a negative reply is made, and the date of reception of request and date of reply are noted on a list of "no record cases," thereby enabling the officer to ascertain in a moment when a case was received and when answered.

In either of the cases mentioned the reply is attached to the original request, and both are forwarded to the chief clerk of the branch to which the division is attached for the signature of the proper official.

Inquiries for information from the records from private individuals are noted when received and when answered, the same as the former class of cases.

In reply to these inquiries a memorandum of what the records show is inclosed with the original request and forwarded to the clerk in charge of the correspondence division, from whom it was received in the first instance.

Inquiries for information from the various divisions in this office are returned to the chief of the division asking the information. In this class of cases the only record kept is the number of cases acted upon. The two last-mentioned classes being received from and returned to other divisions in this office, are designated Adjutant-General's Office cases.

T. R. SENIOR,
In charge.

RECRUITING DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the recruiting division of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1,584	0	1,584	6	264	6½	279	208
1885	301	1,666	0	1,666	6	277½	6½	283	276
1886	305	1,878	0	1,878	7	268½	6½	290	135
1887 (to March 1)	47½	324½	0	324½	8	40½	8	47½	0

NOTE.—Number of hours employed daily during January, 1887, 6½; number of hours employed daily during February, 1887, 9½; average number of hours daily for January and February, 1887, 8. Half of the employes of this division were employed during these extra hours on work in the enlisted volunteer pension branch.

The following statement shows the average amount of business performed, transacted, and disposed of in the recruiting division of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	2,950	6	3,318	6	2,645	6	3,174	8
February	2,305	6	1,524	6	1,865	6	2,600	8
March	2,695	6	1,166	6	2,520	6
April	1,934	6	1,145	6	1,956	6
May	2,049	6	1,950	6	2,286	6
June	1,459	6	2,204	6	2,415	7
July	2,333	6	3,101	6	2,879	8
August	2,599	6	1,127	6	2,267	8
September	1,663	6	1,176	6	2,455	8
October	1,908	6	2,283	6	2,599	8
November	2,470	6	1,388	6	2,927	8
December	1,209	6	1,865	6	2,395	8
Total averages.	26,574	6	28,247	6	29,009	+7	5,774	8

*No record kept, in view of the varying nature of the work, much of which requires extreme caution in computations and tabulations, to insure accuracy.

The following statement shows the amount and character of business on hand, received, and disposed of in the recruiting division of the office of the Adjutant-General at the times named:

Character of business.	Pending Jan. 1, 1884.*	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.*	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.*	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.*	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.*
Indorsements, briefs, reports, &c., prepared			3,434			3,690			4,025			719	
Letters, telegrams, orders, &c., prepared			2,308			2,706			3,155			780	
Notations from orders, muster-rolls, papers, &c.			7,589			8,986			9,139			1,413	
Vouchers examined (accounts, property returns, &c.)	8,249	8,249	8,001	8,001	7,419	7,419	1,999	1,999					
Contracts examined (number of copies)	70	70	60	60	382	383	10	10					
Tri-monthly reports examined and entered	4,248	4,248	4,140	4,140	4,212	4,212	696	696					
Monthly and quarterly returns examined and statistics consolidated	476	476	464	464	472	472	125	125					
Consolidated tri-monthly reports, and semi-monthly statements of strength and distribution of the Army, made			168			168			168			28	
Monthly analyses of expenditures, made and entered			12			12			12			2	
Requisitions for money, made			20			20			20			2	
Totals			26,574			28,247			29,009			5,774	

* The business of this division is of a current nature, and no accumulation of work is permitted. The record of letters and telegrams received is kept in the letters-received division, enlisted branch, where the letters and telegrams sent are also recorded from press copies and the indorsements entered. The correspondence is attended to from day to day, as received, and the returns, accounts (with vouchers), reports, &c., rendered for stated periods, are examined and properly disposed of without delay.

The following statement shows in detail the methods of transacting business in the recruiting division of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of the preparation (for submission to Congress) of annual estimates of amounts required for expenses of recruiting; of requisitions for funds based upon estimates from the superintendent of the recruiting service, who disburses the appropriation; the critical examination of the superintendent's monthly accounts and vouchers, and of the property returns of all officers responsible for recruiting property; the examination and tabulation for immediate information and for permanent record of the tri-monthly reports, monthly statements, and quarterly returns of the recruiting service; the gathering from the muster-rolls and returns of the latest available information of the stations and strength of all organizations, from which data semi-monthly statements of the distribution and strength of the Army are prepared for the information of the Secretary of War, the Lieutenant-General, the Adjutant-General, and the officer in immediate charge of the division, and as a guide for the issuance of such instructions as may from time to time be necessary, either to keep the Army recruited as nearly as practicable to its authorized strength or to prevent its being carried beyond the legal limit.

Besides the foregoing, all contracts (in quintuplicate) for supplies and services to be paid for from recruiting funds are critically examined in this division, together with the accompanying abstracts, bids, &c., to see that they conform to the law and regulations, and when found to be correct (or, if deficient, after having been returned and duly completed) they are, upon approval by the Adjutant-General, entered and properly distributed. The correspondence connected with the rendition and correction of the accounts, reports, returns, &c., above referred to, as well as that relating to the recruiting service generally, such as cases where special authority for the enlistment of men is required, proposed changes in location of rendezvous, &c., is conducted in this division, in which the special orders for the assignment of recruits to

regiments from depots, the general orders announcing the recruiting details, &c., are also prepared.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each until the same is finally disposed of and notice thereof duly given to the proper party:

Tri-monthly reports are rendered by recruiting officers in charge of rendezvous, and those at posts (except regimental recruiting officers) on the 10th, 20th, and last day of each month. These show the number of recruits enlisted at each point during the period involved, and the disposition made of the men, *i. e.*, whether sent to a depot or regiment, remaining disposable at rendezvous, absent with or without leave, &c., also the number of rejections. The date of receipt in the division is stamped on each report, and it is at once examined by the clerk charged with this portion of the work; if any error is detected he returns the report by indorsement, or letter, for correction. From these reports a statement is compiled by the same clerk, each ten days, which shows the number of enlistments, rejections, &c., for each arm of the service at each station, for the period covered by the reports; also, in a recapitulation, the total number of enlistments, rejections, &c., at all the stations. This statement also embodies information taken from the tri-monthly reports from recruiting depots of the number of recruits at each depot, their classification, &c. These statements are prepared in duplicate, one for the Adjutant-General and one for the officer in charge of the division, that they may be constantly informed as to the progress of recruiting, the relative productiveness of rendezvous, &c. The tri-monthly reports are then entered by the clerk referred to in a book properly prepared to exhibit the information they contain, and the names of recruiting officers and their stations are indexed for future reference.

The superintendent renders a monthly account-current and abstract of disbursements, in duplicate, with one set of vouchers. The date of receipt is stamped upon each account and it is then placed, together with the accompanying vouchers, &c., in the hands of a clerk, who examines the account to see that due credit is given the United States for the following items: Amount remaining on hand per last account; amounts remitted to the superintendent during the month; amount of any errors or disallowances in former accounts. The clerk then proceeds to a critical examination of the account, abstract and vouchers, to verify all computations and the balance reported as remaining due the United States; also to see that the expenditures are duly authorized and made in accordance with law and regulations; that the vouchers are properly prepared and receipted, and that in cases of payments covered by formal contracts, the rates paid, the articles furnished, or services performed, conform to terms of contract. Incorrect or incomplete vouchers are returned by letter for necessary corrections, and in case any item of improper, or doubtful, expenditure is observed a brief setting forth the facts is submitted to the Adjutant-General for his instructions, which are then communicated by letter to the superintendent. When all necessary corrections have been made, an analysis, showing the disbursements for various purposes at the different stations, and also the total expenditures for the month, and balance remaining on hand, is prepared and duly entered as a permanent record. Lists of articles shown by the vouchers to have been purchased by different officers are recorded in a book kept for the purpose, for use in the examination of the officers' property returns. The account-current, abstract of disbursements, and vouchers are then transmitted by indorsement to the Second Auditor of the Treasury and the duplicate account and abstract are filed in this division. The work on the accounts is usually performed by one clerk, to whom assistance is rendered by others if necessary to prevent delay in the disposition of same.

Every recruit received at a recruiting depot is minutely and critically examined within two days after his arrival thereat, and should he be considered unfit for service a board of inspectors is assembled to examine into his case. The report of the board in cases of disability comes to this office, accompanied with medical certificates, in duplicate. The officer by whom the recruit was enlisted is also required to submit a report in the case. These papers come to this division, having been first entered in the letters received division. A clerk in this division prepares a brief embracing all the facts relating to the case, which is submitted to the Adjutant-General for action. Should it be decided to retain the recruit in service, instructions to that effect are communicated by letter to the superintendent of the recruiting service; if discharge is directed an order to that effect is indorsed on each of the certificates and they are returned through the superintendent to the commanding officer of the depot where the recruit is held. The recruit is then discharged and a statement to that effect, with date of discharge, is noted on the certificates which are then returned to this office. The clerk who prepares the brief records the certificates in a book provided for that purpose, and when the date of discharge of the recruit has been ascertained the entry is completed and the certificates are sent to the regular army rolls

division, where one copy is retained for file, the other copy being sent to the Pension Office.

When necessary to facilitate the dispatch of business, letters, briefs, statements, &c., prepared by different clerks are copied by another clerk.

The foregoing items (selected from among many) are, it is believed, sufficient to furnish the information desired under this head.

DESERTERS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the deserters division, enlisted branch, of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and one-half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884									
1885									
1886 (last half of)	153	153	0	1,383	(*)	136	6½	153	†117
1887 (to March 1)	47½	47½	0	585½	13	45.04	6½	47½	34½

* During the months of July, August, and September, 1886, 8; during the months of October and November, 1886, 12; during the month of December, 1886, 13.

† This number appertains to a clerk who was connected with the division during the entire six months.

The following statement shows the average amount of business performed, transacted, and disposed of in the deserters division, enlisted branch, of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1.)			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January													541	13		
February													721	13		
March														13		
April																
May																
June																
July									325	8						
August									377	8						
September									521	12						
October									527	12						
November									522	12						
December									413	13						
Total averages									2,685	10½			1,262	13		

*An individual record of work performed by each clerk has not been kept for reasons: (1) The location of the division and its small size is such that each clerk is under the constant personal supervision of the clerk in charge. (2) The character of the work is such, as would render such a report unjust, for example: the most experienced and ablest clerk would have assigned to him cases requiring exhaustive investigation and a lengthy brief, whilst the youngest and poorest clerk would have assigned to him the simplest cases. Thus the latter would have a better numerical record than the former, although the amount of actual work performed by the former would be greater. (3) A large portion of the time of each clerk is occupied in the collation of the necessary data to enable a full and complete record of the soldier to be made. It would be virtually impossible to make a fair and just report of such work.

The following statement shows the amount and character of business on hand, received, and disposed of in the deserters division, enlisted branch, of the office of the Adjutant-General, U. S. Army, at the times named :

[This division was formally constituted as such on July 1, 1886, but it has been in existence *de facto* from July 1, 1885. A statement of its operations from July 1, 1885, to June 30, 1886, is embodied in that of the correspondence division, enlisted branch, for that period.]

Work performed.	Pending July 1, 1886.	Received during 1886 (last half).	Disposed of in last half of 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Cases in which briefs were prepared*.....	4,000	2,985	2,685	4,300	262	1,262	3,300

* These figures merely represent the cases in which briefs were prepared for the formal decision of the officer in charge. A very large number of cases, which appear from the record to be not covered by any existing law, or lack the necessary testimony to enable this office to take satisfactory action, are returned to the applicant, or to the bureau presenting them, by indorsement, the "rough" copy of which is prepared in this division, and sent to the correspondence division, enlisted branch, to be placed upon the papers. The number of such indorsements, as well as the letters written in cases of removal or denial will be found embraced in the statement of the correspondence division.

CHARACTER OF BUSINESS.—The consideration of all applications for removal of charges of desertion standing against enlisted men of the volunteer or regular forces, whether presented by the soldier himself or his heirs, or arising in connection with requests of heads of other bureaus of the Government, for statements of service of the soldier.

In all cases not expressly covered or excluded by mandatory provisions of law, a full and exhaustive brief of the testimony submitted, and of the record of the soldier, as collated from the several divisions of the Adjutant-General's Office, or other bureaus of the War Department, is prepared for the action of the officer in charge of the division, upon whose decision an appropriate notation is made against the record of the soldier, and the papers turned over to the correspondence division, enlisted branch, to conduct the necessary correspondence, upon the data furnished by this division. For a statement of the amount and character of such correspondence, see statement of that division.

The following statement shows in detail the methods of transacting business in the deserters division of the enlisted branch of the office of the Adjutant-General, U. S. Army :

The items of the principal business matters transacted in this division consist of the consideration of all applications for removal of charges of desertion standing against enlisted men of the volunteer or regular forces, whether presented by the soldier himself or his heirs, or arising in connection with requests of heads of other Bureaus of the Government, for statements of service of the soldier. In all cases not expressly covered or excluded by mandatory provisions of law a full and exhaustive brief of the testimony submitted, and of the record of the soldier, as collated from the several divisions of the Adjutant-General's Office, or other Bureaus of the War Department, is prepared for the action of the officer in charge of the division, upon whose decision an appropriate notation is made against the record of the soldier, and the papers turned over to the correspondence division, enlisted branch, to conduct the necessary correspondence upon data furnished by this division. (For a statement of the amount and character of such correspondence, see statement of that division.)

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employees through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party :

Upon the receipt by this office of an application for removal of a charge of desertion, the clerk in charge of the mail and stationery division immediately sends it to the letters received division, enlisted branch, where a synopsis of the case—showing the date and place when and where written, the name of the person presenting it, the purport of the communication, and the name, company, and regiment of the soldier—is placed upon the first fold, and the same recorded in the letters received books book-marked, indexed, and placed on file to await its turn, unless the case is made "special" by order of the Adjutant-General. When the case is reached in its turn, it is forwarded to the division of volunteer (or regular) rolls and records, for a full and

complete history of the soldier, as it appears on muster-rolls, regimental and company returns, company morning report books, &c. When such history is received, the case will probably be found to be embraced in one of the following classes, to wit:

Class 1.—(a) Cases where it appears from the record, or from the statement of the applicant, that the case is not covered by any law authorizing the removal of the charge of desertion; (b) where the application is not accompanied by certain essential testimony; (c) where it is necessary, in order to complete his record, to obtain a statement from him relative to his whereabouts between certain dates. In all such cases the papers are returned to the person presenting them, by an appropriate indorsement.

Class 2.—Cases where the soldier, after a service of six (6) months or more, prior to May 1, 1865, deserted subsequent to that date: In such cases it is frequently found necessary to establish his entire service up to May 1, 1865, as faithful, which requires in many instances the obtaining of a report from the Surgeon-General, U. S. Army, and the discontinued commands division. His faithful service being established, a notation is made opposite the name of the soldier on the rolls, that the charge of desertion is removed; under sec. 1, act of July 5, 1884, a discharge certificate, as of the date of desertion, is prepared for him in the miscellaneous and copying division, and transmitted by the correspondence division, enlisted branch, to the applicant.

Class 3.—Cases where the soldier deserted from his command prior to May 1, 1865, and never returned: In such cases an effort is made to substantiate by the records the statement of the applicant, or his witnesses, as to the circumstances connected with his leaving his command, which necessitates a full report from such records as are suggested by the statements. A full and complete brief of the record of the soldier, and the testimony submitted in his behalf, is made for the action of the officer in charge of the work, whose decision, whether favorable or adverse, is noted opposite the name of the soldier on the rolls; a discharge certificate, if necessary, is prepared, and the applicant is duly notified as in class 2.

Class 4.—Cases where the soldier deserted from hospital prior to May 1, 1865, and never returned: In such cases a full report is obtained from the Surgeon-General, U. S. Army, showing dates of admission to hospital, and desertion therefrom, and the disability for which treated while in hospital. A full brief of the record and testimony presented is then made and submitted to the officer in charge of the work for his decision as to whether or not the soldier was physically unable to complete his term of enlistment. (Sec. 1, act of July 5, 1884.) Upon the decision as made similar action is taken as in classes 2 and 3.

Class 5.—Cases where the soldier deserted and subsequently rejoined his command: In such cases reference is made (a) to the enrollment division for any record of arrest or return to military control prior to his joining his command; (b) to the discontinued commands division for any record of trial, or formal restoration to duty. If no record is found, (c) to the Judge-Advocate-General, U. S. Army, for any record of trial in his possession. If a clear record of arrest is found, but no record of trial or restoration to duty is elicited, the application is denied by indorsement, on the ground that, as the soldier did not return voluntarily, and as his arrest as a deserter establishes the truth of the charge, the case is not covered by existing law. If, however, no record of arrest, trial, or restoration to duty is found, a full brief of the record and testimony is prepared for and acted upon by the officer in charge of the work, and the decision is noted upon the rolls and communicated to the applicant.

Class 6.—Cases where the soldier deserted, returned (voluntarily or otherwise) to his command, was tried for, and convicted of, desertion by a general court-martial, or was restored to duty without trial, but upon certain conditions, by competent authority: In such cases, where the record of the trial or restoration is clear and positive, the charge or accusation of desertion is removed, and a record made that such trial or restoration (being a legal adjudication of the case) prevented the record of the fact that the soldier was absent in desertion from — to —, from being expunged. The applicant is then advised to that effect.

Class 7.—Cases where the soldier deserted and subsequently enlisted in another organization: In such cases a careful investigation is made to ascertain (a) whether the soldier was absent from the service for more than three (3) months; (b) that he did not desert in the presence of the enemy, or while in arrest or under charges; (c) that his second enlistment was not for the purpose of securing bounty, or other gratuity that he would not have been entitled to had he remained under his original term of enlistment. If it is found that these conditions have been complied with, the charge of desertion is removed and a discharge certificate furnished him under the provisions of the act of Congress approved May 17, 1896. If, however, it is found that his second enlistment was in violation of either of the foregoing conditions, the application is denied by indorsement.

Class 8.—Cases where an investigation of other records shows that the charge of desertion against the soldier on company and regimental records was erroneously

made: In such cases the record of the soldier is amended to show the correct record, and the charge of desertion is removed.

In addition to the classes enumerated, numerous cases are presented, in each of which are embraced two or more of such classes, and also cases which are embraced in neither class.

The character of the cases receiving consideration in this division is so dissimilar that it is rare that any two demand exactly the same amount of investigation. It is safe to assert, however, that in nearly all cases reference is made to the records in the following divisions of this office, to wit, rolls and records, enrollment, discontinued commands, and prisoners of war, and in many cases the Surgeon-General and Judge-Advocate-General, U. S. Army, and the Second Auditor, Treasury Department, are called upon to furnish such information as their respective offices may afford.

VOLUNTEER SERVICE BRANCH.

VOLUNTEER SERVICE DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the volunteer service division of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	8,332	0	8,332	30	277	6½	288	144
1885	301	10,916	0	10,916	39	279	6½	288	91
1886	305	12,178	0	12,178	43	283	6½	286	201
1887 (to March 1)	47½	2,017	0	2,017	41	46	6½	47½	12

* This is the record of a clerk who left the office, sick, April 22, 1885, and subsequently died.

† This does not include the extra hours from January 31 to March 1, 1887.

Average amount of business performed, transacted, and disposed of in the volunteer service division of the office of the Adjutant General, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	2,645	23	2,665	25	2,229	24	2,329	24
February	2,464	22	2,062	21	2,134	21	2,870	22
March	2,354	24	2,550	23	2,443	22
April	2,138	24	2,594	23	2,376	24
May	2,175	23	2,664	22	2,279	23
June	2,040	21	2,884	22	2,043	22
July	2,431	22	2,330	22	2,004	22
August	2,148	21	2,350	18	1,869	21
September	1,607	21	2,195	20	1,715	19
October	2,038	28	2,502	21	2,064	21
November	1,531	18	1,909	19	1,849	19
December	2,146	24	2,303	23	2,361	22
Total averages	25,717	22	30,017	21	25,366	21	5,190	21

* No account was kept, as the character of the work rendered it impracticable.

The following statement shows the amount and character of business on hand, received, and disposed of in the volunteer service division of the office of the Adjutant-General at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Pension cases	371	16,425	16,319	477	19,220	19,091	605	15,517	15,307	816	2,990	3,134	672
Second Auditor	128	3,189	2,767	550	3,673	3,679	544	4,844	4,019	1,369	682	835	1,216
Third Auditor	42	466	441	67	682	725	24	510	476	58	73	75	56
Questions involving musters	62	10,978	3,621	7,419	8,522	4,023	11,918	6,353	3,339	14,932	1,342	569	15,705
(Cases involving musters under acts approved June 3, 1884, and February 3, 1887, and not included in totals).....		9,127	1,708	7,419	7,630	3,172	11,877	4,570	2,042	14,405	1,252	364	15,293
Discharge	14	326	319	21	525	533	13	372	365	20	113	110	23
Miscellaneous*	128	2,335	2,250	213	1,680	1,843	50	1,804	1,752	102	385	438	49
Land Office.....					139	123	16	96	108	4	25	29	
Totals	745	33,719	25,717	8,747	34,441	30,017	13,171	29,496	25,366	17,301	15,610	15,190	17,721

*Including dismissal and organization questions.

The foregoing exhibit does not embrace or specify the labor incident to briefing, indexing, and recording the decisions, rulings, and action in the cases above enumerated.

The following statement shows in detail the methods of transacting business in the volunteer service division of the office of the Adjutant-General of the Army:

The items of the principal business matters transacted in this division consist of such as pertain to the authorization and organization of volunteer troops, and regimental officers thereof, except those of colored troops. This involves reports to the Secretary of War, for Congress, the Court of Claims, as evidence in suits at law, and for various other purposes; the furnishing of information to Departments and Bureaus of the Government, for use in the adjustment of claims for pay, bounty, pension; for indemnity for value of private horses lost in or impressed into the military service; for homesteads on the public lands; to the Grand Army of the Republic, Loyal Legion, and in answer to the numerous calls from State governments and other sources. In addition to the foregoing, all claims for amendment of record under the provisions of the act approved June 3, 1884, and the act amendatory thereof, approved February 3, 1887.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each till the same is finally disposed of, and notice duly given to the proper party:

A case, claim, application, or call pertaining to this division is briefed, recorded in book of letters received, and fully indexed. Search is then instituted for previous papers, precedents, decisions, or rulings bearing on the subject, then transmitted, with such data or papers as may be obtained, or with the result of the search, to the clerk in charge of the division, who distributes the papers to the clerk in charge of the subdivision to whom work of this character has been assigned, with such notation or instructions, if any, as may be deemed necessary or called for.

The clerk in charge of the subdivision, if in possession of sufficient data, indicates and has prepared the decision or action deemed proper to be taken, or turns the case over to one of his subordinates to be worked up, that is, to obtain the necessary or additional data from the rolls, returns, company and regimental records, or from returns and records of brigades, divisions, corps, armies, and departments, from other Departments and Bureaus of the Government, from State governments, or by call upon claimant or his or her attorney.

When all or sufficient data have been obtained the case, with the evidence or papers submitted therewith, is examined by the clerk having the same in charge, in connection with the facts or information of record and the rules, regulations, precedents, decisions, laws, or customs bearing upon the subject, and action is taken thereon by

letter, indorsement, special order, notation on the proper rolls or records, by brief of the case, for authoritative decision, prior to final action, or by report to the Secretary or War.

Each clerk in charge of a subdivision supervises and indicates, either directly or under instructions of the clerk in charge of the division, the action to be taken in cases pertaining to his subdivision; but all matters requiring authoritative decision prior to final action are submitted by the clerk in charge of the division in person or by brief to the officer in charge of the branch for instructions.

The work from each subdivision is daily examined and revised by the clerk in charge of the division prior to submitting the same, for approval and official signature, to the officer in charge of the branch.

WM. J. ARMSTRONG,
Clerk in charge.

ENROLLMENT DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the enrollment division of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	1,880	0	1,880	7	268½	6½	279	249
1885	301	2,093	0	2,093	8	261½	6½	272	248
1886	305	2,208	0	2,208	8½	264½	6½	283	233
1887 (to March 1)	47½	406½	0	406½	9	45½	* 6½	47½	35½

* Extra hours not included. The hours of labor between January 31 and March 1, 1887, were from 9 to 4 and from 6½ to 9½ p. m., or nine and one-half hours.

The following statement shows the average amount of business performed, transacted, and disposed of in the enrollment division of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employes doing the most and the least therein during the time specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	577	7	601	7	1,109	8	1,158	9
February	636	6	611	7	1,082	7	1,736
March	626	7	737	8	1,271	8
April	651	7	826	8	1,292	7
May	627	7	757	7	1,228	8
June	529	7	836	8	1,265	8
July	509	5	922	7	1,522	7
August	485	5	651	5	1,089	4
September	437	6	812	6	1,176	6
October	571	7	1,025	7	1,270	8
November	497	7	812	7	1,063	8
December	540	7	1,020	8	1,345	9
Total averages	6,685	6½	9,630	7½	14,772	7½	2,694	8½

* No record has ever been kept in this division of the maximum or minimum amount of business transacted and disposed of by individual employes for the reason that it was considered impracticable on account of the varied character of the work.

A large amount of labor is also performed daily in the care and preservation of the records by the clerks and messengers of this division; repairs to mutilated and worn-out books, rolls, and papers; verifying, assorting, folding, and consolidating records; indexing and cataloguing books, and compiling casualty lists and entering upon the permanent records of the office.

The following are submitted as the principal items of the work referred to:

Year.	Indexing folios.	Indexing names.	Casualty slips made and entered.	Copying documents.	Assorting, &c., packages.	Repairing records.	Verifying, &c., notations.
1884	7,520	13,480	727	578	63
1885	5,457	13,792	840	1,853	18	612
1886	788	88,361	13,804	1,067	365	391	970
1887 (January and February)	17,902	154	59	136	12

The following statement shows the amount and character of business on hand, received, and disposed of in the enrollment division of the Adjutant-General's Office, at the times named:

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Jan. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Current work performed	10	6,706	6,685	31	10,260	9,630	661	16,161	14,772	2,050	3,208	2,894	*2,364

* This number includes the uncurrent work received from the volunteer rolls and register division, Adjutant-General's Office, for the permanent records.

CHARACTER OF BUSINESS.—(1) Furnish information to the Secretary of War, Attorney-General, Court of Claims, committees of Congress with statistical reports and copies of documents, under the seal of the War Department. (2) To the Second and Fourth Auditor's, Commissioner of Pensions, Paymaster-General's, and Adjutant-General's offices, on all questions concerning the original enlistment, medical examination, muster into and out of the service, of volunteers, substitutes, and drafted men, and of the assignments, and final disposition of such as are not borne upon the permanent records of the Adjutant-General's Office. (3) To the Second Auditor, the enrollment status of colored persons, whether "free or slave on or before April 19, 1861"; claims for the return of \$300 commutation money to certain drafted persons, under acts of Congress; moneys deposited and forfeited by desertion, and stoppages against deserters. (4) Furnish full record of facts on desertions and arrests, for use in applications for removal of charge under recent acts of Congress. (5) To the Second and Fourth Auditors, the enrollment or draft status of principals on furnishing substitutes for Army, Navy, and Marines, in settling United States bounty claims. (6) To State and municipal authorities copies of authenticated documents, with reports in settling war expenses; to towns and townships in determining questions of quotas and credits under each call for troops, for local bounty purposes. (7) Furnish full information concerning the legal acts and the general business transactions of the Provost Marshal-General, United States, and his assistants in each State, and the several boards of enrollment and their employes, under the enrollment act; claims for attorneys' fees and expenses of suits, &c. (8) Furnish full information on claims of all kinds chargeable against the funds, "collecting, drilling, and organizing volunteers," and "expenses of the volunteer recruiting service"; recruiting details and general business of officers and parties on the recruiting service, under the several superintendents. (9) Furnish full record of the receipt, assignment, and final disposition of each volunteer, substitute, and drafted man passing through the several State draft rendezvous, with reports of individual casualties, rejection, death, or desertion while at rendezvous, or *en route* to regiment. (10) Furnish full information concerning the organization of the Invalid or Veteran Reserve Corps.

The following statement shows in detail the methods of transacting business in the enrollment division of the Adjutant-General's Office:

The items of the principal business matters transacted in this division consist of such as pertain to the enrolling and calling into service the national forces of the

Government under the enrollment act of March 3, 1863, and its amendments, and prior thereto, comprising the following records, viz: The original records of the Provost-Marshal-General and all its branches (except disbursing branch), and the following separate and distinct offices: 32 chief mustering and disbursing, and superintendents volunteer recruiting service; 24 acting assistants to Provost-Marshal-General, by States; 185 provost-marshals, Congressional districts; 26 draft rendezvous of States; and medical bureau of the Provost-Marshal-General. From these records information is furnished on all questions concerning the original enlistment, medical examination, muster into and out of service; assignment and final disposition of volunteers, substitutes, and drafted men; United States and local bounty; recruiting details; claims of all kinds against the funds, "collecting, drilling, and organizing volunteers," and "expenses of the volunteer recruiting service"; deserters' moneys deposited and forfeited; stoppages, and all facts concerning desertions and arrests; casualties to volunteers, substitutes, and drafted men at State draft rendezvous, or when *en route*; all questions on the enrollment and draft, and causes of exemption therefrom; claims for the return of \$300 commutation money; quotas and credits to States, Congressional districts, and localities, in settling war expenses and individual credits for local bounty purposes, under the several calls for troops by the President; attorneys' fees and expenses of suits; enrollment or draft status of principals furnishing substitutes in settling United States bounty claims; slave status of colored persons enrolled, whether "free or slave on or before April 19, 1861"; organization of the Veteran Reserve Corps; medical bureau of the Provost-Marshal-General, United States, and upon all questions concerning the legal acts and general business transacted by the several boards of enrollment and their employes.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter, and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

Correspondence.—Letters received are scrutinized by the clerk in charge, as to whether the subject-matter is for the action of the division; they are stamped with date of receipt, and handed to clerk in charge of correspondence, who briefs, book-marks, and enters upon the letters-received record; they are then returned to clerk in charge, and taken up for action in the order received by making out a slip brief indicating the required action necessary on the case, and handed to the searcher who is most familiar with that class of work for investigation and report; the searcher's report is then submitted to the clerk in charge for examination and review, who frames a letter rough from the searcher's data, and submits it to Maj. Thomas Ward, Assistant Adjutant-General, in charge of the volunteer service division, of which the enrollment division is a part, for review and remark; on being received back the rough is handed to the corresponding clerk for a fair copy to be made and compared; the fair copy of letter is again returned to the officer in charge for signature of himself, or the Adjutant-General, as the case may be, who returns it signed to the clerk in charge; it is finally handed to the corresponding clerk for entry and charge in letters-sent record, the necessary notations being made; the letter is then forwarded to the proper party entitled to receive it.

Authenticated documents.—Should the case call for copies of documentary evidence of record, for use under the rule and order of a court, the Attorney-General, or the Court of Claims, a slip brief of the case is made by the clerk in charge of the points at issue, and handed to the searcher for compilation and report; the result of the searcher's labor is then handed to the copyists, with instructions to prepare as much of the documents as is necessary for authentication; the copies are then verified and submitted to the clerk in charge for examination and for preparation of the official certificate for the signatures of the Adjutant-General and Secretary of War, under the seal of the Department. These papers, with report, are also submitted to the officer in charge for review and remark; and are finally disposed of, as in cases of correspondence.

Claims.—A critical examination of the records is first made in all kinds of claims for record of previous presentation or payment, and to guard against double payment. Claims received from any of the accounting officers of the Government, the claimant, or his attorney, are viewed as letters received, and acted upon in the same manner as in cases of correspondence; if received from any of the branches, or subdivisions of this office, they are counted, and the numbers entered in the daily record of work, and filed by date of receipt by the clerk in charge; they are taken up in order, examined, and a slip brief made of the requirements, &c., to indicate the necessary action, and passed to searcher for investigation and report; the searcher's report is submitted to the clerk in charge, who reviews and signs it; the cases with reports are then passed to the mail and entry clerk for entry and distribution, and

are by him entered, inclosed in messenger envelopes, and handed to messenger for distribution to the sources of the office from which received.

Miscellaneous and pension and Second Auditor's cases.—The consecutive order of action upon this class of cases, upon receipt in this division, is practically similar to the action had in cases of claims of all kinds as above noted.

JAMES R. GIBSON,
Chief Enrollment Division.

BOUNTY AND CLAIMS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employés in the bounty and claims division of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	921	0	921	3	270	6½	278	257
1885	301	903	0	903	3	265	6½	275	252
1886	305	1,220	0	1,220	4	246	6½	279	226
1887 (to March 1)	47½	142½	0	142½	3	38	{ 6½ 6 5½ }	47½	25

The working force of this division from January 31 to and after March 1, 1887, were also required to work from 6.30 to 9.30 p. m. each evening, making 9½ hours a day.

The following statement shows the average amount of business performed, transacted, and disposed of in the bounty and claims division of the office of the Adjutant-General, with the average number of employés therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*	Average amount.	Average employés.	Max.*	Min.*
January	369	3	278	3	341	4	349	4
February	399	3	340	3	437	4	530	3
March	277	3	425	3	501	4
April	218	3	467	3	473	4
May	211	3	514	3	423	4
June	235	3	440	3	422	4
July	173	3	356	3	649	4
August	168	3	384	3	668	4
September	193	3	300	3	607	4
October	193	3	418	3	364	4
November	188	3	277	3	209	4
December	255	3	493	3	348	4
Total averages	2,879	4,602	5,432

* No record kept.

No account has been kept of the amount of work done by each individual employé for the reason that the character of the business transacted does not admit of any specified division of labor. The cases are taken up in order of receipt, examined and

disposed of, a portion of the work in each case acted on being attended to by each employé in turn until it is completed.

Only the clerical working force of this division is given in above statement. An additional messenger was employed during the years 1884, 1885, 1886, and 1887 (to March 1).

The following statement shows the amount and character of business on hand, received, and disposed of in the bounty and claims division of the office of the Adjutant-General at the times named:

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Work on hand, received, and disposed of	*2,316	2,710	2,879	2,147	4,760	4,692	2,217	5,616	5,452	2,379	638	879	2,138

* Of the number reported as pending January 1, 1884, 2,106 were unadjusted claims of recruiting officers for expenses incurred while recruiting for their companies and regiments.

CHARACTER OF BUSINESS.—(1) Examine and report on State war claims; to accounting officers of the Treasury Department. (2) Examine and report on recruiting and all other classes of claims of volunteer officers and others arising under the appropriation for collecting, drilling, and organizing volunteers. (3) Examine and report on all claims of provost-marshals and expenses incurred under the Provost-Marshal-General's Bureau in connection with the enrollment and the draft and substitute funds. (4) Furnish statements to Second Auditor and Second Comptroller, relative to payments of United States advance pay and bounty to men enlisted in volunteer Army during late war, to prevent double payments in such cases. (5) Make statements as to special and local bounty in deserters cases, to assist in the adjustment of applications for removal of charge of desertion.

The following statement shows in detail the methods of transacting business in the bounty and claims division of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of reports on State war claims, claims of volunteer officers for recruiting expenses, draft and provost-marshal's claims; reports as to advance United States bounty payments to Second Auditor and Second Comptroller, to prevent double payments in such cases (many thousands of dollars being saved to the Government annually by these reports to the accounting officers of the Treasury Department); special and local bounty; advance pay, and action on all matters pertaining to claims arising under the appropriation for collecting, drilling, and organizing volunteers, and the draft and substitute fund.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

Method of disposing of State war and volunteer officers' recruiting claims, and all other classes of claims, and inquiries relating thereto.

All letters and papers pertaining to this class of business, when received in this division, are: (1) Received by the clerk in charge (Mr. A. M. Muzzy), counted and stamped with date of receipt. (2) They are then briefed, numbered, and entered in the record book of letters received and indexed by the entry clerk (Mr. W. S. Macgill), who returns them, when entered, to the clerk in charge. (3) The indexes of the letter books are then searched for previous papers in the case by the searchers (Mr. Muzzy or Mr. Macgill), and, if any are found, the case is filed therewith and taken up for action. (4) Necessary data for action are obtained by written inquiries to other divisions of the office by the clerk in charge, when the same are not already on file in this division. (5) The case is then examined by the clerk in charge, and a brief made for submission to the Adjutant-General or the Secretary of War, as the case may require. (6) Action taken thereon is then communicated by letter (prepared by the clerk in charge) to the party making inquiry, or by report to the Secretary of War (in Congressional cases) for transmittal to the member or committee of Congress requesting information. (7)

Letters, when signed by the Adjutant-General or his assistants, are noted on letters-received book, charged off, copied in letters-sent book (by the entry clerk, Mr. Macgill), and returned by mail to the party making inquiry; and in cases of replies to Congress or reports to Secretary of War, papers when returned to this office are again noted as "received back" on the letters-received book by the entry clerk, and placed on file for future reference.

Method of disposing of inquiries from Second Auditor and Second Comptroller of the Treasury in advance bounty and pay cases are: (1) Received by the clerk in charge (Mr. A. M. Muzzy), counted, stamped with date of receipt. (2) Entered in letters-received book, giving name of soldier, company, and regiment, numbered and indexed (without briefing the case.) (3) Records are then searched for information as to payment of advance bounty and pay, and, if found, the case is answered at once, giving amount paid and name of officer making payment; but if no record is found (4) inquiry is then made to volunteer rolls division (Mr. Douglas or Mr. Pratt, clerks in charge, as the case may be), for such information as the muster-in-roll or company muster-rolls of the soldier's company may afford as to payment of bounty. (5) Same inquiry is, when received back, sent to enrollment division (Mr. Gibson, clerk in charge), for any information that State rendezvous records may afford. (6) Report in case prepared for Auditor, from the data thus obtained, and sent to Major Thomas Ward, Assistant Adjutant-General, in charge of volunteer service branch (of which this division is part), for signature. (7) When signed, report is noted on letters-received book, case charged off, and returned to Auditor by messenger.

Similar action on bounty inquiry cases from Second Comptroller, with exception that reports are entered in full in the indorsement book and returned by mail.

This is the routine of the current business coming before this division for action. There is, however, considerable work in miscellaneous inquiries from other divisions of the office that are not made a matter of record, and cannot be properly classified.

A. M. MUZZY,
Chief of Division.

BOUNTY AND CLAIMS DIVISION, A. G. O., March 30, 1887.

COLORED TROOPS DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employés in the colored troops division of the office of the Adjutant General, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employés.	Average number of days work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884.....	307	5, 676	5, 676	22	258	6½	284	228
1885.....	301	6, 210	6, 210	23	270	6½	275	234
1886.....	305	6, 480	6, 480	24	270	6½	278	243
1887 (to March 1).....	47½	1, 058	1, 058	23	46	6½	48	36

* Not including the extra hours employed from January 31, 1887, to February 28, 1887, inclusive.

The following statement shows the average amount of business performed, transacted, and disposed of in the colored troops division of the office of the Adjutant General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January.....	1,552	19	810	24	1,016	21	1,449	19
February.....	1,175	19	929	24	1,090	21	1,758	19
March.....	844	19	979	24	1,913	21
April.....	910	21	1,132	24	1,195	21
May.....	1,175	21	1,007	23	881	21
June.....	837	21	956	23	899	21
July.....	816	24	766	23	1,139	19
August.....	846	24	738	23	1,050	20
September.....	1,080	24	880	23	775	20
October.....	1,453	24	1,332	23	863	19
November.....	772	24	903	22	919	20
December.....	1,041	702	22	1,191	19
Total averages	12,501	11,134	12,931	3,207

* Impracticable to state. An account has been kept of the business performed and disposed of by each employe as far as it could be stated in tabular form, but much of the work is of such a nature that it cannot be so stated, and is so diversified in its character that it is impracticable to make the comparisons called for.

The following statement shows the amount and character of business on hand, received, and disposed of in the colored troops division of the office of the Adjutant-General at the times named:

Character of business.	1884.			1885.			1886.			1887.		
	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.
Land Office.....	0	48	47	1	38	39	0	26	26	0	7	5
Miscellaneous.....	18	3,422	2,972	468	2,959	2,800	627	3,880	3,835	672	777	779
Paymaster General..	0	445	445	0	449	449	0	982	981	1	377	235
Pension.....	821	5,529	5,880	470	6,251	4,868	1,853	6,111	4,812	3,152	969	1,677
Second Auditor.....	53	3,300	3,068	285	3,011	2,911	385	3,098	3,189	294	566	499
Subsistence.....	2	81	78	5	43	44	4	69	73	0	10	10
Third Auditor.....	0	14	11	3	20	23	0	15	15	0	2	0
Totals.....	894	12,839	12,501	1,232	12,771	11,134	2,869	14,181	12,931	4,119	2,708	3,207

Not included in the above, and which cannot be embraced in the tabular statement, are the following:

	1884.	1885.	1886.	*1887.	Total.
Letters written, recorded, and indexed.....	1,393	1,236	1,499	233	4,261
Indorsements written, recorded, and indexed.....	3,444	4,415	4,804	850	13,513
Notations on rolls.....	1,253	982	725	109	3,069

*January and February.

The following statement shows in detail the methods of transacting business in the colored troops division of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of the preparation of military histories of the ex-officers and soldiers of United States colored troops for the accounting officers of the Treasury and the Commissioner of Pensions, the Commissioner of the General Land Office, the Paymaster-General of the Army, and others; action on claims of ex-officers and their heirs for amendment of musters into service, under acts of Congress approved June 3, 1884, and February 3, 1887; action on claims of ex-soldiers and their heirs for removal of charges of desertion, under the acts of July 5, 1884, and May 17, 1886; the furnishing of certificates in lieu of lost discharges, under the act of March 3, 1873; answering inquiries and furnishing information from the records of the late Bureau of Refugees, Freedmen, and Abandoned Lands; general correspondence and reports relative to the individual records of officers and soldiers, and the service in general of the late volunteer colored troops; the briefing, recording, and indexing of letters received; recording letters sent and indorsements; searching, filing, &c. Much labor is necessarily expended in the search of records, preparation of briefs, consideration and analysis of evidence, &c., and cannot be stated in tabulated form.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

All papers received in the division are stamped, recorded, and distributed according to their nature; miscellaneous letters and papers being first briefed and indexed.

Calls for military histories are given to the clerk in charge of regimental and company rolls and returns, and by him distributed among his subordinates, whose duty it is to search for and make up the record. They are then, if necessary, sent to the clerk in the same division in charge of the regimental and company record books, such as hospital registers, prescription-books, morning reports, descriptive-books, company returns, &c. If the office record of the officer or soldier is complete and perfect the case then goes to a reviewing clerk, who passes the case or calls for additional information, if required. If the record is found to be imperfect a brief is made and submitted to Major Ward, the officer in charge, for administrative action, after which the amended record is included in the report.

Claims under the acts of Congress relating to officers' musters and the record of soldiers charged with desertion, having first been briefed and recorded, are sent to the clerk in charge of the files of letters received, by whom a search is made for previous papers in each case. They are then sent to the clerk in charge of the regimental and company rolls and record books, by whom the necessary data is given as to the official record of the officer or soldier concerned. A brief is then made showing the record in each case, the amendment claimed, and the nature and purports of the evidence submitted. This is submitted by the chief of the division to the officer in charge, Major Ward, Assistant Adjutant-General, with a recommendation, and receives his decision, which is then communicated to the claimant. If the claim is allowed the necessary special order is drawn, or notation made amendatory of the record, and information thereof conveyed to the Bureau officers of other Departments before whom claims affected by the amendment may be pending.

Applications for certificates in lieu of lost discharges are sent, after record, to the rolls for such items of the military history of the soldier as may be necessary, and, if the evidence of identity and of the loss of the original discharge is satisfactory, a certificate of honorable discharge in proper form is prepared for the signature of the officer in charge.

General inquiries relative to the records of officers and soldiers are answered according to their nature, after the necessary preliminary search of the records.

ENLISTED VOLUNTEER PENSION BRANCH.

ROOM OF THE CHIEF CLERK.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the room of the chief clerk, enlisted volunteer pension branch of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named.

The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business:

Years.	Number of days Department open.	Days worked in person.*	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.†	Maximum days present.	Minimum days present.
1884.....	307	0	843	3	281	307	264		
1885.....	301	0	786	3	262	301	248		
1886.....	305	0	1,360	5	372	305	251		
1887 (to March 1).....	47½	0	190	4	47½	47½	47½		

*All days worked were worked in person.

† In addition to the regular office hours the clerks of this room worked three hours daily extra (Saturdays excepted), viz, from 6.30 p. m. to 9.30 p. m., from November 29 to December 17, 1886, and from January 3 to January 29, 1887, in response to the call of the Adjutant-General for volunteers. On the last named date the regular hours were extended in like manner by order of the Secretary of War, and so continued until March 1, 1887.

The following statement shows the average amount of business performed, transacted, and disposed of in the room of the chief clerk, enlisted volunteer pension branch, of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January.....	378	3	283	3	289	5	364
February.....	279	3	279	3	317	5	371
March.....	284	3	279	3	404	5
April.....	279	3	270	3	409	5
May.....	272	3	312	3	368	5
June.....	308	3	328	3	385	5
July.....	239	3	329	3	295	5
August.....	177	3	272	3	224	5
September.....	181	3	318	3	193	5
October.....	232	3	391	3	253	5
November.....	175	3	478	3	243	5
December.....	245	3	433	3	303	5
Total averages.....	3,049	3,972	3,683	735

* No account of work done by each employe in this room was kept, because the nature of work made it impracticable.

A considerable portion of the time of the clerks in this room was taken up in answering the verbal inquiries relative to the business of the branch, over which is exercised a general superintendence.

The following statement shows the amount and character of business on hand, received, and disposed of in the room of the chief clerk, enlisted volunteer pension branch, of the office of the Adjutant-General, at the times named:

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Work on hand, received, and disposed of.....	63	9,107	9,147	23	11,949	11,916	56	18,399	18,415	40	2,948	2,940	48

CHARACTER OF BUSINESS.—Requests for military histories to be used in pension cases; letters to Senators and Representatives, attorneys, claimants, and others in reply to inquiries relative to pension cases; consideration of questions raised in pension cases relative to correction or completion of record and to removal of charges of desertion, involving correspondence with attorneys, applicants themselves, the several accounting officers of the Treasury, the Surgeon-General, and other sources from which information as to soldiers' service may be obtained; and the making of briefs of the record and testimony for decision of the questions involved in such cases.

The following statement shows in detail the methods of transacting business in the room of the chief clerk, enlisted volunteer pension branch, of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of the furnishing of reports from the official records to the various Bureaus in which are pending claims against the Government arising out of military service in the war of the rebellion, or where such service comes collaterally in question.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party.

For a statement of the method of transacting the business of this branch, reference is made to the reports of the various chiefs of divisions composing it.

The duties discharged in this room are those which naturally pertain to the exercise of a general superintendence over a branch of this character.

Respectfully submitted.

JOHN C. HESSE,

Chief Clerk, Enlisted Volunteer Pension Branch, Adjutant-General's Office.

VOLUNTEER ROLL ROOMS, FIRST DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the volunteer roll rooms, first division, of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employé present the greatest and least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business:

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.*	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	31,617	119	266	6½	307	198
1885	301	301	29,930	113	265	6½	300	166
1886	305	305	30,672	110	279	6½	304	112
1887 (to March 1)	47½	47½	5,870	126½	40	8	47½	10

* No proxy.

The following statement shows the average amount of business performed, transacted, and disposed of in the volunteer roll rooms, first division, of the office of the Adjutant-General, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employé doing the most and the least therei. during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.	Average amount.	Average employes.	Max.	Min.
January	22,714	126	180	7	26,453	111	238	18	21,063	107	197	48	26,035	126	215	52
February	21,091	126	167	28	20,258	111	183	56	20,892	109	192	24	26,527	127	209	96
March	22,436	126	178	41	20,090	113	178	36	21,482	108	227	116
April	20,222	126	161	43	22,706	116	195	23	24,872	108	230	9
May	20,473	126	162	19	22,416	117	192	38	23,063	108	214	34
June	19,010	126	151	24	23,251	115	202	64	26,134	109	210	37
July	17,976	115	156	12	20,847	117	178	7	27,063	111	244	47
August	15,350	112	137	5	18,467	114	162	13	22,771	111	205	24
September	13,635	113	121	19	18,955	111	171	13	20,745	111	187	14
October	18,175	111	164	6	19,701	111	178	19	23,347	111	211	8
November	15,555	111	140	12	18,758	108	174	35	19,917	114	175	7
December	20,162	111	182	7	14,586	107	136	40	28,602	116	247	98
Total averages	18,900	119	158	19	20,541	113	182	30	23,581	110	214	31	4,380	126½	212	44

The following statement shows the amount and character of business on hand, received, and disposed of in the volunteer roll rooms, first division, of the office of the Adjutant-General at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.
1. Auditors	58	13,952	13,453	557	17,651	17,730
2. Pensions	5,181	100,900	99,536	6,547	97,034	91,078
3. Land Office	34	1,956	1,975	15	2,042	1,974
4. Commissary-General of Subsistence	22	1,403	1,407	18	1,002	977
5. Quartermaster-General of the Army	187	187	718	117
6. Letters of all classes	493	80,667	80,221	939	104,400	104,885
7. Discharge certificates furnished and office musters-in made	7,426	6,630
8. Correction of records, bounty and claims and Second Comptroller's	15,450	17,826
9. Rolls and returns copied	393	3,188
10. Rolls and returns repaired	6,749	3,083
Total	5,788	199,065	226,799	8,076	222,247	240,488

Character of business.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
1. Auditors	478	23,403	20,474	3,407	3,240	2,956	3,691
2. Pensions	12,503	116,664	109,898	19,269	20,882	25,492	14,659
3. Land Office	83	1,469	1,386	166	179	184	161
4. Commissary-General of Subsistence	43	1,332	1,324	51	205	216	40
5. Quartermaster-General of the Army	1	93	91	3	12	11	4
6. Letters of all classes	454	121,353	120,676	1,131	19,374	19,078	1,427
7. Discharge certificates furnished and office musters-in made	7,408	1,081
8. Correction of records, bounty and claims, and Second Comptroller's	18,118	2,603
9. Rolls and returns copied	1,207	154
10. Rolls and returns repaired	2,384	787
Total	13,562	264,314	282,966	24,027	43,892	52,562	19,982

The following statement shows in detail the methods of transacting business in the volunteer roll rooms, first division, of the office of the Adjutant-General:

The items of the principal business matters transacted in this division consist of military histories of the service of members of the volunteer armies who served during the various Indian wars, war with Mexico, and the war of the rebellion furnished the various Departments of the Government, viz, the Commissioner of Pensions, General Land Office, Second and Third Auditors of the Treasury, Quartermaster-General and Commissary-General of the Army, volunteer and enlisted branches of this office, bounty and claims division, Second Comptroller of the Treasury, and special inquiries (by letter) from all parts of the Union, Great Britain, and the continent of Europe as regards relatives or friends who served in the volunteer forces during the various wars stated; office musters-in of commissioned officers to show correct record of service.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

The different papers, letters, &c., when received are distributed by States and immediately sent to the clerk in charge of rooms, who sorts and distributes them among the various clerks for such action as the case may require, each case being taken up and disposed of according to its date. Thus, the Commissioner of Pensions requires a full military history of every soldier claiming a pension, involving, in addition to his record on the muster rolls, all data, such as treatment in regimental hospital as shown by hospital register, and the nature and extent of furloughs, nature and location of wounds, whether received in action, accidental, or in line of duty, and if on detached service his whereabouts to be accounted for if possible, date and cause of discharge or death. Second Auditor requires record evidence of enrollment or enlistment and muster into service, period of service, promotions, and reductions, time absent without leave, dates of desertions and return, cost of arrest, &c., also copies of all courts-martial and orders in the case of soldiers, with statements of clothing accounts during term of service, date and cause of discharge, and statements of all indebtedness to the Government for camp and garrison equipment, ordnance stores, and ordnance lost or destroyed. Calls are received from the Third Auditor of the Treasury for service of officers and enlisted men claiming pay for loss of private horses. In this class of cases record of muster into service and discharge is required, also evidence of appraisal and value of private horse, and the whereabouts and nature of duty of the soldier covering the period when horse is alleged to have been lost or abandoned. As these claims are supported by affidavits of witnesses, the same record is required for each witness. Records of soldiers called for by the General Land Office must show date of entry into service, length of service, date and cause of discharge, and if absent without authority, the length of time absent. Statements of service for the Quartermaster-General's Office are claims of soldiers for extra-duty pay. The military record of the soldier is given, showing his entry into the service, his discharge therefrom, and the length of time employed on extra or daily duty. Calls from the Commissary-General of Subsistence are claims of soldiers for commutation of rations while on furlough or prisoners of war. In such cases statement of service is required showing evidence of muster into service of soldier, length of time while on furlough, date of capture and return, and whether charge of desertion or absence without leave appears against him. Letters of inquiry from the volunteer and enlisted branches and special inquiries relating to individual officers and soldiers in nearly every instance require laborious reports, and in most cases involve long and tedious search for the data required. Office musters-in of officers or amendment of their records under various acts of Congress are based upon the reports made from the rolls and records of this division. Statements of service for the Second Comptroller of the Treasury require the same elaborate report as for the Second Auditor of the Treasury heretofore mentioned. Bounty claims are also settled on reports from this division. The work finished for the Commissioner of Pensions, Second and Third Auditors, General Land Office, Commissary-General of Subsistence, Quartermaster-General, and Second Comptroller of the Treasury is sent daily to the chief of correspondence division. Reports and military histories prepared for other divisions of this office are also sent to the respective divisions from this division daily.

Respectfully submitted.

HENRY DOUGLAS.

FIRST DIVISION, VOLUNTEER ROLLS AND RECORDS,
April 25, 1887.

VOLUNTEER ROLLS AND RECORDS, SECOND DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the volunteer rolls and records, second division, of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Minimum days present.	Maximum days present.
1884	207	22,332	0	22,332	87.8 +	254.34+	6.5	298.5	*27.
1885	301	19,011	0	19,011	72.83+	261.02+	6.5	297.4	207.4
1886	305	17,776	0	17,776	87.75+	262.37+	6.51+	296.	204.5
1887 (to March 1)	47.5	2,602	0	2,602	62. +	141.96+	8.96+	47.5	33.

* Died September 27, 1884.

† Excepting night work; average number of days worked, 46.4+.

The following statement shows the average amount of business performed, transacted, and disposed of in the volunteer rolls and records, second division, of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Months.	1884.				1885.			
	Average amount.*	Average employes.	Max.†	Min.†	Average amount.*	Average employes.	Max.†	Min.†
January	113.12	92.04	153.54+	66.96+	215	63
February	102.40+	88.29+	141.38+	60.22+	186	68
March	100.34+	84.12	185.20+	64.00	269	77
April	90.46+	83.04	183.06	65.88+	342	89
May	104.43	79.54	164.41	68.92+	386	167
June	103.45	76.04	180.75+	68.27	380	163
July	157.81+	68.08	160.94	67.42+	313	175
August	180.19	57.69+	160.46+	56.80	308	116
September	83.00+	62.77	154.11	55.00	269	110
October	93.52+	58.96+	155.63	58.67+	251	111
November	101.05+	57.87	163.76+	58.92	345	124
December	123.79	64.88+	167.83+	57.42+	208	131
Total averages	112.79+	72.77+	164.25+	63.12+

Months.	1886.				1887 (to March 1).			
	Average amount.*	Average employes.	Max.†	Min.†	Average amount.*	Average employes.	Max.†	Min.†
January	179.49+	67.5	296	111	317.30+	56.4	391	183
February	177.53	65.5	298	127	302.33+	53.14+	434	182
March	224.57	63.5	401	154
April	225.60	64.66+	302	120
May	209.32+	63.33+	420	174
June	250.78	61.5	343	208
July	245.59	53.5	301	155
August	234.23+	47.04+	435	129
September	189.85	47.8	268	126
October	199.87	53.26+	297	132
November	198.53+	53.75+	306	108
December	304.81+	58.6	350	164
Total averages	220.01	58.32+	51.63+	9.12+

* Monthly average number of cases per clerk.

† The reason why no individual record was kept prior to January 1, 1885, is unknown.

‡ Individual records of clerks employed on pension cases only are shown in maximum and minimum columns, otherwise, owing to the great difference in the labor required in the different classes of cases, a wrong impression would be conveyed, as the best clerk may in one class average but two cases, while in another he may average twenty.

The following statement shows the amount and character of business on hand, received, and disposed of in the volunteer rolls and records, second division, of the office of the Adjutant-General, U. S. Army, at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.
Calls for reports from company and regimental records, from—						
Branches of the Adjutant-General's Office	383	9,469	9,070	782	13,978	14,377
Quartermaster-General's Office	5	166	168	3	104	104
Commissary-General of Subsistence office	3	521	511	13	351	359
Second Auditor's Office	171	8,706	8,473	404	12,151	10,527
Third Auditor's Office	83	1,821	1,619	285	4,215	4,495
Pension Office	2,901	62,854	56,779	9,066	79,405	81,715
General Land Office	5	83	69	19	113	130
Special inquiries from all sources		20,632	20,632		12,841	12,841
Totals	3,641	104,252	97,321	10,572	123,248	124,548

Character of business.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Calls for reports from company and regimental records, from—							
Branches of the Adjutant-General's Office	383	9,385	9,166	602	4,061	4,061	602
Quartermaster-General's Office	3	55	56	2	12	12	2
Commissary-General of Subsistence office	5	467	458	14	121	123	12
Second Auditor's Office	2,028	15,195	15,152	2,071	2,584	2,884	1,771
Third Auditor's Office	5	1,658	1,607	56	141	197	
Pension Office	6,846	88,737	88,744	6,839	16,866	20,777	2,028
General Land Office	2	44	45	1	26	23	4
Special inquiries from all sources		38,449	38,449		5,885	5,885	
Totals	9,272	153,990	153,677	9,585	29,696	33,962	5,319

The following statement shows in detail the methods of transacting business in the volunteer rolls and records, second division, of the office of the Adjutant-General, U. S. Army :

The items of the principal business matters transacted in this division consist of furnishing reports from rolls, company, and regimental records of volunteers from the States of Colorado, Indiana, Illinois, Iowa, Kansas, Michigan, Nebraska, Nevada, New Jersey, New York, Wisconsin; Territories of Arizona, Dakota, New Mexico, Washington; and the Mississippi Marine Brigade, Pioneer Brigade, U. S. Pontoniers, U. S. Regulars, U. S. Volunteers, U. S. Sharpshooters, and U. S. Veteran Volunteer Engineers, in the following classes of calls: From Commissioner of Pensions, in claims for pensions; Second Auditor, in claims for bounty, back pay, and clothing; Third Auditor, in claims for horses lost; Commissioner of General Land Office, in claims for land warrants; Commissary-General of Subsistence, in claims for commutation of rations while prisoner of war and while on furlough; Quartermaster-General, in claims for property alleged to have been taken, used, or destroyed by the Army; National Military Home for Volunteers, in claims for admissions thereto. Also, military histories for governors of States; reports in cases for register division, A. G. O.; reports on which to base settlement of claims of officers for remuster, under act of Con-

* Prior to January, 1887, the records of this division consisted of the company and regimental books and papers of the discontinued commands of all the States and Territories of the Veteran Reserve Corps, U. S. Volunteers, U. S. Veteran Volunteers, Mexican War, &c.; the rolls and returns and the death and disability records constituted two other separate divisions; since that time the records of the three divisions have by consolidation been brought together by States. The records of this division now consist of all the records pertaining to the States mentioned above that were formerly in the three divisions, and the work that was performed by three clerks is now performed by one.

gress approved June 3, 1884; reports in cases undergoing investigation for removal of charge of desertion and for change of record and repairing mutilated records.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party:

All calls received for reports from the records are turned over to one clerk (mail clerk), who notes the number of each class, assorts them and immediately sends those pertaining to each State to the clerk in charge of the records of that State; by him they are from time to time given to the clerks under his charge as required; each case is then taken up, usually in the order of date, by a clerk who makes a complete examination of the records as far as required, and prepares the necessary information found in the form of an official statement, which is generally a complete reply to the call. At 3 o'clock p. m. each day all cases thus reported on are turned over to the clerk in charge of his room by each clerk, with a personal report to the chief of division as to number of cases of each class done; the next morning the clerk in charge of room reviews the cases, places his initials on each, and forwards them direct to chief of division, who finally reviews and initials them and the same day hands them to the mail clerk, who notes the number of each class and immediately sends them to the pension-record division to charge out. This is the mode of procedure, generally, in all cases, excepting in regular claims for pensions, which take the same course until turned over by the searcher to the clerk in charge of his room, who, on the following morning, partially reviews them and turns them over to the re-examiner, who carefully reviews the whole case, ascertaining from the searcher's slip attached that all necessary records have been searched, and proper action taken, and forwards to the chief of division for final review the day after receiving it, excepting when a re-examination of the records by him is considered necessary, which may delay a case possibly one or two days.

It is hardly possible in a report like this to give such a comprehensive statement of the details of examining the records of this division, in all classes of cases, as will convey a proper idea of the time and labor involved, because: First, no two classes of claims require the same line of examination; second, claims of the same class often require entirely different modes of procedure, but, in the endeavor to reasonably comply with the above request for a detailed statement showing the various steps taken by each employé through whose hands a case passes, the general statement given being, it is believed, sufficiently in detail regarding other employés, a more specific statement, giving in detail the action taken by the searcher in an actual pension case, will give some idea of the work performed in the majority of cases. The case selected is an ordinary call for a full report of service, disability, and hospital treatment of —, who, it is claimed, was disabled by being struck on the right hip by a piece of shell, and also on the right shoulder by a piece of timber, at Big Shanty, Ga., in the winter of 1863 and 1864; also diarrhea. The searcher first examines call, notes the disabilities and the dates as alleged, and proceeds to search the company rolls and regimental returns for military history, as follows: Muster-in roll for correct name and date of entry into service; company muster-rolls for outline of history covering period of service; regimental returns for disability, absence, and other information bearing upon the case. The information thus obtained is written upon a blank form with the words printed under the heading: "Respectfully returned to the Commissioner of Pensions," which is the basis for proper examination of other records. In this case, rolls and returns show enlistment August 13, 1862, for three years; present to September 1, 1862; in hospital December —, 1862; January and February, 1863, absent, wounded at Stone River, Tenn.—regiment was in action at that place June 2, 1863; present to April 30, 1864; subsequent rolls to April 30, 1865; absent, wounded in action June 18, 1864—regiment was in action on that date, at Marietta, Ga.; muster-out roll, June 7, 1865; absent in Louisville Barrack No. 1. The searcher then proceeds to examine the company and regimental books and papers, as follows: The company descriptive book and regimental descriptive book for remarks; company morning-report book thoroughly searched day by day for dates when claimant was taken sick or disabled, or present or absent sick, or absence for any cause, and dates of return to duty. The company returns are then reported from; then the hospital records for evidence of disability, wounds, and injuries claimed, and, if not found, the clerk proceeds to examine the sick reports, surgeon's morning reports, medical certificates, hospital notices, lists of absentees, disability files, company order book, regimental letter book and order book, consolidated morning-report book, and, in fact, to exhaust the records. Hardly any two sets of books were kept in the same manner, some of the best information, and perhaps the only evidence of disability, being found in the company clothing book, which is supposed to contain issues of clothing only. The information

thus obtained is in this case as follows: Regimental descriptive book examined, no additional information; consolidated morning reports, the same; regimental order and letter books, the same; regimental hospital records on file, from May 4, 1863, to January 19, 1865 (containing 10,000 names), name not borne; company descriptive book shows him absent December, 1862, cause not stated; company morning reports for December, 1862, do not show him returned to duty; report for January 3, 1863, absent, wounded; January 2, 1863, location not stated; January 20, 1863; from absent sick to present sick; February 1, 1863, to duty; February 23, 1863, sick; February 24, 1863, duty; June 30, 1864, absent; December 9, 1864, received notice that — was granted furlough from hospital; company returns December, 1862, absent; sick at Nashville; August and September, 1864, name appears in list of sick and wounded; October, 1864, to May, 1865, absent, sick; list of absentees shows him wounded June 23, 1864, in hospital; list of killed and wounded shows him wounded right hip, contusion; list of casualties shows him wounded June 18, 1864, location not stated; medical certificate not on file; clothing book shows issues November and December, 1864, and January, 1865, in hospital. That part of the information not given by report from the rolls is entered on the report to be returned to the Commissioner of Pensions. This may be considered an exceptional case, because there is no final record. The case is therefore sent to the enrollment division for evidence of muster-out; if, on its return, it is found that that division has no evidence, it is then referred to correspondence division to obtain evidence of final payment and muster-out from the Second Auditor's Office. A class of cases, arising under act of Congress approved June 3, 1864, for remuster of officers, claims special mention in this report, because it is often necessary to trace the service of nearly every officer of the regiment, and to note the strength of the company from time to time, in the endeavor to find a vacancy in which to muster the claimant. This is especially true in the States of New York and Michigan, where appointments and promotions were made by regiment instead of by company, and it frequently takes two days to report on one claim; our best clerk is not able to average more than two cases per day. It is proper to remark, also, that many of the records are mutilated and worn, and are sometimes written in pale ink or pencil, now barely legible, so that great care must be exercised, and frequently strong magnifying glasses are necessary in prosecuting a search, and for their preservation much labor has been performed which is not shown in this report.

Respectfully submitted.

GEORGE W. PRATT,
Clerk in charge.

DISCONTINUED COMMANDS DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the discontinued commands division of the office of the Adjutant-General, U. S. Army, in person and by proxy, with the number of days devoted to business by the employé present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Average number of employes.	Average number of number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	307	0	307	12½	2784½	6½	296	229
1885	301	301	0	301	16½	2737½	6½	299½	251
1886	305	305	0	305	17½	2707½	6½	293½	187
1887 (to March 1)	47½	47½	0	47½	22	457½	8	47½	23½

NOTE.—From January 31, 1887, to March 1, 1887, the office hours of this division were extended three and a half hours.

The following statement shows the average amount of business performed, transacted, and disposed of in the discontinued commands division of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the

maximum and minimum amount of business disposed of by the employé doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Amount.	Average employés.	Max.*	Min.*	Amount.	Average employés.	Max.*	Min.*	Amount.	Average employés.	Max.*	Min.*	Amount.	Average employés.	Max.*	Min.*
January	4,777	16	3,894	15	2,374	19	2,891	23
February	6,412	15	6,741	16	2,362	19	2,743	23
March	4,385	16	4,211	15	2,207	19
April	2,898	15	4,022	18	2,028	19
May	3,592	14	2,618	17	1,938	18
June	2,876	12	3,996	17	2,172	18
July	2,869	13	3,031	16	1,955	15
August	2,543	11	2,644	13	2,144	14½
September	1,714	11	2,041	16	2,151	14½
October	2,771	8	2,311	15	2,174	18
November	2,533	9	2,609	18	2,089	19
December	2,693	16	1,888	17½	2,946	20
Total	40,043	12½	40,006	16½	26,510	17½	5,634	22

* The number of cases disposed of by individual employés has never been kept in this division. A daily report of work done by the entire division, together with a report of absentees, has been kept and submitted to the chief of the branch each day.

The following statement shows the amount and character of business on hand, received, and disposed of in the discontinued commands division of the office of the Adjutant-General, U. S. Army, at the times named:

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Reports furnished to complete military histories of enlisted men in pension cases	225	20,573	20,393	405	17,031	16,808	628	11,425	11,511	542	2,114	2,605	51
Reports furnished to complete military histories of enlisted men in Second Auditor cases	6	2,282	2,286	2	1,750	1,686	66	1,337	1,240	163	176	320	19
Reports furnished to complete military histories of enlisted men in Third Auditor cases	2	565	561	6	1,203	1,181	28	502	530	59	52	7
Reports furnished to complete military histories of enlisted men in Commissary-General of Subsistence cases	1	608	605	4	323	326	1	300	273	28	51	72	7
Inquiries answered, Quartermaster-General's Office	225	224	1	82	82	1	39	38	2	7	6	3
Reports made to miscellaneous branch, Adjutant-General's Office ..	2	201	201	2	301	302	1	514	512	3	44	41	6
Reports made to volunteer service division, Adjutant-General's Office	121	3,012	3,121	12	3,218	3,017	213	2,932	2,981	164	354	447	71
Reports made to enlisted branch, Adjutant-General's Office	14	1,291	1,291	14	1,501	1,447	68	3,435	3,068	435	1,170	1,002	603
Reports furnished to complete military histories of enlisted men in cases for General Land Office	2	79	80	1	64	64	1	23	24	6	6
Totals	373	28,836	28,762	447	25,473	24,913	1,007	20,507	20,177	1,337	3,981	4,551	767

The following statement shows in detail the methods of transacting business in the discontinued commands division of the office of the Adjutant-General, U. S. Army:

The items of the principal business matters transacted in this division consist of requests for information necessary to complete the military histories called for and required by the Commissioner of Pensions, Second and Third Auditors of the Treasury, the Quartermaster-General and Commissary-General of Subsistence, U. S. Army; requests from the volunteer service branch, miscellaneous and enlisted branches of the Adjutant-General's Office, for information from records to enable the several divisions to make a full and complete report.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

As the name implies, this division has in its custody the books and papers of the numerous military divisions, districts, departments, the several corps, divisions, and brigades, and other commands of the Army, which have been discontinued, covering a period from 1819 to date. The principal work in the division consists in searching the books and other records for information called for and required by the other divisions to enable them to make a proper settlement of the case. These requests (with the papers in the case) are received from the other divisions by the chief of division, examined, properly recorded, and then distributed to the clerks of the division to make the necessary search and report. These reports are examined by the chief of division and an assistant, and, with the case, returned to the division requiring the information.

GEO. W. SALTER,
Chief of Division.

DIVISION OF RECORDS OF PRISONERS OF WAR.

The following statement shows the average number of days, and the time and attention, devoted to the transaction of business by the employes in the division of records of prisoners of war of the office of the Adjutant-General, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	5,292	0	5,292	20	264½	6½	297	216½
1885	301	5,016	0	5,016	19	264	6½	280	227
1886	305	4,463	0	4,463	17	262½	6½	291	203½
1887 (to March 1)	47½	799½	0	799½	17	47¾	8	47½	46

The following statement shows the average amount of business performed, transacted, and disposed of in the division of records of prisoners of war of the office of the Adjutant-General, with the average number of employes therein, during the times specified :

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	995	20	614	20	511	17	392	17
February	1,211	21	486	20	348	17	483	17
March	892	21	485	20	622	17
April	456	20	413	20	442	17
May	718	20	749	20	420	17
June	734	20	841	20	429	17
July	691	20	803	20	297	17
August	417	19	365	19	450	17
September	542	19	616	18	280	17
October	510	20	470	18	379	17
November	329	20	400	17	441	17
December	418	20	422	17	398	17
Total averages	7,913	20	6,664	19	5,017	17	875	17

* From the nature of the work performed in this division, no report of the amount of business transacted and disposed of by the employe doing the most and the least during each year can be given.

The following statement shows the amount and character of business on hand, received, and disposed of in the division of records of prisoners of war of the office of the Adjutant-General at the times named :

Character of business.	1884.			1885.			1886.			1887.			
	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Statement furnished in claims and inquiries—													
To Second Auditor.	29	1,030	1,051	8	1,107	1,101	14	1,210	1,213	11	178	182	7
To Third Auditor..	3	47	50	83	81	2	82	80	4	6	7	3
To Commissary-General of Subsistence	180	2,618	2,778	20	1,951	1,952	19	2,502	2,503	18	365	365	18
To Commissioner of Pensions	164	6,435	6,491	108	6,347	6,402	53	7,502	7,466	149	1,615	1,643	121
To Commissioner of Land Office	2	65	66	1	108	105	4	59	61	2	3	5
Office calls	6,212	17,160	17,376	5,996	12,696	15,044	3,648	11,412	12,055	3,005	1,795	1,756	3,044
Specials	1,101	1,101	397	397	399	399	44	44
Correction of records	5,417	5,417	5,261	5,261	4,663	4,663	852	852
Arrangement of records by copying on slips, comparing, assorting, canceling, and filing the same	125,128	125,128	97,954	97,954	56,904	56,904	10,022	10,022
Totals	6,590	159,001	159,458	6,133	125,904	128,297	3,740	84,793	85,344	3,189	14,880	14,876	3,193

The following statement shows in detail the methods of transacting business in the division of records of prisoners of war, of the Adjutant-General's Office :

The items of the principal business matters transacted in this division consist of furnishing reports from records of Federal and Confederate prisoners of war, in all claims against the Government, and inquiries from all sources which refer to these records, viz: in all claims for pension, commutation of rations, land warrants, bounty, back pay, &c.; lost horses; property, money, and valuables taken; admis-

sions to soldier homes; in all matters relating to the late office of the Commissary-General of Prisoners; in all cases undergoing investigation in the Adjutant-General's Office, and in answering all inquiries relating to Federal and Confederate prisoners of war, and State and political prisoners.

EXPLANATORY NOTE.—The records on file which were kept by the Confederate authorities are not generally in alphabetical order, are written on inferior paper, and are now so much faded and worn as to require the closest examination to determine what information they contain. Records have also been received of Federal prisoners of war, found among Confederate archives, purchased from parties in the South, and from other sources, containing about 400,000 names, with items of information going to make up their history as prisoners of war; this information is contained in books, rolls, and papers, without regard to date. Great discrepancies are found to exist between names as written on the different prison or parole rolls and the correct names as shown by company records. Many illustrations could be given as to errors in names and organizations which would go to show the difficulties encountered in properly determining whether or not the records contain any information in certain cases. For example, in the case of H. K. Brooke, Company G, Fifteenth Ohio Volunteers, the signature on parole roll is plainly written as such, but the clerk, in making out the list, evidently taking the name by sound from dictation, wrote it "H. Ca-brook," and it so appears on the books. A proper arrangement of these records was therefore necessary in order to make the information contained available, and a system was adopted, which is being carried out as fast as the current work will justify, of copying each name and all information contained in each book, roll, or paper on a slip prepared and printed for this purpose; each book, roll, or paper being numbered and indexed, and a reference on each slip being made thereto. (See sample of slip hereto attached.) These slips are then compared, corrected and assorted, first by States, then regiments, and then in alphabetical order, and filed for ready reference. When a call for information is received or current work of the office justifies it, these slips are examined, and each man's record while a prisoner of war is consolidated, and all discrepancies of names and organizations adjusted, and a complete history obtained, as far as the records will furnish, of each soldier, from date of capture to date of final record as a prisoner of war.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party.

All calls for information from these records, which are generally accompanied by a report showing the military history of claimant as far as shown by company records, are immediately turned over to the file clerk, who searches the files for claimant's slips, and, if any are found, they are withdrawn and temporarily attached to the call, placing a memorandum on file in lieu thereof, showing date and cause of withdrawal. It is then passed to an examiner, whose duty it is to examine all *un-copied* records which his experience has taught him to believe would be likely to furnish additional information, and then to collate all the information possible and make a new slip, showing history in chronological order, and all discrepancies in names (as illustrated above), companies, and regiments. If discrepancies are of such character as to cause a doubt that two or more records are confounded, the slips are then numbered and sent to the rolls division to determine the identity of the men mentioned, the claim meanwhile being numbered to correspond with slip and retained to await decision. Upon return of the slip from the rolls division, with report thereon relative to discrepancies, it is submitted to assistant adjutant-general in charge of branch for determination and acceptance of the records as referring to claimant; upon receipt of which the necessary corrections are made on the records, and the case goes to the corresponding clerk, whose duty it is to answer the call for information and note on slip the date and disposition of case. It is then sent to clerk in charge, who examines the same, and, if found correct, refers it to such division of the office as may be necessary to obtain further record of claimant, or, if complete, it is sent for signature and transmittal to Bureau or party making the call. The slip is then returned to the file clerk, who removes the memoranda and replaces the slip on file, where it remains, furnishing not only a full and complete history of claimant while a prisoner of war, but also showing what action and reports have been made thereon.

Respectfully submitted.

JNO. BINGHAM,
Clerk in charge.

APRIL 7, 1887.

4403 WAR—13

DEATH AND DISABILITY DIVISION.

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the death and disability division of the office of the Adjutant-General, U. S. Army, in person, and by proxy, with the number of days devoted to business by the employe present the greatest and least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and one-half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	6,478	0	6,478	19½	335	6½	293	245
1885	301	5,355	0	5,355	18	297	6½	277	220
1886	305	4,309	0	4,309	14½	300	6½	278	180
1887 (to March 1)	47½	519	0	519	11	47	7½	46½	32½

The consolidation of the records of the death and disability division with the first and second divisions of the volunteer rolls and records division was consummated March 7, 1887.

The following statement shows the average amount of business performed, transacted, and disposed of in the death and disability division of the office of the Adjutant-General, U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified:

Months.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January	4,913	21	3,828	20½	3,146	16	2,736
February	5,145	23	3,052	19½	2,353	15	2,069	11
March	5,041	22	3,471	19½	3,409	17½
April	5,355	22½	3,909	20	3,275	17
May	4,446	20½	3,822	19½	3,394	16
June	4,502	21	4,226	20	3,625	16½
July	4,063	18	3,362	16	3,240	14
August	3,274	17½	2,266	14½	2,966	10
September	2,369	14	3,420	15½	2,878	13
October	3,296	16	3,286	17½	3,060	13
November	2,713	17	2,652	16	2,763	9
December	3,383	20½	2,937	15½	4,066	12
Total averages	48,500	19½	41,231	17½	37,975	14½	4,805	11
Casualty sheets copied from battle records.	12,705	20,626	9,888	2,916

* No record kept, nature of work making it impracticable.

The following statement shows the amount and character of business on hand, received, and disposed of in the death and disability division of the office of the Adjutant-General, U. S. Army, at the times named:

[CHARACTER OF BUSINESS.—Examining records to be used by the Commissioner of Pensions, Second Auditor of the Treasury, Third Auditor of the Treasury, Commissioner of the General Land Office, Commissary-General of Subsistence, and Quartermaster-General, U. S. Army, in claims against the Government arising out of military service in the late war, 1861-'65.]

	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
1. Commissioner of Pensions cases	136	20, 836	20, 800	173	21, 738	21, 480	430	21, 492	21, 696	226	3, 413	3, 326	313
2. Second Auditor cases	42	3, 788	3, 830	0	3, 841	3, 840	0	4, 392	4, 888	5	419	424	0
3. Third Auditor cases	0	16	16	0	15	15	0	0	0	0	0	0	0
4. Commissioner of the General Land Office cases	0	349	349	0	318	318	0	281	281	0	34	34	0
5. Commissary-General of Subsistence cases	0	299	298	0	256	256	0	421	421	0	47	47	0
6. Quartermaster-General, U. S. Army, cases	0	4	4	0	2	2	0	0	0	0	0	0	0
7. Special inquiries of friends and relatives	0	13, 577	13, 577	0	5, 910	5, 910	0	5, 157	5, 157	0	459	499	0
8. Indorsements upon records	0	9, 632	9, 632	0	9, 151	9, 151	0	6, 232	6, 232	0	433	433	0
Totals	178	48, 500	48, 506	172	41, 231	40, 972	430	37, 975	38, 175	231	4, 805	4, 728	313
Casualty sheets copied from battle records	0	12, 705	12, 705	0	20, 626	20, 626	0	9, 888	9, 888	0	2, 916	2, 916	0

The following statement shows in detail the methods of transacting business in the death and disability division of the office of the Adjutant-General, U. S. Army:

The items of the principal business matters transacted in this division consist of examining records for information to be used by the Commissioner of Pensions, Second and Third Auditors of the Treasury, Commissioner of the General Land Office, Commissary-General of Subsistence, and Quartermaster-General, U. S. Army, in claims against the Government arising out of military service in the late war, 1861-'65.

This division contains all of the original records of disabilities, discharges, deaths, and casualty lists arising out of military service during the war 1861-'65.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of, and notice duly given to the proper party:

Applications from Commissioner of Pensions for statement of service, date of enrollment, muster-in, nature of disability, discharge, and death. A statement prepared in roll-room is referred to this division for corroboration, and, if verified, the case is so reported, finished, and charged out. If report cannot be corroborated by records of this division, such statement is made on a memorandum slip, and case sent to the discontinued commands division (company and regimental books). If either division cannot furnish the information desired, the case is then finished and charged out, with remark, "Records of this office furnish no evidence of alleged disability."

Should death and disability records differ as to the name, date, or organization, a slip stating the facts is sent to roll-room for correction, and, upon return, the records of this division are made to conform therewith. Cases coming under various acts of Congress, such as removing charge of desertion, when differences in date or organization cannot be reconciled, are sent to chief clerk of branch for reference to other Departments. Copies of certificates of disability are furnished Commissioner of Pensions upon application therefor, with corrections of any discrepancies discovered in his duplicates. Upon application a full military history of soldier is furnished the Second Auditor of the Treasury. All corrections are made in same manner as in pension cases. Should statement of clothing account be necessary, case is sent to discontinued commands division. The records certified to by company commanders and surgeons often differ regarding organization, date, locality, cause of discharge, or death, and it being difficult to determine the correct data, case is referred to other Bureaus for information. Upon return, chief clerk of branch collates the evidence

and refers case to proper officer for his decision, when record is amended and case charged out.

Cases from General Land Office and Quartermaster-General, U. S. Army, for full nature of disability, are acted upon in same manner as those from Second Auditor of the Treasury. Copies of records, furlongs, extensions, and medical certificates are furnished Commissary-General of Subsistence upon application therefor. Battle records consist of lists of the wounded, missing, and killed of the officers and enlisted men of the various military organizations employed during the late war. These very valuable records, by reason of the adverse circumstances under which they were compiled (often on the field of battle), are in a very bad condition, which has been greatly aggravated by necessary and constant handling, and are now becoming defaced, illegible, and worn out. Clerks have been employed in copying them upon blanks provided for that purpose, and filing such transcripts by States and organizations. The importance of this work cannot be overestimated, as each State and organization will be provided with complete and comprehensive lists, and the originals be preserved from further mutilation, and at the same time, by giving legible records, greatly expedite the work of this division. Much time and labor are devoted to furnishing information which cannot be tabulated from these records to the officer who is compiling the Official History of the War of the Rebellion. All corrections are made by indorsement over signature of bureau officer. Clerks are employed in correcting records of cases returned by the register division; in writing circular letters and referring cases for data, by indorsement, to other Departments; determining and making up final records in all simple cases; referring cases where there are conflicting reports, or the final record is based on affidavit; ascertaining the correctness of alleged organizations, and examining and placing upon file records upon their return from the register division. All papers received for record are corrected by indorsement and filed, and frequently a number of indorsements are required to be made in a single case. When the alleged disability has been established and the papers returned to this division, the correction is made upon them, adding as authority the book-mark and an indorsement containing such facts, made for signature of the bureau officer, who returns the same for file to this division. The object of the above is to simplify and make the records of this division correspond with and corroborate the statements on the rolls, which is done by indorsement.

The consolidation of the records of the death and disability division with the first and second divisions of the volunteer rolls and records division was begun December 19, 1886, and consummated March 7, 1887.

Respectfully submitted.

HENRY E. SCOTT,
Clerk in charge.

MAY 2, 1887.

PENSION RECORD DIVISION.

The following statement shows the average number of days and the time and attention devoted to the transaction of business by the employes in the pension record division of the office of the Adjutant-General U. S. Army, in person and by proxy, with the number of days devoted to business by the employé, present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving 6½ hours for business.

Years.	Number of days Department open.	Days worked in person.*	Days worked in proxy.	Total days worked.	Number of employes.	Average number of days work.	Hours employed daily.	Maximum days present.	Maximum days present.
1884†	307	0	0	990	5	198	6½	231	195
1885	301	0	0	1,405	5	281	6½	301	271
1886	305	0	0	1,395	5	1297	6½	305	266
1887 (to March 1)	47½	0	0	237½	5	147½	6½	47½	44

* All in person.

† This division was organized April 1, 1884.

‡ In addition to regular office hours, the clerks of this division worked 3 hours daily (Saturdays excepted) extra from November 29 to December 31, 1886, and from January 3, 1887, to January 29, 1887, in response to the call of the Adjutant-General for volunteers. On the last-named date the regular hours were extended in like manner by order of the Secretary of War and continued until March 1, 1887.

The following statement shows the average amount of business performed, transacted, and disposed of in the pension record division of the office of the Adjutant-General U. S. Army, with the average number of employes therein, and the maximum and minimum amount of business disposed of by the employe doing the most and the least therein during the times specified :

Month.	1884.				1885.				1886.				1887 (to March 1).			
	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*	Average amount.	Average employes.	Max.*	Min.*
January					12,936	5			14,865	5			22,290	5		
February					13,098	5			14,029	5			24,182	5		
March					14,262	5			16,432	5				5		
April	5,517	5			16,785	5			18,206	5						
May	10,819	5			15,990	5			16,226	5						
June	13,349	5			16,503	5			16,737	5						
July	13,543	5			16,111	5			17,335	5						
August	12,283	5			14,867	5			14,174	5						
September	12,152	5			13,912	5			15,963	5						
October	13,347	5			16,165	5			15,670	5						
November	7,934	5			14,200	5			15,485	5						
December	10,057	5			14,634	5			20,163	5						
Total averages...	99,001				179,463				195,285				46,472			

* No record has been kept in this division from which this information can be furnished.
 † This division was organized April 1, 1884.

The following statement shows the amount and character of business on hand, received, and disposed of in the pension record division of the office of the Adjutant-General U. S. Army at the times named :

Character of business.	Pending Jan. 1, 1884.	Received during 1884.	Disposed of in 1884.	Pending Jan. 1, 1885.	Received during 1885.	Disposed of in 1885.	Pending Jan. 1, 1886.	Received during 1886.	Disposed of in 1886.	Pending Jan. 1, 1887.	Received up to Mar. 1, 1887.	Disposed of up to Mar. 1, 1887.	Pending Mar. 1, 1887.
Calls received from Pension Office....	0	40,730	23,610	17,120	57,813	51,474	23,459	69,328	57,353	35,434	7,534	20,271	22,697
Statements sent to Surgeon-General for medical history	0		18,530			35,466			35,556			7,148	
Statements received from Surgeon-General with medical history		16,131			34,710			33,048			11,519		
Total		56,861	42,140		92,523	86,940		102,376	92,009		19,053	27,419	

The following statement shows in detail the methods of transacting business in the pension record division of the office of the Adjutant-General U. S. Army :

The items of the principal business matters transacted in this division consist of a record of all calls made by the Commissioner of Pensions for military history of enlisted men, claimants for pension, except those of the Regular Army, and U. S. Colored Troops.

Following is a detailed statement of the methods of transacting business, beginning with the receipt of the business matter and showing in consecutive order the various steps taken by each of such business matters through this division and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, till the same is finally disposed of and notice duly given to the proper party :

The calls when received are examined, and those belonging to this division are stamped with date of receipt in the office ; they are then entered in alphabetical order, giving name, company and regiment, and number of claim, and are charged on books to the division from which record is required. A full military history requires the

examination of every roll of the company from date of soldier's entry into service to date of discharge, or death, also all company morning reports, regimental returns, and hospital registers, and in case of wounds, casualties in battles in which the regiment participated, and records of prisoners of war if at any time captured (this examination is not a part of this division). When every record has been exhausted the case is again returned to this division, where it is examined, and if it is found that the soldier was in general hospital at any time during service, the same is referred to the Surgeon-General for medical history; it is again returned by the Surgeon-General, with his report, when it is again examined, and if any discrepancy exists it is investigated and reconciled, when the report is dated, signed, and charged to the Commissioner of Pensions—a complete military and medical history so far as the records afford from the data furnished.

The practice of reference by this office of calls from the Pension Office to the Surgeon-General for a complete medical history was continued from April 1, 1884—the date of the organization of this division—to December 10, 1886, when by an order of the Commissioner of Pensions to the chiefs of the various divisions of that office, calls for medical history of applicants for pension (except from regimental hospital records) are made direct to the Surgeon-General.

In addition to the above, this division is called upon to supply information upon numerous letters relative to status of calls from Pension Office made by Senators, Representatives, attorneys, and claimants.

F. J. GRAMLICH,
In charge.

WAR DEPARTMENT.

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THE DEPARTMENT OF THE NAVY.

CORRESPONDENCE.

Mr. Cockrell to Mr. Whitney.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate, adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a detailed statement of the methods of transacting business in each divisions of your office and in each division of each Bureau of your Department, including one or more items of the principal business matters transacted in each of such divisions, beginning with the receipt of the business matter in the Department, and then showing in consecutive order the various steps taken by each of such business matters through the various divisions of your office and the various Bureaus and divisions of such Bureaus, and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, until the same is finally disposed of, and notice thereof duly given to the proper party.

I have the honor to be, most respectfully, yours, &c.,

F. M. COCKRELL,
Chairman Senate Select Committee.

HON. WM. C. WHITNEY,
Secretary of the Navy.

Mr. Cockrell to Mr. Whitney.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate, adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report to the Senate the causes of the delay in transacting the public business said to exist in some of the Departments," have instructed me, as the chairman, to request you to furnish the committee, at your earliest convenience, a detailed statement showing the amount and character of business pending in each division of your office and in each division of each Bureau of your Department on the 1st day of January, 1884, and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said calendar year 1884, and on hand, pending, and undisposed of on January 1, 1885, and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said calendar year 1885, and also on hand, pending, and undisposed of on January 1, 1886, and the amount and character of business received and also transacted and disposed of in each division

of your office and in each division of each Bureau of your Department during said year 1886, and also on hand, pending, and undisposed of on January 1, 1887, and received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said year 1887, up to March 1, 1887, and on hand, pending, and undisposed of in each division of your office and in each division of each Bureau of your Department on said March 1, 1887, and also a detailed statement showing the average amount and character of business performed, transacted, and disposed of by the employes in each division of your office and in each division of each Bureau of your Department and the average number of employes in each of such divisions during each month in said years 1884, 1885, 1886, and 1887, up to March 1, 1887, and also the maximum and the minimum amount of business transacted and disposed of by the employe doing the most and the employe doing the least in each of such divisions during each of said months of said years, and if no account has been kept of the business performed and disposed of by each employe in any of such divisions during said years or any part or parts thereof, then the reasons why such account has not been kept, and also a statement showing the average number of days and the time and attention devoted to the consideration and transaction of business by the employes in each of the said several divisions, whether in person or by proxy, during each of said calendar years 1884, 1885, 1886, and 1887, up to March 1, 1887, or during such parts of such years, or either of them, as such employes or any of them may have received pay from the United States, and also the maximum and minimum number of days during each of said years and up to March 1, 1887, so devoted to business by the employe in each of such divisions present for the greatest number of days and also for the least number of days. If the data called for by calendar years cannot be given as readily by calendar years as by fiscal years, then substitute for the calendar years named the fiscal years 1884, 1885, 1886, and 1887, up to March 1, 1887, and thus save as much unnecessary labor as possible.

I have the honor to be, most truly, yours,

Hon. WM. C. WHITNEY,
Secretary of the Navy.

F. M. COCKRELL,
Chairman Senate Select Committee.

Mr. Cockrell to Mr. Whitney.

UNITED STATES SENATE,
Washington, D. C., March 23, 1887.

DEAR SIR: The Select Committee of the Senate, appointed in pursuance of a resolution of the Senate, adopted on March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., have instructed me to request you to furnish to the committee, at your earliest convenience, a statement of the present legal organization of your Department, showing the number and grade of officers and employes in your office and in each Bureau of your Department, designating the rank, grade, and classes and the number of each, and the aggregate in your Department. And also showing the present legal organization of the Navy of the United States, the number and rank of officers, and designations of employes, and the number of sailors and subordinates, and the number of vessels in commission, and of officers and subordinates and sailors on duty on such vessels, and the rank and number of officers, &c., on shore duty and waiting orders, and the number of navy-yards, and the officers and employes, if known, on duty therein, so as to give correctly and concisely a bird's-eye view of your Department and the naval service of the United States.

Yours, truly,

Hon. WM. C. WHITNEY,
Secretary of the Navy.

F. M. COCKRELL,
Chairman, &c.

Mr. Whitney to Mr. Cockrell.

NAVY DEPARTMENT,
Washington, June 18, 1887.

SIR: Referring to your letter of March last, in which you request that the Senate Select Committee, of which you are chairman, may be furnished with a "detailed state-

ment of the methods of transacting business in each division of your (my) office, and in each division of each Bureau of your (this) Department, including one or more items of the principal business matters transacted in each of such divisions, beginning with the receipt of the business matter in the Department, and then showing in consecutive order the various steps taken by each of such business matters through the various divisions of your (my) office, and the various Bureaus and divisions of such Bureaus, and employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, until the same is finally disposed of, and notice thereof duly given to the proper party," I have the honor to submit the following reply:

The general method of transacting business in the office of the Secretary of the Navy, in which there are no divisions with heads or chiefs recognized by law, is as follows:

(1) Letters indorsed "Official business," are opened by the chief clerk immediately on their receipt.

(2) Those not so indorsed, or marked "Personal," "Private," or "Confidential," are sent by the chief clerk to the Secretary.

(3) Such of the official letters as the chief clerk finds relate to matters in charge of the Judge-Advocate-General of the Navy he refers by stamp to that office, as required by circular of June 28, 1880 (copy inclosed and marked A), where they are made of record and disposed of as explained in his communication herewith.

(4) Those connected with the movements of officers or vessels of the Navy he refers by stamp to the "office of detail," where they are briefed, entered, and indexed and afterwards brought to the attention of the Secretary of the Navy (if necessary) by the officer in charge, and who has such answers or instructions prepared for the signature of the Secretary as may be appropriate or the Secretary may direct.

(5) On other letters opened by the chief clerk he indicates by pencil indorsement the branch of the office which is to have custody of them and the answers that are to be given or the Bureau to which they are to be referred for action or report, unless they require the personal consideration and action of the Secretary, in which latter case they are marked "to be returned," after entry on the records, for that purpose.

(6) Such of the letters sent into the Secretary's room, as indicated in paragraph 2, as are found to be official are returned to the chief clerk, who disposes of them as described in paragraphs 3, 4, and 5.

(7) From the chief clerk's desk the letters not referred to the Judge-Advocate-General, or to the office of detail, are taken by the messenger to the index clerk; the regulations herewith marked B, paragraphs 5 to 11, show the action of the index and briefing clerks on the same. Thence they are sent to the respective branches of the office, where they are to be filed, or where answers are to be prepared.

(8) When letters are prepared in accordance with the Secretary's or the chief clerk's directions, or such as the clerk in charge considers appropriate, they are handed in to the chief clerk.

(9) The chief clerk signs such as are prepared for his signature, "By direction of the Secretary of the Navy," in pursuance of authority given by written order, and they are sent to the mail room, press-copied by the messenger, and put up for the mail.

(10) The chief clerk examines those prepared for the Secretary's signature, puts his initial thereon as indicative of their being correct, and places them before the Secretary. When signed, take same course as indicated in paragraph 9.

(11) Letters returned to the chief clerk for the personal consideration and action of the Secretary (as mentioned in paragraph 5) are afterwards disposed of in accordance with the Secretary's directions, taking the same course hereinbefore mentioned.

The method of business above described is subject to exceptions when required by the urgency of the circumstances of the case.

The following are illustrations of the method:

Illustration 1.—A disbursing officer writes to the Secretary of the Navy asking that money may be remitted to him, under an appropriation mentioned, for public purposes:

(1) Examined by chief clerk and passed upon by him (unless unusual and should be acted on by Secretary) and marked to be honored or not; (2) then sent to the index and briefing clerks and attended to by them; (3) thence to the financial branch, where a requisition on the Secretary of the Treasury is prepared by the requisition clerk for the signature of the Secretary of the Navy, and a transcript of it made on the requisition ledger; (4) the requisition is passed over to the appropriation clerk, who examines it, credits the appropriation on the appropriation ledger, and debits the disbursing officer on the personal-account ledger; (5) the clerk in charge of the financial branch examines it and places his initials thereon, as an indication that it is correct; (6) handed to the chief clerk, who re-examines and

initials it if correct; (7) placed before the Secretary; (8) when signed and returned to the chief clerk, sent to the mail room, press-copied, and taken by messenger to the office of the Second Comptroller, where it takes its course through the various channels in the Treasury Department until a draft is remitted by the Treasurer to the disbursing officer; (9) the request of the disbursing officer is given the same number as the Secretary's requisition, is duly filed, and shows the origin of the latter.

Illustration 2.—The chief of a Bureau of the Navy Department asks by letter that application may be made to the Secretary of the Treasury for the free admission of certain described articles imported for the use of the Navy.

(1) Opened by the chief clerk, who, if proper, indorses "Let the application be made"; (2) taken to the index clerk, entered, &c., as hereinbefore described; (3) and then to the clerk who has charge of that class of business, who prepares the application to the Secretary of the Treasury and hands it in to the chief clerk, who signs it "By direction of the Secretary of the Navy," under general authority granted; (5) press-copied in the mail room and mailed, or sent, if urgent, by the messenger.

Illustration 3.—A member of Congress asks, by letter, if there is a vacancy at the Naval Academy for the appointment of a cadet from the district he represents.

(1) Indorsed by the chief clerk "Reply"; (2) taken to the index clerk, who makes entry, &c.; (3) thence to the clerk in charge of Academy matters, and who keeps the record of cadet appointments, who prepares answer and sends it to the chief clerk for signature; (4) the chief clerk signs it "By direction of the Secretary of the Navy," turns it over to the mail room; (5) press-copied by messenger and put up for the mail.

Illustration 4.—A Bureau of the Department, desiring to advertise for supplies, requests the Secretary to authorize the publication of the advertisement.

(1) The chief clerk indorses on the application the names of the papers selected by the Secretary in which the advertisement is to be inserted, and sends it to the clerk who has charge of that matter; (2) the clerk prepares the letters of authority, making record of the same, and hands them to the chief clerk, who signs them "By direction of the Secretary"; (3) they are then press-copied by the messenger and returned to the Bureau, which properly forwards them, with appropriate blank bills; (4) when the bills for publishing are received at the Secretary's office, with the copies of each issue of the paper in which the advertisement appeared, they are examined, and if correct as to the insertions, and the charges agree with the sworn rates on file, the chief clerk so certifies, and they are returned to the Bureau; (5) the Bureau approves the bills and sends them to the publisher, and, at the same time, asks the Secretary to remit the necessary funds to the paymaster by whom the bill is made payable; (6) the Secretary of the Navy makes requisition on the Secretary of the Treasury, as described in illustration 1; a draft is remitted in due course; the bill paid when presented and receipted; the triplicate voucher forwarded to the Bureau, the duplicate retained by the paymaster, and the original filed by him with the accounting officers.

Illustration 5.—The chairman of a committee of Congress writes to the Secretary of the Navy for information on a matter which concerns the Secretary's office and the several Bureaus of the Department:

(1) If opened by the chief clerk, he indorses it to be "returned," and it is sent to the index and briefing clerks, who will dispose of it as required by the regulations marked B; (2) returned to the chief clerk, and if an answer to the inquiry will involve much time, the chairman's letter is acknowledged by the Secretary and he is informed that his request shall receive attention; (3) the Secretary prepares, or the chief clerk prepares by his direction, a circular letter to the Bureaus, calling on them for a reply to the committee's inquiries, so far as each is concerned; (4) the letter when signed and copied is sent to the Bureaus; (5) when replies are received they are sent to the index and briefing clerks, attended to by them, and returned to the chief clerk; (6) a reply is then prepared by the Secretary, or by the chief clerk or those under him, in conformity with the directions or instructions of the Secretary, which may of itself furnish the information desired by the committee, or the Secretary may transmit therewith the reply, or a copy of it, of each Bureau; (7) the Secretary's letter, after being signed, is press-copied by a messenger and mailed, or sent by hand, to the chairman.

The replies of the chiefs of Bureaus herewith transmitted explain the manner in which the public business is conducted by them.

I have the honor to be, sir, very respectfully,

W. C. WHITNEY,
Secretary of the Navy.

Hon. F. M. COCKRELL,
Chairman Senate Select Committee, U. S. Senate.

NAVY DEPARTMENT,
Washington, June 28, 1880.

The circular issued by the Department under date of July 2, 1878, in relation to the office of acting judge-advocate, is hereby rescinded; and the following rules for the transaction of the business appertaining to the office of Judge-Advocate-General of the Navy, as established by the act of June 8, 1880, will hereafter be observed:

1. All matters submitted to the Secretary of the Navy involving questions of law or regulation will be referred by him, or by the chief clerk of the Department acting under his order, to the Judge-Advocate-General for examination and report.

2. The chiefs of the several Bureaus and other offices connected with the Navy Department, and the clerks of the Secretary's office, will furnish the Judge-Advocate-General, upon his application, by reference of papers or otherwise, with all such facts and information from the books or records bearing upon any case or cases under consideration by him as he may require.

3. The records of all general and summary courts-martial, courts of inquiry, and boards for the examination of officers for retirement and promotion will be filed in the office of the Judge-Advocate-General.

R. W. THOMPSON,
Secretary of the Navy.

(Copied in report of Judge-Advocate-General.)

REGULATIONS REGARDING CORRESPONDENCE AND RECORDS.

With the view of initiating and maintaining a system which will be as nearly uniform as practicable throughout the Department, its Bureaus and offices, the following regulations, which embrace the essential features of the recommendations of the board appointed to examine into the methods prevailing of conducting correspondence and making up permanent records, are adopted, and will be carried in effect not later than February 1:

OPENING COMMUNICATIONS.

(1) All official communications for the Secretary of the Navy will be opened by the chief clerk of the Department, unless the Secretary directs otherwise; those for a Bureau by the chief thereof, or assistant appointed under authority of law, or by the chief clerk of the Bureau as the chief may direct; those for the head of an office by such head or other person in his office whom he may designate.

(2) They will then be stamped, briefed, indorsed, and numbered in the manner hereinafter indicated, and returned for the action of the Secretary, the chief of the Bureau, or head of the office, as the case may be.

FOLDING, STAMPING, AND BRIEFING.

(3) Before stamping and briefing they will be folded, when practicable, to a uniform size, taking as a standard an ordinary size letter sheet folded from bottom to top in three equal parts. Foolscap will be folded in four equal parts, and note paper will be opened full and treated as a half sheet of letter paper.

(4) The first or upper fold will be reserved exclusively for office marks, briefing contents, noting inclosures, and for other necessary memoranda. When communications are so fully written as to leave no blank space for such marks, &c., or where they cannot be folded to the proper size, a half sheet of letter paper will be fastened thereto and so folded. Loose wrappers with indorsements or official marks are not to be placed around or on such communications; but if they have been so placed by those sending them, such wrappers will be fastened firmly thereto.

(5) The receiving stamp will be impressed across the upper part of the first fold; the stamp in all offices to be similar in design, and showing the office, date, and year

of receipt, with a space on the left for other entries. About one and one-half inches space will be reserved on the first or upper fold for this stamp, so as not to obscure it should the communication ultimately be bound.

(6) When there are inclosures, the letter of transmittal will be stamped across the first fold after the brief with an inclosure stamp. Each enclosure will be folded in the same manner as the letter, stamped by the receiver across the top with a stamp prepared for that purpose, and, as a rule, briefed. The folding and briefing should be done by the sender if connected with the Navy or Navy Department.

BRIEFING.

(7) When a proper brief has not been made by the writer, one will be made by the receiver under the receiving stamp, showing the date of the communication, locality of the writer, his name and official title, if any, and the subject-matter of the communication. No communication properly briefed should be again briefed in the same or any other office upon any other fold of the paper; nor should any addition be made to a brief except to correct errors or supply omissions. Reports or letters, as well as copies subsequently received, in connection with the original communication should, as a rule, be briefed.

INDEXING.

(8) After stamping and briefing a communication, it will be indexed and a file number given it; also the alphabetical letter of a briefing record indicated. The index should be alphabetically arranged, and may be tagged, for the more important branches of the service, "Department," "Bureaus," &c.

If advisable the alphabetical arrangement may be extended to the letter following the initial one, as Ab, Ac, Ad, &c.

The index entry will show the name of the writer, or of the Department, Bureau, or office, the person or subject written of, the index number, and the letter of the briefing record.

There should be two or more entries under different heads in the index whenever the subject requires it. Where subsequent communications are received on the same subject from the same party, or other parties, they may be given the same file number as the initiatory communication; or a new number, if preferred, proper reference being made to the initiatory one.

BRIEFING RECORD.

(9) Communications will be successively entered upon the record, which should have printed headings and be appropriately ruled according to their file or index numbers.

(10) Under the column of action all references and other essential memoranda will be made, including the date of any answer and the volume and page of permanent records of such answer.

(11) When a communication reaches the briefing record, bearing a file number out of the regular order, it will be recorded in its turn, making the record number the same as the file number; and in this case, or that of a subsequent similar entry, the page of the record where it will be found should be noted in red ink under the first or original entry bearing this file number.

REFERRING PAPERS.

(12) Reference from the Secretary's office to the Bureaus or others of letters will be made by indorsement and signature, substantially as follows:

"Respectfully referred to ——— [state purpose].

"By direction of the Secretary of the Navy.

"—————"
"Chief Clerk."

unless the Secretary should himself make the same; and from the Bureaus to the Secretary's office or other Bureaus by indorsement and signature, as follows:

"Respectfully referred to ——— [state purpose].

"—————"
"Chief of the Bureau."

The fact of such reference will be noted on the briefing record. These indorsements should not be made on the first or briefing fold.

(13) Letters referred by the Department to a Bureau may be answered by the Bureau directly to the writer in appropriate cases, and the business disposed of. In other cases the necessary data upon which the Department can frame an answer will be indorsed on the letter, referred, and returned (unless request is made to draw up the answer), or upon a separate sheet transmitted therewith, authenticated by the signature of the chief, and in the latter case the fact of such memorandum having been transmitted will be noted on the original.

(14) When the subject-matter comes entirely under the cognizance of the Bureau or office to which a communication has been referred, and returned therefrom with report, and is answered by the Department, the press-copy of such answer (after being fully recorded) will be returned, with the original communication, to the Bureau or office to be permanently filed there, and note thereof properly made on the briefing record.

(15) When the reference mark is made simply by stamping or writing the name or initials of the Bureau or office at the bottom of the upper fold it indicates that the paper is not to be returned to the Department, but is for the action of, and file in, the Bureau.

MISCELLANEOUS PROVISIONS.

(16) When inclosures are transmitted and not described in the *body* of the original, a brief reference will be made to them at the bottom thereof.

(17) Correspondence between the Bureaus, and between them and the Navy Department, should, whenever convenient, expeditious, and proper, be conducted by indorsement upon the papers pertaining to the case under consideration. Lengthy correspondence and reports may be conducted by letter or on an additional sheet marked inclosure, and a note of the fact made beneath the last indorsement on the first fold.

(18) Rolls, requisitions, invoices, and other papers of a similar nature in routine work can be filed in the most convenient manner, as the business of the office may require. They will not be accompanied by a letter of transmittal (as they are complete in themselves when properly dated, signed, and authenticated by the sender), unless they are of such a character that a letter of explanation is necessary and a record of such transmission might be important. They should be stamped and indexed but need not be given a file number nor entered on the briefing record.

(19) Requests, inquiries, directions, or information, of an oft-recurring nature, should be made and given as far as possible upon printed, numbered forms; and the record of such should not embrace the printed matter.

(20) Full copies of all the papers in a case need not be made when partial copies or extracts covering the particular events involved will answer the purpose.

(21) Copies of papers should be written on both sides of the paper used, unless the matter is to be printed or the copies are made with the type-writer. Written originals intended for press-copying, or those made with the type-writer, should be on one side only.

(22) Whenever a paper is withdrawn from the file for office use, a file check showing its number, &c., and by whom withdrawn, should be left in its place.

(23) In answering letters the file number of the letter answered should be placed in the upper left-hand corner of the answer, so that an impression of it will appear on the press-copy; and the press-copy, after being recorded, filed with the letter to which it is an answer. This same number should be entered upon the margin of the book where the answer is recorded. Letters "sent" should be indexed in a similar manner to letters "received."

(24) Indorsements by superior officers, forwarding communications from those under their command, will be made upon the face of the communication or somewhere after the signature of the writer, and not upon the fold reserved for stamping and briefing.

(25) When correspondence originates in an office the letter sent will receive a number the same as if it were a "letter received," in order that it may be entered upon the record and appear as the *initial* number of that particular subject of communication.

THE DEPARTMENT OF THE NAVY.

(26) The design of stamps suggested by the board and the forms of indexes and records are approved, subject to such minor changes as may be considered preferable for use in the Bureau or office. The following are illustrations of stamping and briefing:

Receiving Stamp.

File No.	NAVY DEPARTMENT, SECRETARY'S OFFICE. RECEIVED JAN.	1885.
Record No.		

Stamp showing number of enclosures.

Number.	<i>Enclosures.</i>	NAVY DEPT.
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Stamp for enclosure.

	NAVY DEPARTMENT. No. of the Enclosure.	1885.
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First or upper fold.

Space of one inch and a half for
Receiving Stamp.

NEW YORK,
January 20, 1885.

U. S. S.

Anderson, Johnson S.,
Lieutenant U. S. N.

ALLOTMENT.

Asking permission to increase to
\$..... per month.

Space of one inch and a half for
Receiving Stamp.

January 20, 1885.

NEW YORK NAVY YARD,

.....
Commandant.

PILOTAGE.

Inclosing letter from Commander
of the Saratoga, with bills for pi-
lotage.

.....

Three inclosures.

WILLIAM E. CHANDLER,
Secretary of the Navy.

NAVY DEPARTMENT,
Washington, January 14, 1885.

Mr. Whitney to Mr. Cockrell.

NAVY DEPARTMENT,
Washington, June 18, 1887.

SIR: Referring to the request of the Senate Select Committee, of which you are chairman, made in your communication of the 18th ultimo, I have the honor to submit the following reply:

The request calls substantially for a detailed statement showing—

(1) The amount and character of business pending in each division of each Bureau of this Department on the 1st day of January, 1884.

(2) A similar statement showing the amount and character of business received and also transacted and disposed of in each division of each Bureau of this Department during the year 1884.

(3) A statement showing the average amount and character of business performed, transacted, and disposed of by the employes in each division of each Bureau of this Department, and the average number of employes in each of said divisions, during each month in said year.

(4) A statement showing the maximum and minimum amount of business transacted and disposed of by the employe doing the most and the employe doing the least, in each division of each Bureau of this Department, during each month of said year.

(5) A statement showing the average number of days and the time and attention devoted to the consideration and transaction of business by the employes, whether in person or by proxy, in each division of each Bureau of this Department during said year or such part thereof as such employe or any of them may have received pay from the United States.

(6) A statement of the maximum and the minimum number of days during said year so devoted to business by the employe in each division of each Bureau of this Department, present the greatest number of days and also for the least number of days; and similar statements for each of the years 1885, 1886, and up to March 1, 1887.

The papers from the several Bureaus of the Department herewith transmitted contain their answers to the inquiries of the committee, so far as each is concerned, viz:

(1) Bureau of Yards and Docks; (2) Bureau of Equipment and Recruiting; (3) Bureau of Navigation; (4) Bureau of Ordnance; (5) Bureau of Construction and Repair; (6) Bureau of Steam Engineering; (7) Bureau of Provisions and Clothing; (8) Bureau of Medicine and Surgery; (9) Office of the Judge-Advocate-General.

So far as the office of the Secretary of the Navy is concerned, I have the honor to report—

1. *As to the amount and character of business pending, &c.*

The business of the office for each of the years mentioned was disposed of during the year, and nothing left over to the next, excepting such as required further examination and consideration before a proper decision thereon could be reached, or involved the collection of additional data or information, and could not with a due regard to the interests of the Government be hastily disposed of. All ordinary letters were, as a rule, answered the day of or the day after their receipt. There are some bound volumes of letters not yet indexed, but this is of little consequence, as the "key to letters received" is a general index to them. They are being gradually attended to.

2. *As to the amount and character of business received and disposed of.*

No account of the amount and character of business received, transacted, and disposed of during any year has been kept; the keeping of such an account was not considered essential to the efficiency of the office or to the dispatch of public business. The business is varied and difficult to classify or estimate. A general idea may be formed of its amount and character by the number of letters received and attended to, the number of letters written and recorded, and other matter prepared and sent off. But the number so shown is far from representing the full amount of work done. Some of the letters and other papers written and sent off required careful and extended examination of the records and the collection of data from various sources in their preparation, and were important and lengthy; while others were simply matters of routine, demanding but little time, clerical labor, or thought.

3. *As to the amount and character of business performed by the employes in each division.*

There are no "divisions" with regular heads or chiefs recognized as such by law in the Navy Department, as there are but few clerks. In the office of the Secretary of the Navy the work is distributed among the clerks so as to be disposed of to the best advantage. The following is an exhibit of this distribution, with an approximate statement, so far as can be given, of the work performed in each branch. The number of clerks in each division, about the average for each year, as herein shown:

SECRETARY'S ROOM.

B. W. Hanna, fourth-class clerk, private secretary and stenographer to the Secretary of the Navy, conducts such correspondence and performs such duties as the Secretary may direct.

B. F. Peters, first-class clerk, who, in addition to such duty as may be assigned him by the Secretary, has at present charge of papers and correspondence relating to the

appointment of the civil force in the Navy Department and employment in the navy-yards.

Lindsay Muse, messenger; John McCann, assistant messenger; and Edward Atkinson, watchman. No estimate can be made of the work performed. Extra hours and attendance have been often necessary.

CHIEF CLERK'S OFFICE.

The chief clerk, John W. Hogg, has general supervision of the work of the Secretary's office, conducts a variety of correspondence, prepares statements and information for the Secretary, and signs, by his direction, certain classes of letters.

Charles A. Dunn, laborer, who takes care of the chief clerk's room, acts as messenger, also as a stenographer when required, and as a type-writer, especially for the chief clerk and the miscellaneous or correspondence division. It is impossible to form an estimate of, and it would be tedious to describe, the work performed by the chief clerk and his special assistant. Extra hours and attendance have been often necessary.

FINANCE.

Francis H. Stickney, fourth-class clerk, in charge. He is also a disbursing clerk of the Department, and disburses all the civil appropriations for the Secretary's office and Bureaus, including the Naval Observatory, Hydrographic Office, Nautical Almanac Office, library and war records, and office of naval intelligence. He is assisted by four clerks: Joseph E. Potts, third-class clerk; William L. Barrington, second-class clerk; M. L. Croxall, second-class clerk; and W. R. Handy, second-class clerk; and one messenger boy, Charles R. Barker. This division is charged with all matters and correspondence relating to estimates, appropriations, requisitions, drafts, bills, checks, &c.; allotments and advances to persons in the Navy; requisitions on the Secretary of the Treasury to draw money from Navy appropriations; preparation of orders for advertising, examination of bills therefor, and correspondence on the subject; examination of bills of exchange, and instruction and correspondence in regard thereto; examination and preparation of bills payable from appropriations for "contingent" and "pay miscellaneous," made under authority of the Secretary, and examination of all other bills coming before him for approval; correspondence with the fiscal agents in London, and orders on and remittances to them; the examination of the weekly and monthly returns from the disbursing officers of the Navy on money received, disbursed, and on hand; the requisition, appropriation, and personal account ledgers; care and distribution of stationery, and purchase from the contingent fund for the Department of such articles as are not under contract; the transmission of certain classes of contracts to the Comptroller, and copies to the returns office; reports to Congress of the expenditure of the contingent fund and other appropriations; examination of bills for transmission of freight over the bonded railroads and certifying same to the Auditor. Extra hours and attendance are often required in this division. The statement herewith, marked A, shows some of the work performed in this division.

NAVAL ACADEMY AND APPOINTMENT DESK.

Wythe Denby, third class clerk, in charge. Embraces a portion of the matters relating to the Naval Academy, coming before the Secretary; the notifying of Members of vacancies and permits to candidates to report for examination; appointment of cadets after examination; monthly reports of standing of cadets; reports of semi-annual and annual examinations and notifying the Superintendent and others of the Department's action thereon; acceptances of resignations and notices to cadets of dismissal; notice to the Auditor of said resignations and dismissals; notice to the Board of Visitors of their appointment; orders on the Public Printer for blanks and books and for binding for the Academy; correspondence generally on matters pertaining to the Naval Academy; record of appointments of clerks and yeomen by paymasters, and notices to the Auditor of the fact; applications for appointment in the Pay Corps, Medical Corps, Corps of Civil Engineers, chaplains and warrant officers, and conducts correspondence in relation thereto. The statement herewith, marked B, is an estimate of the work performed in this division.

RECORDS, FILES, AND MAIL DIVISION.

M. S. Thompson, fourth class clerk, in charge, assisted at present by D. R. Neal, John Cassin, and J. H. Kirkwood, first class clerks, and E. S. Cassin, Rufus Prentice, and William Wirt, clerks of the \$1,000 class. One messenger—William Pierre, and one messenger boy—James B. Allen. Additional hours are generally required of the messenger.

In this division all letters received for action and file in the Secretary's office are stamped, briefed, indexed, and journalized, and all letters written in the Secretary's office, in the Judge-Advocate-General's office, and in the office of detail, except such of the latter as change the status of officers of the Navy on the Register, and all contracts made by the Secretary are recorded. It has charge of and distributes general orders, circulars, regulations, and publications of different kinds sent out from the Secretary's office, and when letters received have been acted on properly files them, or prepares them for binding. Miscellaneous copying and type-writing are done in this division, and ordinary correspondence regarding general orders and documents conducted. It has charge of, and distributes, blanks to vessels and stations. The records and files are examined by its employes for information desired by other divisions, and extracts and copies made therefrom when required. It supervises the press-copying and preparation of letters and other matters for the mail. The statement herewith, marked C, is an estimate of the work performed in this division.

MISCELLANEOUS OR CORRESPONDENCE DIVISION.

Jesse E. Dow, fourth class clerk, in charge, examines the records of the volunteer officers of the Navy, and conducts all correspondence relating thereto, such as furnishing the Pension Office, the Fourth Auditor's office, Grand Army posts, Loyal Legions, and others with records and history of volunteer officers who served in the late war, and their last known address. He also has charge of a portion of the correspondence relating to discharges from the Marine Corps, for the examination of applicants for service pensions, and with the Secretary of the Treasury for the free admission of articles intended for the naval service. Nearly all letters presenting inventions or improvements are sent to this division and acknowledged or appropriately referred, and all other matters which do not pertain to the Judge-Advocate-General's office, the office of detail, or other divisions of the Secretary's office, are sent to it. It works in a great measure with the chief clerk. The most of the copying and type-writing for the division is performed by Charles Dunn, in the chief clerk's room. The statement herewith, marked D, is an estimate of work performed in this division.

OFFICE OF DETAIL.

This office is a part of the Secretary's office, but the Chief of the Bureau of Navigation has immediate charge thereof. The following clerks are attached thereto: William P. Moran, W. S. McNairy, J. DeBree Higgins, fourth class clerks; R. T. Cheyney, third class clerk; and C. H. Ridenour, second class clerk, the latter the stenographer to the chief. The duties of the office are:

The keying, briefing, and filing of letters received by the office direct or referred thereto; keeping the manuscript register of the officers of the Navy; preparing the Navy Register for publication annually and semi-annually and partly distributing same; writing for the Secretary's signature, and recording and posting all orders affecting the status on the Register of officers of the Navy; preparing nominations for the promotions of officers of the Navy and Marine Corps for transmission by the President to the Senate; preparing commissions and warrants for signature and recording the same; writing leaves of absence for officers and answering correspondence from officers and others concerning matters of detail; preparing instructions for the movements of vessels of the Navy and keeping a record of such movements; preparing instructions to pay officers for transportation of officers ordered abroad; answering correspondence regarding movements of vessels and the service of officers in the Mexican war, and giving addresses of officers of the Navy; preparing answers as to the service of officers of the Regular Navy for use in pension cases; furnishing copies of orders for use in mileage and longevity pay cases, and redirecting mail matter sent to the Department for the officers and men of the Navy; notifying the accounting officers of the Treasury of the death, resignation, or dismissal of officers of the Navy (not cadets at Academy), and answering various inquiries from that Department concerning the status of officers and the movements of ships; notifying the Bureaus of the change in important commands and the preparation of ships for service; preparing instructions to commandants of navy-yards regarding the commissioning of vessels for service and their disposition after returning from a cruise; preparing instructions to the commandant of the Marine Corps concerning the detail and detachment of officers and men of the Corps serving on board ships of war, and furnishing the Judge-Advocate-General with copies of orders and general information to assist in answering calls from the Attorney-General and the Court of Claims; preparing correspondence with the Department of State with regard to the movements of vessels, and furnishing a variety of general information concerning matters pertaining to the Navy. The statement herewith, marked E, is an estimate of the work performed in this division.

4. *As to the amount of business disposed of by the employé doing the most and the employé doing the least.*

No account has been kept of the work performed by each employé. They in many instances work in common, and no one is limited to the business which may ordinarily reach his desk. Where the work of a particular person could be approximately shown it appears in the accompanying statements of the work of the divisions.

5. *As to the attention and time devoted to business by the employés.*

The statements marked F to I show the average number of employés in the office during each month embraced in the committee's inquiry; the average number of days devoted to the consideration and transaction of business by the employés in the office, and the time absent, while under pay, by leave and from sickness. In the same table will be found the answer to the last inquiry, which calls for the maximum number of days devoted to business by the employé most present, and the minimum by the employé least present, during each of the years 1884, 1885, 1886, and up to March 1, 1887.

I have the honor to be, sir, very respectfully,

W. C. WHITNEY,
Secretary of the Navy.

Hon. F. M. COCKRELL,
Chairman Senate Select Committee, United States Senate.

REPORTS OF BUREAUS, &c.

A.—FINANCE DIVISION.

The principal correspondence in this division is conducted by F. H. Stickney, the clerk in charge, in addition to his duties as disbursing clerk. He examines and supervises the work of Mr. Potts, and Mr. Croxall, as shown in the following statement :

W. R. Handy assists in the correspondence of the division, conducting such as relates to traveling allowances, allotments, advances of pay, and railroad accounts; has charge of the stationery and miscellaneous articles purchased from the contingent fund, and prepares a certain class of requisitions covering settlements by certificates and reports of the accounting officers. W. L. Barrington examines requisitions and checks the bills therewith; journalizes and posts the requisitions after signature, crediting the appropriations and debiting the disbursing officers on the appropriation and paymasters' ledgers, showing correct state of each appropriation and each account, and proving them by monthly trial balance sheets; examines the monthly money returns of all disbursing officers, conducts necessary correspondence in connection therewith, and prepares financial and other statements when required.

In this division is involved the examination of accounts and the issuing of requisitions amounting to from \$25,000,000 to \$30,000,000 annually.

Character and extent of a part of the work in the division of finance, Secretary's office.

Nature of work.	1884.	1885.	1886.	1887 (Jan. and Feb.).
Surplus fund warrants recorded	1	1	1	-----
Appropriation warrants recorded	10	12	9	-----
Bills of exchange registered	95	67	38	6
Debit transfer and pay requisitions	2, 720	4, 961	3, 795	551
Notices to Bureaus of debit and credit transfers from their respective appropriations	90	86	91	15
Paymasters' and Bureau requisitions, also certificates of Auditor and reports of Comptroller, examined	4, 227	5, 943	5, 046	733
Credit, transfer, and refunding requisitions examined and recorded	344	370	338	73
Dissecting sheets made out	48	48	48	8

The greatest part of this work was performed by Jos. E. Potts, third-class clerk, who in addition keeps a set of books by double entry of all the appropriations for the naval service, and makes out a trial balance sheet at the end of each month.

[*Note by Committee:* In this table as presented each month, and the work therein, and the amounts in dollars and cents, were stated, and not being important are not printed.]

Approximate statement of work performed in the finance division, office of the Secretary of the Navy, by M. L. Croxall, second-class clerk.

Nature of work.	1884.	1885.	1886.	1887 (two months).
Number of vouchers entered in day-book, showing to whom paid, for what purpose, and what amount	1, 131	1, 480	1, 520	318
Number of vouchers filled out, indorsed, numbered (in duplicate)	2, 262	2, 960	3, 040	636
Number of original vouchers transmitted to the Treasury, together with account-current and abstract, showing in each case to whom paid, for what purpose, and amount	1, 131	1, 480	1, 520	-----
Salary-rolls made out and recorded on records	396	396	396	66
Requisitions for salaries and contingent expenses	24	27	24	3
Number of vouchers entered on records under subdivision of appropriations	403	950	1, 419	296
Certificate of deposits for sale of charts, &c., entered on records	-----	12	50	14
Advertising bills entered on records, showing name of paper, location, date of authority, for what Bureau or office, nature of advertisement, and amount	-----	332	740	52
Number of transactions embraced in statement to Congress of each appropriation, showing to whom paid, for what purpose, and amount	1, 131	1, 480	1, 520	-----
Total	6, 478	9, 117	10, 229	1, 385

Nature of work performed in finance division by M. L. Croxall.

Keeping account of all contingent appropriations (and subdivision of the same), under legislative bill, expended by the disbursing officer.

Abstracts of the above, with balance sheets, transmitted quarterly to the Treasury. Statement of same, in detail, transmitted yearly to Congress.

Drawing up requisitions for payment of salaries and contingent expenses.

Making out Department salary-rolls (in duplicate), and record kept of same. Assisting disbursing officer in payment of salaries and contingents. Quarterly statements, with accounts-current, transmitted to the Treasury.

Yearly report to Congress, giving the name, number, and grade of employés, the actual time employed, and moneys paid to each.

Issuing letters of authority for advertising, examination of all advertising bills and such correspondence as connected therewith, filling out the blanks (in triplicate) properly and record kept of same.

Examination of and making out bills in triplicate, such as for stationery, telegrams, traveling expenses, notarial fees, &c., payable from the naval appropriations, and copying same in records from press-copy book.

Miscellaneous work.

B.—ACADEMY, APPOINTMENT, AND EMPLOYMENT DIVISION.

Work of the Academy, appointment, and employment division, Secretary's office, Wythe Denby, third-class clerk.

Description.	1884.	1885.	1886.	1887 (to March 1).	Total.
Notices of vacancies at Naval Academy	199	179	165	121	664
Permits to report for examination	198	193	195	47	633
Applications for appointment as cadets jacketed and indorsed	62	103	134	68	367
Appointment of cadets and copy of same registered	93	85	85	1	264
Notices to Fourth Auditor, under General Order 353, August 10, 1886			45	35	80
Notices to Fourth Auditor of resignations and dismissals of naval cadets	63	46	67		176
Applications for appointment as warrant officers, received, acknowledged, registered, and filed	7	10	11	2	30
Assistant surgeons; permits for examination, registered, issued filed	31	27	35	6	99
Applications for civil employés in navy-yards, received, jacketed, filed, and acknowledged; letter in each	346	1,892	190	9	2,437
Applications for employment referred to Yards and Bureaus and replied to	400	423	392	21	1,236
Applications for appointment as chaplain, acknowledged, registered, filed; letter in each case	5	12	8	3	28
Paymasters' clerks and yeomen, received, registered, and filed; was not in charge in 1884		74	115	31	220
Registers Academy distributed	500	500	500	473	1,973
Regulations governing admission to Academy distributed	2,500	2,500	2,500	500	8,000
Miscellaneous letters received, filed, and answered	699	1,476	1,760	349	4,284
Monthly reports of clerks and writers at navy-yards, received and filed	96	96	96	24	312
Monthly reports of mechanics' workmen at yards and stations, received and filed	96	96	96	24	312
Monthly reports class standing of cadets, received and filed	36	36	36	12	120
Reports annual and semi-annual examinations, examined, entered, filed	8	8	8	4	28
Merit-rolls cadets, annual, examined and filed	5	5	5		15
Oaths of cadets numbered and filed	93	85	85	1	264
Total	5,437	7,846	6,528	1,731	21,542

C.—WORK IN RECORD, FILES, AND MAIL DIVISION.

Approximate statement of work in record, files, and mail division.

	1884.	1885.*	1886.	1887 (to March 1.)
Letters received, stamped, briefed, indexed, entered on briefing record, and turned over to other divisions.....	15,868	9,957	10,764	1,970
Other letters received, of minor importance, stamped but not keyed in this division, acted on in various divisions..	6,500	13,000	12,500	1,172
Letters press-copied, keyed, recorded, indexed, and mailed, written in the divisions of the Secretary's office, the office of the Judge-Advocate-General, and the office of detail ..	10,768	12,439	11,105	1,600

Other matter, press-copied, not embraced under above heads, emanating from other divisions.

Finance:				
Requisitions, press-copied	3,064	6,313	4,133	624
Approved bills, press-copied	774	864	882	147
Orders for advertising, press-copied	736	1,005	708	35
Correspondence:				
Letters to Commissioner of Pensions and others, giving last addresses of volunteer officers	†45	532	411	53
Academy and appointments:				
Notice of vacancies, permits for examination, appointments and replies to applicants for employment	836	2,349	635	65
Detail office:				
Orders changing status of officers on the register, press-copied	‡500	2,279	3,236	294
General orders, circulars, blanks distributed to squadrons and stations	60,000	60,000	60,000	10,000
Printed reports and documents distributed to the Navy and in other directions (estimated)	6,000	6,000	6,000	1,000
Miscellaneous copying	(§)	(§)	(§)	(§)

* New system.

† Six months.

‡ Three months.

§ No record.

The stamping, briefing, indexing, and entering on the briefing record the letters were the work of D. K. Neal and E. S. Cassin.

The letters sent out were keyed by J. H. Kirkwood, and were recorded by Kirkwood, John Cassin, William Wirt, and Rufus Prentice, who also did the miscellaneous copying and indexing required.

D.—MISCELLANEOUS OR CORRESPONDENCE DIVISION.

Work performed in the miscellaneous or correspondence division, Secretary's office, by Jesse E. Dow, fourth-class clerk.

Months.	Miscellaneous correspondence.				Pension cases.				Post-office addresses of officers.				Total.
	1884.	1885.	1886.	1887.	*1884.	1885.	1886.	1887.	*1884.	1885.	1886.	1887.	
January	147	202	132	190	36	8	35	25	19	32	826
February	168	212	168	174	52	32	19	50	46	21	942
March	122	204	193	45	20	3	33	35	655
April	164	223	197	60	41	2	59	46	792
May	168	239	170	37	33	1	31	47	726
June	168	264	128	22	53	3	45	53	736
July	107	255	151	18	38	67	47	683
August	112	207	107	7	11	69	19	532
September	129	187	166	17	22	52	28	601
October	176	158	104	18	22	47	25	550
November	123	131	131	17	12	15	11	26	31	497
December	300	125	139	19	3	11	29	28	15	669
Total	1,884	2,407	1,786	364	36	327	306	54	49	532	411	53	8,200

* Furnished principally by office of detail in 1884.

RECAPITULATION.

Miscellaneous correspondence	6,441
Pension cases	723
Post-office addresses of officers of vessels	1,045
Requisitions for public printing and binding; estimates and bills entered	1,765

E.—OFFICE OF DETAIL.

Work performed in the office of detail (Secretary's office) from January 1, 1884, to March 1, 1887.

Description.	1884.	1885.	1886.	1887 (Jan. to Feb.)
Letters received, keyed, acted on, and filed.....	*5,599	10,126	10,591	917
Letters received, not keyed, but attended to	(†)	(†)	(†)	(†)
Orders written, recorded, and posted in the ledgers changing the status of officers on the Navy register.	2,335	2,279	2,236	294
Letters written and recorded in the office of detail from January 1, 1884, to October 1, 1884.	1,510
Letters written, but recorded, in the record division, Secretary's office, such as nominations of the Senate, instructions to commanders of squadrons and vessels, to commandants of yards and stations, to the Bureau, and to others.	} No record of the number kept. They appear in the number recorded in the Secretary's office.			
Commissions issued to officers of the Navy and Marine Corps, made out on parchment, recorded, and transmitted with letter of transmittal in each case.				
Letters, documents, and newspapers for persons in the naval service sent to the Department redirected and forwarded to proper address.	} Total number from January 1, 1884, to March 1, 1887, 573.			
Preparation for publication and proof-reading of the annual and semi-annual Naval Registers.				
	} Estimate for entire period, January 1, 1884, to March 1, 1887, 144,006.			

* Part of the letters for this year were entered on key in record room and referred to detail.

† Average, from 350 to 400 a year.

[Note by Committee: In the report of the number of employes in Secretary's office and the time and attention devoted to business, four large sheets are used, giving the names of each employe and the day's work performed. These sheets have been consolidated into the following.]

The following statement shows the average number of days, and the time and attention devoted to the transaction of business by the employes in the Secretary's office of the Navy Department, in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named. The Department hours of business are from 9 a. m. to 4 p. m., with one-half hour for lunch, leaving six and one-half hours for business.

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days worked.	Number of employes.	Average number of days' work.	Hours employed daily.	Maximum days present.	Minimum days present.
1884	307	8,635	0	8,635	30	287½	6½	307	245
1885	303	7,490	0	7,490	26	288½	6½	303	274
1886	306	8,278	0	8,278	29	285½	6½	306	255
1887 (to March 1)	48	1,498½	0	1,498½	33	45½	6½	48	20

In 1884 there were 30 employes on duty the whole year and 6 employes only a part, and the 30 employes averaged 287½ days, maximum present 307 and minimum 245, and the 36 worked 9,386 days.

In 1885 there were 26 employes on duty the whole year and averaged 288½ days, maximum 303 and minimum 274, and 13 employes present only a part of the time, who performed 1,882 days' work, and 1—John McCann—assistant messenger, not marked present any day, and the 39 worked 9,372 days.

In 1886 there were 29 employes on duty the whole year and averaged 285½ days, maximum 306, minimum 255, and 5 employes present only a part of the time, who performed 887 days' work, and the 34 worked 9,165 days.

At the foot of each sheet in the report is stated the number (with the name of each) of employes appropriated for in legislative bill under Secretary's office, but assigned to duty in other offices, as indicated after each name. The number so stated for 1884 is 12, for 1885 is 12, for 1886 is 11, and for 1887 is 12.

BUREAU OF YARDS AND DOCKS.

BUREAU OF YARDS AND DOCKS,
NAVY DEPARTMENT,
Washington, D. C., March 30, 1887.

SIR: In response to the circular letters addressed by the Department to this Bureau on the 24th instant, calling for a detailed statement of the methods of transacting business in the Bureau of Yards and Docks, and to illustrate the method by one or more of the principal business matters coming within its control, the Bureau begs to submit the following:

The duties of the Bureau comprise all that relates to the construction and maintenance of dry-docks, wharves, piers, quay walls, and buildings of all kinds, for whatever purpose needed within the limits of navy-yard. Plans and estimates for the above constructions are prepared under its directions after consultation with the chief of the Bureau for whose use they are designed. It is charged with the duty of making all the necessary repairs to the buildings, stores, and offices in the several navy-yards and supplying furniture; has sole control of the general administration of the navy-yard; provides all the water and gas for all the buildings, and for whatever other purposes they may be needed, and all the fuel for yards and docks purposes. It provides and has sole control of all landings, derricks, shears, cranes, sewers, dredging, railway tracks, cars and wheel trucks, grading, paving, walks, shade trees, inclosure walls and fences, ditching, reservoirs, cisterns, fire engines and apparatus, and all things necessary, including labor for the cleaning and clearing up of the yards, all watchmen, and the protection of the public property. It supplies the stationery, blank books and forms, and furniture; also the clerical force, messengers, and laborers necessary for the commandants, captains, and civil engineers' offices, and pays the expenses for the same; the oxen, horses, and hired teams required for all the purposes in and for the navy-yards, the subsistence and care of the same, and the necessary teamsters. It supplies all the tools, machinery, stores, materials, means, and appliances of every kind used for yards and docks purposes.

Contracts are made and entered into for objects of improvement specially appropriated for, such as dry-docks, wharves, piers, pumping and other machinery, and also for material for general purposes. All reports, surveys, pay-rolls, and communications relating to its duties are addressed to it and received from it. (The weekly, monthly, and quarterly reports from the yards embrace some forty different forms.)

The Bureau is also charged with the maintenance of the Naval Asylum, in which institution there are at present 200 inmates.

From the foregoing it will be seen that the objects and items enumerated coming under the cognizance of the Bureau, and with which the business of the office is connected, involves principally correspondence, making contracts, keeping accounts of appropriations and expenditures, examination of requisitions, bills, vouchers, reports, surveys, returns, the keying, recording, and filing of letters, and the making of plans and specifications for objects of improvement and repairs.

Most of the current business of the Bureau is acted upon and disposed of on the day of its receipt.

The daily mail is opened by the chief of the Bureau, who, after carefully considering the contents of the letters received, hands the same to the chief clerk with instructions as to the disposition to be made of the subject-matters brought to the Bureau's notice.

The chief clerk prepares the proper answers and indorsements, as instructed, and distributes the work to be performed between the clerks of the office, being governed also in such distribution by the requirements of sections 173 and 174 of the Revised Statutes. The papers pertaining to contracts and bills are turned over to the finance clerk (class 3); the monthly returns of expenditures for labor and materials to the keeper of the ledger accounts (clerk of class 2); the applications for admission to the Naval Asylum to an officer of the Navy attached to the Bureau; the returns of materials received and expended to the clerk of class 4; the plans, drawings, tracings, annual report, &c., to the draftsman (class 4); the letters received are keyed, indexed, and filed by the clerk of class 1, and the letters copied and recorded by the clerk of the \$1,000 grade. The manner of making contracts is as follows: Object, "iron caissons" for dry-dock.

Plans and specifications are prepared by the draftsman for the caisson, and an advertisement inviting "proposals" for the construction of the object is prepared by the chief clerk, and authority requested by the Bureau of the Department to publish the same in three or more papers once a week for four weeks, bids to be received and opened on day specified in the advertisement. The bids received are opened and sealed on the day named, in presence of bidders, and at least two officers attached to the Bureau, the civil engineer and chief clerk usually. If the lowest bid is formal in every respect and within the amount appropriated for the object, the contract for the

work is awarded accordingly. The parties interested are notified and contract prepared and forwarded for execution. As soon as the contract is returned and duly examined it is signed by the chief of the Bureau. A copy is made and sent to the contractor, another to the yard, and another for the files of the Bureau, and still another for the returns office, accompanied with copies of all the bids, plans, specifications, advertisement, and papers relating to the transaction, together with the affidavit of the chief of the Bureau, as required by law. The original contract is sent to the office of the Second Comptroller, with letter of advice through the Navy Department.

The contract stipulates in what manner and when payments for the work shall be made, 20 per cent. being reserved on each payment as collateral security.

The inspection of the material and workmanship is made by a board of officers appointed for the purpose, as the work progresses, at the place of construction, and vouchers for payment due the contractor are certified by the senior member of said board and by the civil engineer of the yard and approved by the commandant thereof.

The vouchers are then forwarded by the commandant to the Navy pay office to be drawn for, and upon their receipt at the Bureau they are examined with the contract, approved by it, and requisition made upon the Department for funds to meet the amount due.

This process is continued until the contract is satisfactorily fulfilled, when final bills (reservations) are approved and paid to the contractor in the manner above stated.

The examination of the bills, drawing requisitions to meet payments, and the correspondence relating to the entire transaction devolve upon the finance and the chief clerk of the Bureau.

The business of the Bureau is not transacted in divisions (the entire force of the office consisting of only six clerks and a draftsman), and no account has been kept of the business performed and disposed of by each employé other than as shown by the files and records, during the years referred to, for the reason that it was not thought essential or necessary, besides being quite impossible to tabulate and summarize intelligently and satisfactorily.

The following statement of the appropriations for the fiscal years 1884, 1885, 1886, and 1887, and the objects upon which expended (hereinbefore enumerated), will give an idea of the amount and character of the business of the Bureau during the above years, respectively :

1884.		1885.	
Object.	Amount.	Object.	Amount.
General maintenance of navy-yards.....	\$303, 000	General maintenance of navy-yards....	\$200, 000
Repairs and preservation.....	200, 000	Repairs and preservation.....	125, 000
Contingent (emergencies).....	20, 000	Contingent (emergencies).....	15, 000
Dredging, New York yard.....	50, 000	Civil establishment.....	24, 000
Cob-dock, New York yard.....	50, 000	Naval Asylum, Philadelphia.....	59, 813
Dredging, Washington yard.....	15, 000	Dredging, New York yard.....	30, 000
Stone dry-dock, Mare Island yard.....	275, 000	Cob-dock, New York yard.....	47, 362
Civil establishment.....	24, 000	Stone dry-dock, Mare Island yard.....	250, 000
Naval Asylum, Philadelphia.....	59, 813	Wharf, Port Royal, S. C.....	20, 000
Total.....	906, 813	Total.....	771, 175
1886.		1887.	
Object.	Amount.	Object.	Amount.
General maintenance of navy yards....	\$200, 000	General maintenance of navy-yards....	\$170, 000
Repairs and preservation.....	125, 000	Civil establishment.....	62, 000
Dredging, New York yard.....	30, 000	Contingent (emergencies).....	20, 000
Dry dock, Mare Island, California yard.	220, 000	Granite dock, repair of, New York yard	100, 000
Artesian well, Mare Island, California		Repairs and preservation.....	125, 000
yard.....	10, 000	Stone dock, Mare Island yard.....	191, 595
Iron crane, Mare Island, California yard	40, 000	Iron crane, completion of, Mare Island.	22, 000
Sewerage, Mare Island, California yard.	6, 000	Naval Asylum, Philadelphia.....	63, 067
Contingent (emergencies).....	20, 000	Coaling shed, Port Royal, S. C.....	4, 000
Naval Asylum.....	59, 867	Total.....	757, 662
Total.....	710, 867		

The number of letters, reports, &c., sent out from the Bureau amounted to 3,330 during the year 1884; 4,083 during the year 1885; 4,673 during the year 1886; and 715 during January and February, 1887, not including the large number of letters and other papers that were copied.

The following table presents a statement showing the average number of days and time and attention devoted to the consideration of business by the employes in the Bureau, and the maximum and minimum number of days devoted by each to business for each of the years 1884, 1885, 1886, and up to March 1, 1887 :

Calendar year.	Number of employes.	Chief clerk.	Draftsman.	Clerk of class 4.	Clerk of class 3.	Clerk of class 2.	Clerk of class 1.	Clerk of \$1,000 grade.	Messenger.	Laborer.	Total.	Total average.	Maximum.	Minimum.
1884.....	9	Days 279	Days 309	Days 248 {*258 †25}	Days 279	Days 279	Days 309	Days 284	Days 294	Days 294	Days 2,575	Days 286	Days 309	Days 248
1885.....	9	309	309	{*258 †25}	307	†156	309	294	294	294	2,555	284	309	156
1886.....	9	304	307	{*258 †242}	301	†267	303	282	281	289	2,576	286	307	242
1887.....	9	48	48	46	48	48	48	48	48	48	430	48	48	46
Total		940	973	819	935	750	969	908	917	925	8,136

* Resigned October 31, 1885. † Vacancy of one month. ‡ Appointed November 1, 1885. † Sickness.

Very respectfully, your obedient servant,
 Hon. W. C. WHITNEY,
 Secretary of the Navy, Navy Department.

D. B. HARMONY,
 Chief of Bureau.

BUREAU OF YARDS AND DOCKS, NAVY DEPARTMENT,
 Washington, D. C., April 13, 1887.

SIR: The Bureau has the honor to acknowledge the receipt of your letter of the 4th instant, referring to the circular letter addressed to it on the 24th ultimo, in regard to the work performed and the attendance of the employes, and requesting "the names of the clerks and a record of each as to time given to official duty, efficiency, and amount of business dispatched."

In compliance with the above, the Bureau begs to submit the following tabulated statement, giving the names of the clerks and a record of each as to time given to official duty, which statement, taken in connection with the report submitted by the Bureau on the 30th ultimo, will, it trusts, enable the Department to answer the inquiry of the Senate select committee so far as it is practicable to supply the information required from this Bureau by the records that have been kept:

Tabulated statement.

Calendar year.	Number of employes—clerks, messenger, and laborer.	A. E. Merritt, chief clerk; salary, \$1,800.	Geo. Mackay, draftsman; salary, \$1,800.	S. Henriques, clerk, class 4; salary, \$1,800.	Robt. H. Yeatman, clerk, class 3; salary, \$1,600.	Chas. Fair, clerk, class 2; salary, \$1,400.	John R. Graham, clerk, class 1; salary, 1,200.	Jos. A. Kineley, clerk of \$1,000 grade.	Nathan Addison, messenger; salary, \$720.	Fred. Mason, laborer; salary, \$660.	Total.	Total average.	Maximum.	Minimum.
1884.....	9	Days 279	Days 309	Days 248 {*258 †25}	Days 279	Days 279	Days 309	Days 284	Days 294	Days 294	Days 2,575	Days 286	Days 309	Days 248
1885.....	9	309	309	{*258 †25}	307	†156	309	294	294	294	2,555	284	309	156
1886.....	9	304	307	{*258 †242}	301	†267	303	282	281	289	2,576	286	307	242
1887.....	9	48	48	46	48	48	48	48	48	48	430	48	48	46
Total		940	973	819	935	750	969	908	917	925	8,136
Total days absent.....		35	2	‡156	40	225	6	67	58	50	639

* D. J. Partello resigned October 31, 1885, with 30 days' leave.
 † S. Henriques appointed November 1, 1885.

‡ Sickness.
 § Partello, 89; Henriques, 67.

Very respectfully, your obedient servant,
 Hon. W. C. WHITNEY,
 Secretary of the Navy, Washington, D. C.

D. B. HARMONY,
 Chief of Bureau.

BUREAU OF EQUIPMENT AND RECRUITING.

NAVY DEPARTMENT,
BUREAU OF EQUIPMENT AND RECRUITING,
Washington, D. C., April 4, 1887.

SIR: Referring to circular letters of the 24th ultimo, relative to the manner of transacting business, and the amount and character of business now pending and that disposed of, &c., I have the honor to transmit herewith a statement showing in detail the business routine of the Bureau, the duties and work assigned to each employé, the amount of work performed, and other information called for in the circulars above referred to.

The amount of work performed is given for one year, which, owing to its uniformity, may be taken as a fair average for each of the other years named.

Very respectfully, your obedient servant,

W. S. SCHLEY,
Chief of Bureau.

Hon. W. C. WHITNEY,
Secretary of the Navy, Washington, D. C.

This Bureau has charge of the equipment of all vessels of war, the supplying of their sails, rigging, cordage, anchors, chains, galleys, and fuel; also the recruiting of sailors of the various grades in the service, the training of apprentices, and all naval pensions coming under sections 4756, 4757 Revised Statutes.

The appropriation by Congress for the above purposes for the fiscal year ending June 30, 1887, was as follows:

<i>Equipment of vessels, 1887.</i> —For equipment of vessels: For coal for steamers' and ships' use, including expenses of transportation, storage, and handling; hemp, wire, hides, and other materials for the manufacture of rope and cordage; iron for the manufacture of anchors, cables, galleys, and chains; canvas for the manufacture of sails, awning, bags, and hammocks; heating apparatus for receiving ships; and for the purchase of all other articles of equipment at home and abroad, and for the payment of labor in equipping vessels and manufacture of equipment articles in the several navy-yards	\$782,200 00
<i>Transportation and recruiting, equipment and recruiting, 1887.</i> —For expenses of recruiting for the naval service, rent of rendezvous and expense of maintaining the same, advertising for men and boys, and all other expenses attending the recruiting for the naval service, and for the transportation of enlisted men and boys at home and abroad	25,000 00
<i>Civil establishment, equipment and recruiting, 1887.</i> —For the civil establishment at navy-yards and stations, including clerks, writers, and superintendent of rope-walk, sixteen thousand eight hundred dollars; and no other fund shall be used in payment for such services	16,800 00
<i>Contingent, equipment and recruiting, 1887.</i> —For contingent expenses, equipment and recruiting: For extra expenses of training-ships, freight and transportation of equipment stores, printing, advertising, telegraphing, books and models, postage on letters sent abroad, ferrage, ice, apprehension of deserters and stragglers, continuous-service certificates, good-conduct badges and libraries for enlisted men, school-books for training-ships, medals for boys, and emergencies arising under cognizance of the Bureau of Equipment and Recruiting unforeseen and impossible to classify	20,000 00
<i>Naval Training Station, Coaster's Harbor Island, R. I., 1887.</i> —For extending wharf and dredging; repairs to main causeway, sea-wall, roads, buildings and grounds, and the necessary labor and implements required for the proper preservation of the same	8,000 00

The appropriation is expended as follows:

In the equipment of a vessel, when certain articles or stores are wanted and the exigency requires their immediate delivery, the equipment officer at the navy-yard or station informs the general storekeeper, who fills out an open purchase requisition in triplicate, naming the articles or stores desired and the quantity of the same, with estimated cost. The requisition has upon its face the statement that the articles named therein are not in store.

The requisition so prepared in triplicate is signed by the general storekeeper and approved by the commandant of the yard or station, who forwards it to the chief

of Bureau for his approval; this being obtained it is taken in charge by the financial clerk of the Bureau, who records it and disposes of it thus: One copy to commandant of the yard from whom received, one copy to the purchasing paymaster who is to make the purchase, and one copy retained in Bureau.

In case numerous articles or large quantities of stores are required, and time will permit, then advertisements are prepared for the public press, a stated time named for the opening of the bids, which are awarded to the lowest and best bidder, under rules and conditions prescribed by the Department.

For transportation of sailors or stores an open contract requisition is made out in the same manner as described for purchases.

After articles are purchased or transportation furnished, bills for the same must be made out in triplicate and forwarded to the chief of Bureau for his approval, with the certificate attached of the proper receiving and inspecting officers that the articles were received, examined, and inspected in accordance with the terms of the purchase or contract.

These bills, so certified, must have the original requisition accompanying them, which authorized the purchase. In case of contract the bills are marked per contract of Mr. —.

All contracts made by this Bureau are filed with the Second Comptroller for his guidance in settlement of the accounts between the Government and the contractors.

The bills so prepared are sent to the chief of Bureau for his approval by the commandant of the yard. If approved, they are entered and recorded, then sent by the financial clerk as follows: The first and second to the paymaster, who is to pay the bills; the third is retained in the Bureau. The paymaster is also notified that certain bills have been approved and ordered to be paid, and the money for that purpose has been deposited in the Treasury to his credit on a warrant drawn by the Secretary of the Navy on the Secretary of the Treasury. The amount of the bills when paid is charged against the proper item of the appropriation.

The clerical force of this Bureau consists of one chief clerk, one fourth-class clerk, one third-class clerk, two second-class clerks, three first-class clerks, two copyists, one assistant messenger, one laborer; total, 12.

The chief clerk supervises the clerical force of the Bureau, which enables him to see that the business is attended to promptly and expeditiously. He receives from the messenger the mail, morning and afternoon, opens it, ascertains its contents, sends it to clerk (Church) of the record and file room, who classifies and numbers it; he in turn hands it to copyist (Hadger), who briefs and records it in briefing book. It is then taken by the messenger (Askew) to the chief of Bureau, who notes on it the disposition of it, and refers it to the clerk who has the particular matter in charge. The clerk to whom it is referred answers it in accordance with the notes of the chief of Bureau. The replies, with the original letters attached, are collected daily by the messenger, who places them before the chief clerk. He examines them to see if they have been correctly answered in accordance with the directions of the chief of Bureau, and from his knowledge of the contents of the mail is made aware of any negligence of any clerk who has failed to keep up with the current work of the day. The mail is then placed on the desk of the chief of Bureau for his signature. After careful perusal, if it meets with his approbation, he signs it. The messenger then takes it to the record and file room to copyist (Hadger), who makes a memorandum to whom sent and the date. A press copy is taken by the messenger and a type-written copy by copyist (Chubb). Then clerk (Church) inspects it to ascertain if it has been properly enveloped; if so, it is sealed and taken to the mail room by the messenger and forwarded to its destination.

The business of the Bureau is arranged as follows:

The chief clerk, as described above.

Fourth-class clerk (Dyre) records all claims for pensions for service in the Navy, or for the renewal or restoration of the same, and the examination of all such claims, with the correspondence pertaining to them. Has charge of all matters belonging to the training system, such as records of enlistments, detail and transfer of apprentices, noting and filing reports of aptitude, conduct, progress, &c., the number enlisting in and leaving the service, movements of the ships, preparing a weekly statement showing the exact condition of the training service, answering all inquiries concerning it, and attends to all correspondence belonging thereto.

Third-class clerk (Patterson) keeps the accounts of the appropriations of the Bureau and of all disbursements at home and abroad; records all requisitions, surveys, and contracts, and does all the correspondence incidental thereto, as well as miscellaneous correspondence in connection with the equipment of vessels. He submits monthly to chief of Bureau disbursements from the appropriation and what remains on hand.

Second-class clerk (Morrison) has charge of all the applications of ex-sailors and Grand Army posts for duplicate discharges, looking up records, &c., corresponds with soldiers' and sailors' homes, clerks of courts and registers of land office relative to

claimants, makes examination of applications for removal of marks of desertion, issues certificates of service in connection with prize, bounty, and other claims.

Second-class (Church) has general supervision of the files and records, classifies and numbers the incoming mail and inspects the outgoing mail, indexes received letters, and attends to requisitions on Government Printer.

First-class clerk (Alexander) has charge of the enlistment records, prepares all honorable discharges and continuous-service certificates, with correspondence connected with their transmission; looks out for the good-conduct badges and bars and the mess furniture of vessels, also for the contingent account and stationery.

First-class clerk (Roderick) has charge of the enlisted *personnel* of the Navy, attends to the complements of all vessels and the correspondence relating thereto; answers applications for enlistment or discharge of sailors, keeps a record of enlisted men on receiving ships available for draft to sea-going vessels, those in hospitals and of continuous-service men at the schools of instruction, makes weekly reports showing number of men employed in the service and where stationed, keeps a record book of the "state and condition of vessels building and repairing," with correspondence relating to above subjects.

First-class clerk (Wilson) records in key the names of all enlisted men and boys; receives all muster-rolls and enlistment returns, also reports of changes, noting the discharges, transfers, and desertions. Examines and compares enlistment returns with shipping articles. Receives and acknowledges monthly returns from navy-yards, and notes from them the expenditure on vessels both for labor and material, and all correspondence appertaining thereto.

Copyist (Chubb) attends to all the type-writing in the Bureau.

Copyist (Hadger) briefs received letters and enters same in briefing record. Indexes letters sent, assists in filing letters and press copies.

Messenger (Askew) receives the mail, collects all letters from the clerks and delivers them to the chief clerk and chief of Bureau, attends to mailing letters, weighs and stamps foreign mail, makes press copies of all letters, fills all requisitions for blanks, and attends to all requests of the chief of Bureau.

Laborer (Harris) cleans the rooms occupied by the Bureau and assists in messenger work when so desired.

The business of the Bureau is dispatched promptly and everything is complete up to date with one exception, which has been caused by delay in the Fourth Auditor's Office. Requests have been made in seventy-nine cases to furnish certain information in reference to applications for duplicate discharges, to which no replies have been received. A second call has been made for this information, and the applicants have been notified of the status of their cases.

The attendance of the employes of this Bureau is very regular. A total of sixty days' absence from sickness has been recorded, but this is more than offset by a voluntary surrender of eighty days' leave of absence out of the thirty days allowed each year, which really shows twenty days' greater attendance than required by the law.

The following summary indicates the work done in the Bureau during the year 1886, and as it is remarkably uniform in character and amount, it may be taken as a fair exponent of the two previous years:

Letters received	10,546
Reports, returns, muster rolls, &c	3,926
Requisitions, vouchers contracts, and surveys	7,548
Telegrams	168
Total received	22,188
Letters sent	12,618
Weekly statements, &c	130
Pension claims adjusted	169
Requisition vouchers, contracts, prepared	7,670
Letters to Navy pay officers	325
C. S. certificates and good-conduct badges prepared and forwarded	993
Report and returns examined and acknowledged	3,978
Telegrams	226
Total sent	26,309

RECAPITULATION.

Received	22,188
Sent	26,309
Total	48,497

The work is divided as equitably as possible between the employes, and all correspondence is disposed of the same day as received, unless information is applied for, which may take a little more time to look up and furnish.

No work has been done by proxy, the force being a permanent one.

SUPPLEMENTAL REPORT.

The individual absence of the employes of this Bureau for the year 1886, (not counting the 30 days' vacation allowed by law) was as follows:

	Days.
Chief Clerk Fletcher, sick	27
Clerk Patterson, sick	6
Clerk Dyre, sick	6
Copyist Chubb, sick	7
Messenger Askew, sick	14
Total	60

The individual employes who did not take the full vacation allowed by law were—

	Days.
Clerk Church	30
Clerk Morrison	5
Clerk Wilson	4
Clerk Alexander	20
Clerk Roderick	6
Laborer Harris	15
Total	80

From the above statement it is seen that the Government had the advantage of twenty days' work by the employes of the Bureau over and above that which was contemplated by the law.

The work devolving upon the Bureau is promptly and intelligently performed, which of itself is evidence of the efficiency of the corps. I, however, take pleasure in testifying to the fact that all the clerks, &c., in their respective capacities, are efficient and capable in the performance of their several duties.

The business in detail performed by the individual clerks in addition to the supervision of the chief clerk, the applications for pensions, training service; records of enlistments of men and boys; keeping the accounts of the Bureau, and disbursements at home and abroad; applications for duplicate discharge, &c.; issuing honorable discharges and continuous-service certificates; the number of seaman and complements of all vessels in the Navy; applications for the enlistment and discharge of men; record of the names and location of all the enlisted men and boys in the Navy; receiving and acknowledging returns, &c., and noting expenditures on all vessels; type writing for the Bureau; press copying, recording, briefing, indexing, and filing all letters, and collecting and distributing the mail, all being incident to the enlistment and charge of 8,250 men and boys and the equipment of all the vessels in the service, including training and receiving ships, is as follows:

The chief clerk, in addition to the enumeration of his services in previous report, acts as chief of Bureau, signs all letters, requisitions, vouchers, contracts, and surveys, during the absence of the chief of the Bureau on official business.

The 12,818 recorded letters sent from the Bureau were personally written by the clerks, as follows:

Clerk Dyre:	
Recorded letters	1,754
Weekly statements of apprentices	52
Pension claims examined and disposed of	169
Statement of expiration of enlistment of boys	26
	<hr/> 2,001
Clerk Patterson:	
Recorded letters	1,426
2,516 requisitions, vouchers, contracts, and surveys in triplicate prepared for signature and completed	7,548
Letters of advice to Navy pay officers	325
	<hr/> 9,299
Clerk Morrison:	
Recorded letters	4,470
Clerk Church, recorded letters	1,008

Clerk Alexander:	
Recorded letters	1,322
Continuous-service certificates made out and forwarded	684
Good conduct badges and bars ordered and registered	309
61 bills for contingent expenses, vouchers in duplicate	122
	2,437
Clerk Roderick:	
Recorded letters	2,680
Weekly statements of number and location of enlisted men and number available for draft	52
	2,732
Clerk Wilson:	
Recorded letters	158
Reports, returns, muster-rolls, &c., received, examined, and acknowledged	3,978
	4,136
Telegrams sent	226
	26,309
Received:	
Letters received	10,546
Reports, returns, muster-rolls, &c	3,926
Requisitions, vouchers, contracts, &c	7,548
Telegrams	168
	22,188

RECAPITULATION.

Total letters, &c., received	22,188
Total letters, &c., sent	26,309
	48,497

The 79 applications for duplicate discharge referred to Fourth Auditor and not heard from, which was referred to in the last report, has been reduced to 9, and in a day or two expect to have them all here.

BUREAU OF NAVIGATION.

BUREAU OF NAVIGATION, NAVY DEPARTMENT,
Washington, March 28, 1887.

SIR: In compliance with Department's circular letter of the 24th instant I have the honor to state that the "regulations regarding correspondence and records" issued by the Secretary of the Navy, January 14, 1885, are strictly adhered to in this Bureau, and as an illustration of the methods of transacting business I beg leave to append a "memorandum relative to open purchases," showing in consecutive order the various steps taken until a transaction is finally disposed of.

Very respectfully,

J. G. WALKER,
Chief of Bureau.

The honorable the SECRETARY OF THE NAVY.

MEMORANDUM RELATIVE TO OPEN PURCHASES.

Let us suppose, for example, that the United States steamer Despatch needs six lamp-shades. To supply them the following manipulation is gone through, namely:

Requisition in triplicate is made by the navigating officer of the vessel on the general storekeeper of the yard for the shades, which requisition is to be approved by the commander of the vessel and the commandant of the station. No lamp-shades being in store, the general storekeeper makes requisition in triplicate on the Bureau of Navigation for, say, two dozen shades "for the Despatch and for general issue;" this requisition, after being approved also by the commandant of the yard, receives the approval of the chief of the Bureau, with directions that the shades be procured

by open purchase. One copy of the requisition is retained in the Bureau and two copies go back to the yard to be registered, after which one copy is sent to the purchasing paymaster, who makes the purchase by selection, "at the lowest market rate," after inviting bids from reputable dealers. The shades are thereupon delivered to the general storekeeper of the yard, who issues six of them to the Despatch and places the remainder in store, after having all duly entered on the books, and the expenditure noted, for which he gets receipts in duplicate from the officer on board the ship, one of which is sent to the Bureau.

The dealer who furnished the articles now looks to the payment for them.

He submits his bill to the purchasing paymaster for his certificate as to "lowest market rate," or "reasonable price," after which he goes to the general storekeeper of the yard, who makes a formal voucher in triplicate, which is certified to by himself and approved by the commandant of the yard; whereupon it is sent to the Bureau to be approved by the chief. After approving, it is sent back to the commandant, and by him to the general storekeeper, who hands it to the dealer who furnished the lamp-shades. This party now presents his voucher in triplicate, duly approved and certified to by three officers of the Navy, at the counter of the purchasing paymaster. The paymaster not having funds on hand under that particular appropriation, advises the dealer to call in about eight or ten days for his money. The paymaster now submits his requisition upon the Bureau of Navigation for just the amount required to pay for the lamp-shades, inclosing one copy of the bill as a basis. The Bureau approves the requisition, and makes itself a requisition on the Secretary of the Navy, who again makes requisition on the Secretary of the Treasury for the amount of money to pay for the lamp-shades. After countersigning this last requisition by the Second Comptroller, and registering it by the Fourth Auditor, it is returned to the Secretary of the Treasury for the issuance of a warrant in favor of the paymaster. This warrant is signed by the Secretary of the Treasury and then by the First Comptroller and Register, after which it is forwarded to the Treasurer of the United States, who issues a draft to the paymaster for the amount required to pay for the lamp-shades; this draft is signed by the Treasurer and countersigned by the Register, and then sent to the Navy paymaster, who thereupon draws out the amount and pays the dealer for the lamp-shades.

This ends the transactions connected with furnishing six lamp shades to the Despatch and paying for the same.

Accountability of the paymaster for the funds received from the Treasury for the payment of the lamp-shades:

The paymaster holds the approved voucher in triplicate, duly receipted by the party that furnished the shades. One copy he sends to the Bureau of Navigation, to satisfy the same that the disbursement was made, which copy is filed in the Bureau with the paymaster's original requisition for funds; another copy is forwarded to the Fourth Auditor, to convince that officer that the expenditure was a proper one; and the third copy he keeps for his own security, in case of loss of the copy sent to the Auditor. In due time the paymaster will be informed that credit has been given at the Treasury Department for his disbursements during a month or a quarter, among which was also included that item of lamp-shades furnished to the Despatch.

The lamp-shades on board the Despatch are not lost sight of by the authorities at Washington while the vessel is abroad.

The navigating officer of the ship is charged with them on his ledger and receipt and expenditure book. Every quarter he renders a return to the Bureau of Navigation in which they are included. If they don't meet with an accident they will eventually be returned into store at the end of the cruise; but if broken in a storm, or through careless handling, the pieces are gathered up, a board of officers is convened to hold a survey, the lamp-shades are condemned as unfit for service, and the pieces thrown overboard. The report of the survey is to state particulars: The cause of breakage, the invoice price, where and by whom furnished, and who, if any one, is to blame for the breakage, &c.

This report of survey is made out in triplicate, signed by the officers composing the board, approved by the commander of the ship, and forwarded by the commander-in-chief of the fleet to the Bureau of Navigation, in whose archives can at all times be found the complete history of the lamp-shades.

BUREAU OF NAVIGATION, NAVY DEPARTMENT,
Washington, April 6, 1887.

SIR: In compliance with the order contained in your circular of the 25th instant, I have the honor to submit the following statement, showing the work performed in this Bureau during the calendar years 1884, 1885, 1886, and up to March 1, 1887, namely:

(1) On the 1st January, 1884, there was practically no official business left pending or undisposed of.

(2) Amount and character of business received and transacted and disposed of:

Character of business.	1884.	1885.	1886.	1887 (to Mar. 1).
<i>Correspondence records and files.</i>				
Letters received, indexed, and filed, or referred to other offices.	4, 610	3, 143	3, 113	559
Letters written, press-copied, indexed, and mailed from the Bureau	3, 755	2, 233	2, 563	435
Letters entered in briefing record	5, 376	5, 678	994
Letters copied in permanent record books	3, 755	2, 478	394
Requisitions for stores and surveys from navy-yards and vessels on foreign stations received and attended to	607	716	719
Invoices, receipts, surveys, transfers, &c., quarterly and monthly returns received, examined, and filed	1, 987	2, 855	1, 767
Pension cases, involving the examination of log-books and records, and furnishing to the Pension Office the information required	487	283	453
Log-books from vessels in commission received, registered, and filed	92	78	85
Log-books sent to Government Printing Office for rebinding	155	1, 645
<i>Financial.</i>				
Bills in triplicate approved, entered, and filed	1, 388	1, 651	1, 834	329
Paymasters' requisitions for funds audited and passed	214	219	222	36
Paymasters' accounts examined and filed	384	216	296	22
Navy-yard pay rolls examined and filed	84	84	84	14
Transfer of funds effected	6	10	12	1
Weekly reports of purchases	52	52	52	9
Hydrographic Office pay rolls examined and approved	12	12	12	2
Nautical Almanac Office pay rolls examined and approved	12	12	12	2
Naval observatory pay rolls examined and approved	12	12	12	2
Summaries of navy-yard expenditures examined and filed	84	84	84	14
<i>Miscellaneous.</i>				
Number of packages of books, blanks, periodicals, and miscellaneous matter forwarded from Bureau by mail and express to navy-yards, vessels, institutions, and individuals	1, 656	1, 474	2, 374	231

Under the head of miscellaneous may be mentioned the work of preparing blank forms and books, professional papers and proof-reading of same, and a great amount of miscellaneous copying of which no especial account has been kept.

The statement called for under (3) and (4) cannot be furnished, as no account has been kept of the business performed and disposed of by each employé, for the reason that, although each clerk is charged with performing certain duties, the force of the Bureau is small (five clerks and one copyist, besides the chief clerk), and the nature of the business so diversified (see statement 2) that it is impracticable to confine clerks to their assigned duties, and very frequently a greater or the whole force may be employed in making up statements, as is the case with this one.

(5) The average number of days devoted to the consideration and transaction of business by the employés of this Bureau, deducting annual leave and absence on account of sickness, was—

	Days.
1884	279
1885	272½
1886	274
1887 (to March 1)	45

The annual leave of thirty days was not exceeded in any case.

(6) Maximum and minimum number of days days devoted to business:

	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum	300	299½	296	48
Minimum	273	251	263	42

The two last statements (5 and 6) are based on the following number of working days:

	Days.
1884	307
1885	303
1886	307
1887 (to March 1).....	48

I have the honor to append statements from the Hydrographic Office, Nautical Almanac Office, and the Naval Observatory.

Very respectfully,

J. E. WALKER,
Chief of Bureau.

The honorable the SECRETARY OF THE NAVY.

HYDROGRAPHIC OFFICE.

HYDROGRAPHIC OFFICE,
NAVY DEPARTMENT,
Washington, D. C., April 2, 1887.

SIR: In compliance with the order contained in the Department circular of 25th of March, I have the honor to submit the following statement showing the work performed in this office during the calendar years 1884, 1885, 1886, and up to March 1, 1887, namely:

(1) On the 1st January, 1884, there was practically no official business left pending or undisposed of.

(2) Amount and character of business received, transacted, and disposed of:

Character of business.	1884.	1885.	1886.	1887 (to March 1).
<i>Correspondence, records, and files.</i>				
Letters received, indexed, and filed, or referred to other offices.	853	1,002	2,368	450
Letters written, press-copied, indexed, and mailed from the office.....	1,609	1,209	2,494	504
Letters entered in briefing record	2,462	2,211	4,862	954
Letters copied in permanent record books.....			1,137	
<i>Separate reports received, not indexed, but recorded and filed.</i>				
Ice.....	167	650	445	123
Trade wind.....	583	2,930	2,401	512
Storms.....	133	262	516	178
Wreck.....	537	969	1,974	318
Fogs.....	61	520	761	58
Waterspouts.....	19	131	121	18
Buoys adrift.....	42	95	240	40
On use of oil.....	5	41	199	22
Foreign notices to marines, noting changes in aids to navigation.....	2,400	2,130	2,203	406
Miscellaneous—whales, earthquakes, &c.....	76	325	6,817	1,864
Meteorological journals received from merchant vessels, fact recorded.....	219	385	557	60
Total	4,242	8,438	16,334	3,599
<i>Financial.</i>				
Requisitions to Bureau for purchasing.....	30	30	26	2
Sets of triplicate vouchers made out, also recorded in day-book and ledger.....	430	567	593	128
Pay-rolls.....	12	12	12	2
Total	472	609	631	132
<i>Number of separate packages of books, blanks, periodicals, and miscellaneous matter forwarded from office by mail to navy-yards, vessels, institutions, and individuals.</i>				
Notices to mariners.....	12,000	24,000	21,364	2,085
Pilot charts.....	6,000	15,000	18,468	3,078
Charts issued by office.....	2,565	3,184	3,954	924

Character of business.	1884.	1885.	1886.	1887 (to March 1).
<i>Number of separate packages of books, &c.—Continued.</i>				
British admiralty charts.....	71	151	356	193
Nautical books.....	1,577	1,280	2,180	157
Meteorological journals to captains of merchant vessels.....	117	1,155	448	15
Total packages by mail.....	22,930	44,770	46,770	6,455
Packages by express.....	91	58	83	25
Total packages.....	23,021	44,828	46,853	6,480
Outfits for ships-of-war going into commission, being generally three or four large boxes, have been forwarded to destination by freight. The following number of ships were fitted out...	15	12	12	1

The following statement shows the average number of employes, with statement of work performed:

	1884.	1885.	1886.	1887 (to Mar. 1).
Clerk of class 2.....	2	2	1	1
Clerk of class 1.....	1	1	1	1
Copyist.....	3	1	1	1
Draftsmen.....	11	15	15	14
Engravers.....	6	7	8	8
Plate-printers.....	3	3	3	5
Messenger.....	1	1	1	1
Laborers.....	8	9	9	5

In the office of the Hydrographer, since May 1, 1886, there has been but one clerk to attend to the correspondence as given above, and to the financial affairs of the office, amounting to upwards of \$90,000.

Clerk of class 1 keeps the record of charts received and issued, amounting to upwards of 25,000 charts during the year.

The one copyist is the custodian of the archives, receives, indexes, files, and gives out documents for the compilation of charts.

The messenger attends to mailing of Notices to Mariners and the care of 12,000 archive charts.

The laborers take care of rooms and assist in handling charts and forwarding same.

The following statement shows the maximum and minimum amount of business transacted and disposed of by the employes:

	1884.	1885.	1886.	1887 (to Mar. 1)
Charts drawn and engraved.....	22	38	41	10
Number of charts printed from copper plates.....	21,094	24,626	17,695	4,275
Number of proofs taken.....	906	1,367	1,045	210
Reams of letter paper headed.....	14	19½	27	½
Reams of note paper headed.....	5½	8½	11½	2½
Official envelopes stamped.....	7,347	6,269	4,524	2,098
Official cards stamped.....	2,057	2,401	973	500

The draftsmen and engravers are required to make a daily statement of work performed, and each employe is required, by comparison, to give an amount of work equal to the salary received.

The following statement shows the average number of days devoted to the consideration and transaction of business by the employes of this office, deducting annual leave and absence on account of sickness :

	1884.	1885.	1886.	1887 (to Mar. 1).
Average number of days.....	282½	275	272½	45
Based on the following number of working days.....	307	303	307	48

The following statement shows the maximum and minimum number of days devoted to business :

	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum.....	299	298	298	48
Minimum.....	255	251	226	33

The statement as given above of the amount and character of business performed, transacted, and disposed of, is by the civil employes of the Hydrographic Office. The office is divided into six divisions, each division is in charge of a naval officer. Charts are overhauled and examined; sailing directions, light lists, catalogues, notices to mariners, pilot charts, supplements to pilot charts, &c., are prepared and proofs read by naval officers. For a more detailed account of the workings of the several divisions of the office and its methods of conducting business I would refer to the annual reports of the Hydrographer for the years named in the inquiry which are appended hereto.

Very respectfully,

J. R. BARTLETT,
Commander, U. S. N., Hydrographer.

To the CHIEF OF BUREAU OF NAVIGATION.

NAUTICAL ALMANAC OFFICE.

NAUTICAL ALMANAC OFFICE,
BUREAU OF NAVIGATION, NAVY DEPARTMENT,
Washington, April 2, 1887.

SIR: In reply to the order of the Department of March 25, calling for a reply to certain inquiries respecting the amount and character of business transacted since January 1, 1884, I have the honor to submit the following statement :

(1) With respect to questions (1) and (2): The business of this office is of such a nature that it does not admit of being estimated and set forth in the form prescribed by the inquiries in the order of the Department. Its main work consists in preparing annually for publication the American Ephemeris and Nautical Almanac, the American Nautical Almanac, and the Atlantic and Pacific Coasters' Nautical Almanacs. This work is of a purely technical and scientific character, like that of the Naval Observatory, and of the Coast and Geological Surveys, and is performed by a corps of trained assistants.

The state of the work at the beginning of each year, as indicated by the number of pages of the Ephemeris handed in ready for the printer, is shown in the following table :

	1884.		1885.		1886.
Ephemeris for year—		Ephemeris for year—		Ephemeris for year—	
1887.....	36	1888.....	39	1889.....	67
1888.....	258	1889.....	204	1890.....	245
1889.....	210	1890.....	176	1891.....	145
1890.....	29	1891.....	28	1892.....	32
Total.....	533	Total.....	447	Total.....	489

The differences in the above totals do not indicate differences in the work done, but arise from work being handed in at different times in different years.

The recorded correspondence of the office is as follows:

	1884.	1885.	1886.	1887 (to Mar. 1).
Letters received.....	268	1,025	1,068	253
Letters sent.....	521	720	672	172

Besides these letters the office is frequently called upon for scientific information of a character not pertaining to or affecting its work. Much of the correspondence thus arising is not deemed official, and is not recorded.

(2) With respect to questions (3) and (4): The operations of the office are so varied and diverse in character that the work of the individual assistants does not admit of any quantitative statement and comparison, except in the case of employes paid by the piece. The earnings of the contract employe earning the most range from about \$1,400 to about \$1,600 per annum. The exact amount paid during each calendar year varies with the time at which he hands in his work, as well as with the work he does.

(3) As to questions (5) and (6): The records of the office show what particular work was done and finished by each assistant; but before the present year no daily record of office attendance was kept. The reason of this is, that the only requirement necessary is that each assistant should be reasonably punctual in attendance, and should have his work done and finished at the proper time of each year.

During 1884 one assistant was so frequently absent on account of sickness that his efficiency was seriously impaired, and his resignation was called for on November 15 of that year.

During 1886 one assistant was absent three months on account of sickness, and then resigned.

Another was absent about a month from the same cause, but returned to duty. With these exceptions there have been no undue absences from duty during the years in question.

Very respectfully, your obedient servant,

S. NEWCOMB,
Superintendent Nautical Almanac.

To the CHIEF OF THE BUREAU OF NAVIGATION, NAVY DEPARTMENT.

NAVAL OBSERVATORY.

UNITED STATES NAVAL OBSERVATORY,
Washington, April 4, 1887.

SIR: I have the honor to acknowledge the receipt of the Bureau's order of the 26th of March, inclosing a copy of the Department's circular of the 25th, addressed to the chiefs of Bureaus.

I respectfully submit, herewith, a statement showing the amount and character of the business transacted and disposed of, through the clerk, during the calendar years 1884, 1885, 1886, and up to March 1, 1887.

On the 1st of January, 1884, there was no business of a clerical nature left undisposed of or pending.

Character of business.	1884.	1885.	1886.	1887 (to Mar. 1).
<i>Correspondence.</i>				
Number of letters received and filed or referred.....	284	532	526	109
Number of letters, including reports, statements, &c., written or prepared, and dispatched.....	213	360	431	69
Number of letters recorded and subject indexed.....	194	341	418
Estimated number of full pages of official paper written.....	710	1,058	1,276	126
<i>Accounts.</i>				
Number of requisitions drawn in duplicate and entered.....	100	178	198	26
Number of pay-rolls made in triplicate and entered.....	6	12	12	2
Number of bills or vouchers drawn in triplicate and entered.....	213	256	224	45

There is but one clerk employed at the Naval Observatory; hence this statement can be comparative only in so far as it relates to the work of the same person during the several years mentioned.

The following statement shows the number of days devoted to the consideration and transaction of business by the clerk in person, deducting annual leave and absence on account of sickness :

Character of business.	1884.	1885.	1886.	1887 (to Mar. 1).
Number of days.....	271	260	282	48

The annual leave allowed by law (30 days) was not exceeded.
Respectfully submitted.

R. L. PHYTHIAN,
Captain, U. S. N., Superintendent.

The CHIEF OF THE BUREAU OF NAVIGATION, Navy Department.

BUREAU OF NAVIGATION, NAVY DEPARTMENT,
Washington, April 19, 1887.

SIR: In compliance with Department's order of the 5th instant, I have the honor to transmit herewith statements of the records of each of the employés of this Bureau : (I) Time given to official duty, (II) efficiency, and (III) amount of business dispatched, during the years 1884, 1885, 1886, and to March 1, 1887.

Appended hereto are similar statements from the Hydrographic Office, Naval Observatory, and the Nautical Almanac Office.

Very respectfully,

J. G. WALKER,
Chief of Bureau.

The honorable the SECRETARY OF THE NAVY.

[*Notes by Committee*: The following is compiled from and substituted for four sheets or tables, giving names of each employé in Bureau of Navigation, working days in year, days absent on leave and sick, total so absent, and average working days per month, the number of days present not being given.]

Years.	Number of days Department open.	Total days absent on leave and sick.	Number of employés.	Average number of days' work per month.	Maximum days present per month.	Minimum days present per month.
1884.....	307	279	10	22.66 to 25	25	22.66
1885.....	303	303½	10	20.92 to 24.71	24.71	20.92
1886.....	307	328	10	21.91 to 24.66	24.66	21.91
1887 (to March 1).....	48	27	10	21 to 24	24	21

[*Notes by the Committee*: The sheet giving names of employés, grade, and efficiency is omitted—all being efficient but one, who is reported "tolerably efficient."]

[*Note by Committee:* The following has been compiled from and substituted for seven sheets, showing business dispatched by employes of Bureau of Navigation, and giving names of each and special duties in addition, but no statement as to business on hand undisposed of.]

Character of business.	During 1884.	During 1885.	During 1886.	During 1887 (to March 1).
Letters received and distributed	4, 610	3, 143	3, 113	559
Letters prepared for type-writer	3, 054	1, 781	1, 858	131
Requisitions for stores and surveys from navy-yards and ships acted upon	607	716	719	117
Bills in triplicate approved, entered, and filed	1, 388	1, 651	1, 834	329
Paymasters' requisitions for funds audited and passed	214	219	222	36
Letters written to paymasters and to Pension Office	704	502	675	131
Paymasters' accounts and navy-yard pay-rolls examined and filed	468	300	880	36
Transfer of funds effected	6	70	12	1
Weekly reports of purchases	52	52	52	9
Hydrographic Office, Nautical Almanac Office, and Naval Observatory Office pay-rolls examined and approved	36	36	36	6
Summaries of navy-yard expenditures examined and filed	84	84	84	14
Letters received, indexed, and filed	4, 610	3, 143	3, 113	559
Letters sent, indexed, and copies filed	3, 755	2, 233	2, 563	435
Letters entered in briefing record	5, 376	5, 676	994
Invoices, receipts, &c., filed	2, 594	3, 571	2, 456	394
Letters type-written	3, 755	2, 233	2, 563	435
Letters copied in permanent-record books	2, 324	2, 195	2, 478	384
Pension cases attended to	487	288	453	95
Log books from vessels in commission received, registered, and filed	92	78	85	41
Log books sent to Government Printing Office for rebinding	155	1, 645	700
Letters and other papers received, dating stamp affixed	9, 274	8, 184	8, 035	1, 354
Letters press-copied and mailed	3, 755	2, 233	2, 563	435
Packages of books, periodicals, &c., made, addressed, and sent by mail and express	1, 656	1, 474	2, 374	231

[*Note by Committee:* The following has been compiled from and substituted for four large sheets or tables, giving names of all employes, grade, salary, days absent on leave and sick, total days absent and working days present (the average number of days worked not being given) in United States Hydrographic Office.]

Years.	Number of days Department open.	Days worked in person.	Number of employes.		
			Maximum present.	Minimum present.	Minimum present.
1884	307	9, 735½	39	298	75
1885	303	10, 818½	44	298	126
1886	306	10, 427	42	297	54
1887 (to March 1)	48	1, 742½	39	48	18

[*Note by Committee:* In 1884 one laborer was dismissed, one discharged, and one copyist transferred. In 1885 two draftsmen were discharged, and in 1886 one clerk and two draftsmen resigned. The minimum in each year does not refer to their days present.]

U. S. NAVAL OBSERVATORY,
Washington, April 12, 1887.

SIR: The Bureau's letter of the 11th instant, inclosing a copy of the Department's order of the 5th, in regard to clerical work performed and attendance, is received.

There is but one clerk attached to the Observatory. Time: In 1884, employed 271 days; in 1885, employed 269 days; in 1886, employed 282 days; in 1887, to March 1, employed 48 days. Efficiency, excellent, as shown by 38 years of satisfactory service and by letters of commendation on file in the Department. Amount of business, all of the clerical work embraced in the report submitted April 4, 1887.

Very respectfully,

R. L. PHYTHIAN,
Captain, U. S. N., Superintendent,

The CHIEF OF THE BUREAU OF NAVIGATION,
Navy Department,

The following statement shows the number of assistants and other employes and their salaries in the office of the Nautical Almanac, April 15, 1887 :

	Salary.
3 assistants, at.....	\$1,600
2 assistants, at.....	1,400
3 assistants, at.....	1,200
2 assistants, at.....	1,000
1 copyist and type-writer, at.....	900
1 assistant messenger, at.....	720
1 laborer, at.....	660

The duty performed by the assistants is so diverse in character that no statement of relative efficiency can be made. All should be classed as efficient, except so far as temporarily disabled by sickness.

BUREAU OF ORDNANCE.

BUREAU OF ORDNANCE, NAVY DEPARTMENT,
Washington City, April 5, 1887.

SIR: In reply to the circular of the Navy Department to the chiefs of Bureaus, dated March 24, 1887, directing certain information to be furnished to enable the Department to answer an inquiry of the Senate committee of which Hon. F. M. Cockrell is chairman, the Bureau would state :

The business of the Bureau is not transacted in divisions, and is therefore reported as a whole.

It has not been customary to keep an account of the amount of business performed by each employe, as their number is so small in proportion to the amount of work to be done that it is easy to supervise them; and the variety of work done by each is so great that with all their efforts the employes cannot keep up the current work. It would therefore require additional clerical force to keep such a record as is referred to by the committee. Moreover, the records of the Bureau show sufficiently well what is done by each person without the necessity of keeping an individual statement.

There was no routine business pending and undisposed of on the 1st January, 1884-'85-'86, and up to March 1, 1887, excepting the following office work :

Cost of ships in service and responsibility of stores.

Examination of returns and record thereof.

Examination of accounts of manufacture.

Posting gun register.

Construction and endurance of guns in service.

Gun-carriage register.

Powder: Data regarding life of powder and reliability.

The more important details of experiments made during development of the new armaments.

The records of the office were and are behind three years prior to the adoption of the new system (January 1, 1885), owing to the inadequate force of clerks employed.

	1884.	1885.	1886.	1887 (to Mar. 1).
Letters received, briefed, and indexed.....	3,817	4,139	4,238	763
Letters sent and indexed.....	*4,179	3,436	3,755	621
Letters recorded and indexed.....		3,436	3,755	621
Requisitions received, approved, and indexed (in triplicate).....	583	812	1,103	184
Invoices received and indexed.....	494	448	466	59
Ship's returns received and filed.....	1,750	1,890	1,920	200
Vouchers received and approved (in triplicate).....	1,306	1,395	1,557	261
Money requisitions issued.....	327	373	400	62

* Not recorded.

It is impossible to state the average amount and character of business performed, transacted, and disposed of by the employes of this Bureau, as the duties are so varied in consequence of the manufacturing and technical nature of the business of the Bureau.

The average number of employes in this Bureau during each month of the years specified is 7, which is the whole number employed.

This inquiry is covered by the answer to No. 3.

The following statement shows the average number of days and time and attention devoted to the consideration and transaction of business by the employes in person in this Bureau, during each year specified. There has been no proxy at any time.

	1884.	1885.	1886.	1887 (to Mar. 1).
	<i>Days.</i>	<i>Days.</i>	<i>Days.</i>	<i>Days.</i>
Chief clerk	350	350	350	59
One clerk, class 3	309	293	279	48
One clerk, class 2	309	299	288	48
One clerk at \$1,000 (from July 1, 1884)	155	318	319	52
One draftsman	309	279	279	48
One messenger	309	288	289	48
One laborer	309	287	274	48
Average	315.3	302	296$\frac{2}{3}$	50$\frac{1}{2}$

I am, sir, your obedient servant,

M. SICARD,
Chief of Bureau.

Hon. W. C. WHITNEY,
Secretary of the Navy.

BUREAU OF ORDNANCE, NAVY DEPARTMENT,
Washington City, April 5, 1887.

SIR: In reply to the circular of the Navy Department to the chiefs of Bureaus, dated 24th ultimo, requiring a detailed statement of the methods of transacting business, &c., in order to reply to an inquiry of the Select Committee of the Senate, of which Hon. F. M. Cockrell is chairman—

Only a small part of the business of this Bureau is of a routine nature, so that a description of a general method of transaction, as requested by the committee, is virtually impracticable, except as regards the mode of securing supplies, payment of liabilities, and recording the same, in which matters the following course is pursued:

Requisitions.—Articles being needed, requisition therefor in triplicate is made by the inspector of ordnance at a navy-yard or station, through the commandant, upon the Bureau, where a close scrutiny is first made by the chief clerk, who initials the paper, and afterwards by the chief of Bureau, and if it is decided that the articles are required for the service, and the funds will admit, the requisition is approved by the chief of Bureau.

One copy (triplicate first) is then forwarded to the paymaster, who is to make the purchase; one (triplicate second) is retained at the Bureau, where it is filed and indexed by the record clerk, for future reference and comparison by the finance clerk with bills rendered thereunder, and the other (triplicate third) is returned to the yard or station as advice of the action of the Bureau.

Liabilities.—The sum of each requisition is entered by the chief clerk as a liability against the appropriation to which it pertains.

The purchase having been made and the articles delivered, bills therefor, in triplicate, are prepared at the place of delivery on forms prescribed by the Second Comptroller.

After all required certificates as to delivery, quality, &c., are made thereon, the bill, in triplicate, is sent to the Bureau, where it is scrutinized, compared with the requisition, contract, or order, prices examined, calculations verified, &c., by the finance clerk; and if found regular and correct, is prepared by him for approval of chief of Bureau, who (after the initials of the chief clerk are attached) signs it if he finds it correct.

A record of the bill, when approved, is made by the finance clerk as a liability against the appropriation from which it is properly payable. The bill is then returned to the place where made, as advice, to be forwarded to the payee, who presents it at the pay office (specified on the bill) for payment.

Payments.—On the receipt of the bill from the payee, the paymaster makes a requisition upon the Bureau for the necessary amount to pay, inclosing triplicate third of the bill as a voucher. If found regular and correct by the finance clerk, a request that the amount be placed to the credit of the paymaster is made upon the Department by the chief of Bureau, and the fact entered opposite the record of the bill by the finance clerk.

The amount of the requisition of the paymaster is also debited by the finance clerk on the requisition ledger against the appropriation to which it pertains.

Monthly exhibits are forwarded by the different pay offices, showing receipts and payments, which are examined, compared, and verified by the finance clerk, and the necessary measures taken by the chief of Bureau to correct any discrepancies (from the preceding record) which may be found.

This Bureau now has twenty-one different appropriations under its cognizance.

Orders for work are communicated directly from the Bureau to a yard or station, and the completion reported upon proper forms giving cost of same.

I am, sir, your obedient servant,

M. SICARD,
Chief of Bureau.

Hon. W. C. WHITNEY,
Secretary of the Navy.

[*Note by Committee:* The following is compiled from, and substituted for, the table of the Bureau of Ordnance, in Navy Department, giving names of employes and days worked by each.]

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Number of employes.	Average number of days' work.	Maximum days present.	Minimum days present.
1884	307	1,893	0	7	291	307	141
1885	306	2,021	0	7	288	306	276
1886	303	1,982	0	7	283	303	271
1887 (to March 1)	48	356	0	7	48	48	48

In 1884 one clerk began July 1 and worked 141 days, and the average number of days worked applies to the other six who worked during that whole year.

Sundays, holidays, and extra time not included.

BUREAU OF CONSTRUCTION AND REPAIR.

NAVY DEPARTMENT,
BUREAU OF CONSTRUCTION AND REPAIR,
Washington, D. C., April 2, 1887.

SIR: In reply to your circular to chiefs of Bureaus, of the 24th instant, directing certain information to be furnished under the several heads mentioned, to enable the Department to answer an inquiry of the Senate Select Committee, of which the Hon. F. M. Cockrell is chairman, the information to cover the calendar years 1884, 1885, 1886, and up to March 1, 1887, I have the honor to submit the following:

First inquiry. The amount and character of business pending and undisposed of in each division of your Bureau on the 1st day of January, 1884.

Answer. There are no separate divisions in this Bureau. No business of the Bureau was pending and undisposed of on January 1, 1884. Probably some work on vessels, coming under the cognizance of this Bureau, was in progress at the navy-yards, and possibly some bills were outstanding awaiting final action; but none of the clerical work of the Bureau remained unfinished.

Second inquiry. A similar statement showing the amount and character of business received and also transacted and disposed of in each division of your Bureau during the year 1884.

Answer. The amount and character of the business performed by this Bureau during 1884 was that which naturally arises in an office of this kind in the course of a year, and was varied and considerable. All of the business which occurred during that period was finished and disposed of as it presented itself. The character of the business was that which always pertains to this Bureau, viz: Building and repairing vessels, and the clerical work necessarily connected therewith.

Third inquiry. The average amount and character of business performed, transacted, and disposed of by the employes in each division of the Bureau, and the average number of employes in each of said division during each month in said year.

Answer. It is difficult to give an average amount of business performed by the employes of this Bureau. All the business that came into the Bureau was properly transacted. The work in the Bureau consists of preparing the necessary plans and specifications for building and repairing vessels, correspondence, financial business,

contracts for materials, requisitions for materials, recording, indexing, indorsing, and much miscellaneous clerical work. One chief clerk, four clerks, and six or eight draftsmen were occupied during each month of the year.

Fourth inquiry. The maximum and the minimum amount of business transacted and disposed of by the employé doing the most and the employé doing the least in each division of your Bureau during each month of said year.

Answer. Each employé has specific duties to perform, different in character, and has satisfactorily performed them. It would be difficult to determine which employé performed the maximum amount of business during the periods mentioned, and which performed the minimum amount. They all performed all the business assigned them and kept their work squarely up.

Fifth inquiry. The average number of days, and the time and attention devoted to the consideration and transaction of business by the employés, whether in person or by proxy, in each division of your Bureau during said year or such part thereof as such employés, or any of them, may have received pay from the United States.

Answer. The employés of the Bureau attended personally to their duties during the entire year, and were regularly on duty, except the few days they were granted permission to be absent. A small number of days were lost through sickness.

Sixth inquiry. The maximum and the minimum number of days during said year so devoted to business by the employés in each division of your Bureau present the greatest number of days, and also for the least number of days.

Answer. None of the employés were absent from the Bureau more than the customary time allowed (30 days). The remainder of the time was devoted by each employé to the business of the bureau; and it gives me pleasure to bear testimony to the marked zeal exhibited by the employés of the Bureau in their attention to the business of the office.

As there has been little, if any, change in the number of employés of the Bureau, or of the business performed by them, the statement given above for the year 1884 will apply also to the years 1885, 1886, and up to March 1, 1887.

No separate account has been kept of the business performed and disposed of by each employé during the periods mentioned, as they were all employed on current miscellaneous business as necessity required. If any one clerk had more business on his desk at a given time than he could dispose of, others, having that which was less pressing in its nature, would be called upon to assist in dispatching it.

I am, sir, very respectfully, your obedient servant,

THEODORE D. WILSON,
Chief of Bureau.

Hon. W. C. WHITNEY,
Secretary of the Navy.

NAVY DEPARTMENT,
BUREAU OF CONSTRUCTION AND REPAIR,
Washington, D. C., April 2, 1887.

SIR: In reply to your circular letter of the 24th ultimo, directing this Bureau to furnish, as early as practicable, for the information of the Senate Select Committee, of which the Hon. F. M. Cockrell is chairman, a detailed statement of the methods of transacting business therein (illustrating the method by one or more of the principal business matters coming within its control), beginning with the receipt of the business and showing, in consecutive order, the various steps taken by each of said business matters, through whose hands it passes, by whom it is considered and acted on, and the action taken by each, until it is finally disposed of and notice thereof duly given to the proper party, I have the honor to submit the following statement, necessarily somewhat prolix, as illustrating the character of the business transacted by this Bureau, which is of a multifarious nature, and the manner of conducting it.

The duties of this Bureau comprise all that relates to designing, building, fitting and repairing the hulls of vessels, spars, boats, capstans, windlasses, steering gear, ventilating apparatus, tanks, ballast, casks, blocks, furniture for ship's use of the kind made in the navy-yards, and lumber, plates and tools for sea stores of the kind used by it in building vessels; also the turrets and armor plating after the material, quality, and distribution of thickness have been determined by the Bureau of Ordnance.

It designs the slips and the various buildings and shops where its work is executed, so far only as their internal arrangements are concerned, and, after their completion, has exclusive control of the same, including dry-docks.

It determines upon and furnishes all tools, stores, stationery, books and forms required in the constructor's department, materials, fuel, means and appliances of every kind used in its buildings and shops, and erects and repairs the same.

It makes all contracts for and superintends all work done under it.

It has under its sole control the reception, inspection, storing, and preparation of all its materials, and the pay, organization, and mustering of the labor, including clerks, writers, draughtsmen, and messengers at the yards and stations, master-workmen, ship-keepers, and laborers connected with it and used entirely for its purposes.

All reports, surveys, pay-rolls, and communications relating to its duties are addressed to and received from it.

It has control of all vessels building and repairing, and is also responsible that vessels in ordinary do not go to decay for want of proper examination on the part of constructors in the yards.

It has charge of the docking of vessels.

It estimates for and pays from its own funds the cost necessary to carry out its duties as above defined.

All orders relating to matters connected with the Bureau are sent to the commandants of the navy-yards, who are held responsible for their execution.

For these purposes, besides the necessary force of the Bureau proper, which consists of a chief of Bureau, a chief clerk, four clerks, three draughtsmen, a messenger, and a laborer, together with such additional draughtsmen as may be found necessary from time to time, there is maintained at each of the several navy-yards a department of construction and repair, in charge of a naval constructor and an assistant naval constructor, who are officers of the Navy, and subordinate to the commandant of the yard, one or two clerks, one, two, or three writers, one or two draughtsmen, and such a force of workmen of the various trades as may be necessary to perform the work required.

Upon the failure of John Roach, the contractor to build the steel cruisers Atlanta, Boston, and Chicago, the Department took charge of the vessels and directed this Bureau to continue the work on them to completion. The necessary force of workmen was employed, with a naval constructor and an assistant naval constructor to superintend, and six draughtsmen, three copyists, one writer, and one messenger, to make the drawings and perform the other miscellaneous work.

The Atlanta and the Boston have been so far advanced towards completion that they have been sent to the New York navy-yard for final finishing. The Chicago is still at the establishment of the contractor at Chester, Pa., but will, in about thirty days, be sent to the New York yard for completion.

Of the new ships recently authorized to be built by contract, under the general supervision of this Bureau, the cruiser Baltimore and Gunboat No. 1 are building at the establishment of the Messrs. Cramp & Sons, Philadelphia. A naval constructor and an assistant naval constructor are detailed there to superintend the work, and two draughtsmen, one copyist, one writer, and one messenger, to make the necessary plans and do the other miscellaneous work.

The cruiser Charleston is building at the Union Iron Works, at San Francisco, Cal. A naval constructor has been detailed there to superintend this work, with 2 draughtsmen and a copyist to make the necessary plans, &c.

Gunboat No. 2 is building at the Columbian Iron Works, at Baltimore, Md. An assistant naval constructor has been detailed to superintend this work, with 2 draughtsmen, 1 copyist, 1 writer, and a messenger, to make the necessary plans and to perform the other necessary work.

When the plans, specifications, &c., for building the two armored cruisers authorized by the act of Congress of August 3, 1836, are decided upon by the Department, and the contracts for building them are made, the construction of them will be prosecuted under the general supervision of the Bureau.

There are also in course of preparation in the Bureau the plans and specifications for building the two steel cruisers and the two steel gunboats authorized by the act of Congress of March 3, 1837. As soon as the awards of the contracts for building these vessels have been made by the Department work will be begun on them. The necessary superintending officers and others will be detailed for all of these ships at the proper time.

When the building of a new vessel is contemplated this Bureau is required to prepare and submit plans and specifications for the consideration of the Department. When a design is accepted and decided on by the Department, whether the ship is to be built under contract with a private party or by the Government at one of its navy-yards, this Bureau is required to prepare and furnish all the calculations and plans in detail relating to the hull and structure before the beginning of the work, and to perform such other business as naturally arises during the progress of work of such magnitude and importance. To facilitate this branch of the business of the Bureau a draughting-room is attached thereto, in which is employed a corps of skillful draughtsmen.

As may readily be imagined, the financial business, correspondence, contracts, providing for furnishing materials and stores on requisitions for work at the navy-yards, recording, and other clerical work connected with the Bureau form a system of business which is varied and considerable.

The general directions governing the business of the Bureau emanate from the chief of the Bureau, and are transmitted to the chief clerk, who distributes the work to the other 4 clerks, with the necessary instructions, and who is responsible for its proper execution.

While each of the clerks of the Bureau is usually assigned to specific and distinct duties, it is fully understood that, when occasion requires it, as in the case of an extra amount of work of a special nature, such as the calls of Congress or of the Secretary of the Navy for information of a special kind, involving much time in searching the records for the desired information and preparing it for transmission, such of the whole force of the Bureau as is required, and can be advantageously employed on the work, is assigned to it.

When a vessel of the Navy is thought to be in such a condition as to require any considerable amount of repairs, she is, by direction of the Bureau, surveyed by a board of officers; and when the board of survey, in its report, recommends certain repairs to be made on the vessel, at an estimated reasonable cost and within the limits of the law, the report is submitted by the Bureau to the Department for approval; after which the Bureau directs that the work be proceeded with in accordance with the report of survey, and gives such instructions as it may deem necessary in the premises. As these repairs are frequently very extensive, requiring much time to do the work, they are necessarily very expensive, involving the expenditure of large sums of money for the payment of labor and the purchase of materials. This necessitates considerable clerical work in the Bureau, in each case, during the entire time the vessel is under repair. The nature of the most of this clerical work is governed by the circumstances attending the necessity for it. If there are several ships repairing at several of the navy-yards, while new ships for the Navy are building under contract by private parties, under the superintendence of officers of the Navy connected with this Bureau, and who receive their instructions, plans, &c., from the Bureau, which is the case at this time, the business of the Bureau may be considered at a maximum, and the capacity of its force taxed to its utmost.

When the commandant of a navy-yard is ordered by the Bureau to have certain repairs made to a vessel, the naval constructor attached to the yard is directed by the commandant to have the work done by the force of workmen employed in the department of the yard under his charge; the naval constructor being personally responsible to the commandant and to the chief of the Bureau for the proper performance of the work.

A strict account is kept of the time made by the employes at the yards, and monthly pay-rolls for the pay of this labor are submitted to the Bureau. The paymaster of the yard draws his requisition on the Bureau for the necessary funds, under the appropriation made by Congress for this specific kind of work, and forwards it to the Bureau for its action. The requisition is examined at the Bureau, and if found in all respects correct it is *passed*, and the Secretary of the Navy requested to cause the sums required to be remitted to the paymaster making the requisition, the said paymaster being held accountable for the money.

The requisitions for funds to pay for materials purchased are drawn on the Bureau by the purchasing paymaster of the station, under the proper appropriation, and are forwarded for the action of the Bureau. If approved and passed, they take a similar course to the requisitions for the pay of labor, as described above.

Large quantities of materials required for yard purposes are usually procured by contract, after due advertisement, upon schedules arranged in classes for the purpose. When the material required for a particular item of work is not on hand at the yard, nor due under contract, the general storekeeper of the yard makes a requisition on the Bureau for it, which is approved and forwarded by the commandant of the yard. If the Bureau approves it, the requisition and the action of the Bureau are properly recorded in the Bureau and the requisition returned to the yard. The materials are then purchased by the purchasing paymaster at the lowest market rates. Bills for the payment of these materials are then made out at the yard, approved and certified by the proper authorities as correct, and forwarded to the Bureau; they are then approved by the Bureau and returned to the yard, when they are sent to the purchasing paymaster for payment. The paymaster then forwards a requisition for the funds to pay these bills, which the Bureau approves and puts on the regular course of approved requisitions for money, as described above.

The mail matter received at the Bureau is opened by the chief of the Bureau, who dictates to the chief clerk the action he desires taken in each case. The chief clerk assort the papers, stamps the date of receipt on each, numbers it, and records the substance of each in a *minute book*, making a marginal note of the disposition made of it, in order that it may be readily traced. The papers are then distributed by the chief clerk to the clerks having charge of the duties to which the respective subjects pertain, with instructions as to what shall be done in each case. The papers not requiring any further action, such as regular returns &c., are filed by the chief clerk

in places provided for them. At the end of each year all letters and papers received in the Bureau are bound in volumes for ready reference.

All letters, statements, and other communications sent from the Bureau are first press-copied in books, then recorded in record books provided for the purpose, and properly indexed therein.

Realizing from a long official experience the great importance of thoroughly indexing records which may be sought for many years hence, a *key-book* is kept in the Bureau, in which are indexed, under proper heads, every paper sent from the Bureau and every paper received in it. In this key-book is embraced a *general index of vessels*, alphabetically arranged. As nearly all of the correspondence of the Bureau is on the subject of ships, the substance of any allusion to a ship in any of the correspondence is properly entered in this index, thereby affording a very ready and effective means of discovering and ascertaining any subject matter desired. These key-books are arranged to last one year each, thereby producing a single volume which contains a synopsis of the entire correspondence of the Bureau for one year.

Some of the papers received by the Bureau are referred to it by indorsement, necessitating replies by indorsement. For this purpose an indorsement book is kept, in which is recorded all the clerical work transacted by indorsement. When a paper is referred to the Bureau by the Department, or otherwise, by indorsement, the date of the paper, by whom written, to whom addressed, by whom referred to this Bureau, and for what purpose, are recorded in this indorsement book, together with such action as the chief of the Bureau may take thereon.

In conclusion, I have to state that it has always been the intention of the Bureau to keep its business and records squarely up to date; and it is with no small degree of satisfaction that its efforts have thus far been eminently successful.

I am, sir, very respectfully, your obedient servant,

THEODORE D. WILSON,
Chief of Bureau.

Hon. W. C. WHITNEY,
Secretary of the Navy.

NAVY DEPARTMENT,
BUREAU OF CONSTRUCTION AND REPAIR,
Washington, D. C., April 13, 1887.

SIR: In reply to your letter of the 5th instant, directing that "the names of the clerks and a record of each as to time given to official duty, efficiency, and amount of business dispatched" be embraced in the reply of the Bureau to the Department's circular letter of the 24th ultimo, calling for information to enable the Department to answer an inquiry of the Senate Select Committee in regard to work performed and the attendance of employes, I have the honor to state that this Bureau, under date of the 2nd instant, submitted to the Department its reports, made in compliance with previous requests for information for the Senate Select Committee, of which the Hon. F. M. Cockrell is chairman, concerning the business methods of the Bureau, which practically precludes embracing in said reports the information called for in your letter of the 5th instant; in lieu of which the following supplemental statement is respectfully submitted:

Rating.	Number of days absent.			
	1884.	1885.	1886.	1887 (to Mar. 1).
Chief clerk	*35	17	24	1
Clerk	15	20	15	0
Clerk	7	6	21	0
Clerk	20	24	26	0
Clerk	†33	†46	†38	*3
Draftsman	0	0	0	0
Assistant draftsman	15	†36	23	0
Assistant draftsman				0
Messenger	7	3	5	0
Laborer	0	5	4	0

* Sick.

† Part sick.

The remainder of the time, during the periods named, was devoted by the employes of the Bureau to official duty.

The degree of efficiency of the force of the Bureau is excellent.

All the business relating to the Navy which naturally came within the province of this Bureau was dispatched by its employes, and the amount of such business performed was sufficient to keep the force constantly employed.

I am, sir, very respectfully, your obedient servant,

Hon. W. C. WHITNEY,
Secretary of the Navy.

T. D. WILSON,
Chief of Bureau.

BUREAU OF STEAM ENGINEERING.

NAVY DEPARTMENT,
BUREAU OF STEAM ENGINEERING,
Washington, April 7, 1887.

SIR: In reply to circular letters of the Department to this Bureau, dated the 24th ultimo, calling for certain information required to answer the Select Committee of the Senate, of which Hon. F. M. Cockrell is the chairman, I have the honor to submit the following:

The duties of this Bureau comprise that which relates to the designing, building, fitting out, repairing, and engineering of the steam machinery used for the propulsion of naval vessels, including also steam pumps, steam heaters and connections, the steam machinery necessary for actuating the apparatus by which turrets are turned, steam steers, steam windlasses, and steam capstans.

The plans, designs, &c., of this machinery are prepared under the direction of the Chief of the Bureau; and all plans or propositions for the making of new machinery or repairing the old are considered and decided here.

The Bureau also determines upon and provides all the necessary machinery, tools, stationery, blank books, and forms used in the Steam-Engineering department, with the materials, means, and appliances of every kind used in its shops and on board vessels; and has charge of the labor, pay, organization, and mustering of the force required for same, including clerks, writers, messengers, draftsmen, and master workmen at the navy-yards and stations.

All contracts for tools, materials, and supplies necessary for its purposes are made by the Bureau after due advertisement, as required by law, the bids being opened at the Bureau, examined, awards made, and contracts executed, copies thereof being sent to the contractor, the appropriate naval station, and the United States returns office; the original bids are forwarded to the Second Comptroller of the Treasury.

Purchases under the exigency clause of the law are made by the appropriate purchasing officer, only upon requisitions which have been duly considered and approved by the Bureau.

All reports, surveys, pay-rolls, and communications relating to the duties of this Bureau are addressed to it; and these are made weekly, monthly, and quarterly upon all matters under its cognizance both for navy-yards and naval ships.

This, in brief, will give a general idea of the business of this office, which embraces all the usual details of correspondence, making contracts, keeping accounts with objects, contractors, and appropriations; the examination of all reports, returns, and vouchers; the consideration of all propositions for repairs, alterations, or removal of steam machinery and tools; and the recording and filing of all correspondence, reports, vouchers, &c.

The bulk of the current business is acted upon and disposed of within a short time after it comes before the Bureau, only the matters requiring more serious and careful consideration being held over for any considerable time; and whenever the current business presses, the clerical force, or so much thereof as might at the time be necessary, have cheerfully given attention to it, with whatever overtime was found necessary for its prompt dispatch, so that no cases have been held over from year to year.

The daily mail is opened by the chief clerk (usually before 9 o'clock a. m.) and made ready for the consideration of the Chief of the Bureau, accompanied with whatever is found necessary from the files and records of the office for a clear understanding of the case; the decision as to the disposition of the subject-matters is then made by the Chief of Bureau; the chief clerk prepares the proper answers or indorsements, as instructed, distributes the work to the clerks of the office, as required by law (sec. 173 and 174 R. S.), and sees that the work is promptly and properly performed.

The clerical force of this Bureau and their duties, in addition to the chief clerk; are set forth as follows:

One clerk of class 2: Regular duty, key and correspondence clerk. Keys and files all correspondence and reports received, producing same as called for reference or examination when required in deciding matters of other correspondence before the Bureau; files all requisitions and vouchers for materials, moneys, labor, &c. Also examines and verifies all bills for purchases and services, preparing same for approval;

keeps a record of requisitions for all materials; examines store returns for materials called for on requisitions, and type-writes correspondence sent from the Bureau.

One clerk of class 2: Regular duty, financial clerk. This clerk has charge of the record of all bills and accounts, including ledger accounts with the appropriations, contractors, and dealers; and account with each approved requisition for material; the record of money requisitions issued by the Bureau, also the record of annual expenditures on naval vessels and at navy-yards. He prepares all money requisitions for approval, and type-writes correspondence sent out from the Bureau.

One clerk of class 1: Regular duty, recording clerk. This clerk records, briefs, and cross-indexes all correspondence sent out from the Bureau, and produces same as required for the consideration of daily matters before the Bureau.

One assistant messenger, who performs the duty of messenger; and, on account of the limited force of the Bureau, assists in such copying and other clerical duty as the office requires from time to time.

In addition to these regular duties other current office work is performed by these clerks, which is distributed to them by the chief clerk from day to day, as he sees that the same may, at the time, be best done, without interfering with the regular duties of the clerks.

In the drafting room of this Bureau there are—

A chief draftsman, whose duty it is, under the direction of the Chief of the Bureau to design, arrange, and locate the steam machinery of naval vessels, both for new engines, boilers, &c., as well as for new portions of old machinery in its various parts and details, and who has general oversight, distribution, and charge of work done by the other draftsmen.

Two assistant draftsmen, who are constantly employed in working out the details of design for new machinery, as directed, and in preparing tracings from drawings and original designs for work to be done.

Two laborers, who are employed in keeping the rooms in order, and otherwise performing the usual laborers' work of an office.

To give an idea of the amount of the business transacted in this office, the Bureau reports the following:

Letters, reports, &c., received: 1884, 4,164; 1885, 3,645; 1886, 3,846; 1887, to March 1, 551.

Letters, &c., sent out from Bureau: 1884, 2,610; 1885, 2,547; 1886, 3,177; 1887, to March 1, 483.

Vouchers examined, recorded, and prepared for payment: 1884, 1,032; 1885, 741; 1886, 1,700; 1887, to March 1, 93.

Requisitions for materials, &c., received and acted upon: 1884, 477; 1885, 486; 1886, 408; 1887, to March 1, 36.

To illustrate the business methods of the Bureau the following examples are given, viz:

(1) *Purchase of a machine-tool for a navy-yard.*—A requisition, fully describing said tool, is received from the navy-yard accompanied with explanations of the necessity for use of the tool. It is carefully considered by the Bureau, and such alterations, changes, &c., as may be deemed necessary, become a matter for correspondence with the navy-yard. Decision being reached, schedules are prepared, the same advertised, bids received and opened, contract awarded, prepared, executed, and the proper orders issued for inspection and receipt of said tool.

The tool being delivered, inspected, and found in accordance with the contract, the voucher bearing certificate of the proper officers at the navy-yard as to these facts is examined, and if found correct, is prepared for the approval of the Chief of the Bureau, with requisition for funds to pay the same; it is recorded, posted to the ledger account with the contractor, and the proper charge made against the appropriation from which it is to be paid, and the triplicate voucher, with other papers in the case, properly numbered, indorsed, and filed.

This is the mode of procedure in cases of purchase of all materials and stores by contract.

(2) *Open purchase of materials, stores, and supplies.*—Requisition from a navy-yard received by Bureau and duly considered; store returns from other navy-yards examined, to see if any portion of the articles called for can be supplied from the stores on hand; approved requisition is then sent to the purchasing paymaster, through the commandant of the navy-yard which requires the articles.

After the purchase and delivery, the matter comes before the Bureau upon certified bills, as above given, and takes the same course through the Bureau, except that, in addition, the account against the requisition is credited with the amount of approved bills, and the liabilities of the Bureau under this account reduced accordingly.

(3) *Alterations proposed to steam machinery, &c., or designs for new machinery.*—These are sent to the drafting room, where the original drawings of the machinery under discussion are filed, or where similar drawings can be referred to. The matter is duly considered; plans are made and fully discussed, and, after decision is reached,

drawings are made of the plan or parts adopted; tracings are taken therefrom and sent with letters of instruction to the proper officers directing the work to be done in accordance therewith.

The business of this Bureau is not transacted in divisions. The entire force consists of Chief Clerk, W. H. H. Smith; clerk of class 2, George Schultz; clerk of class 2, Wilton G. Shock; clerk of class 1, John H. Hoagland; assistant messenger, W. B. Darrell; laborer, Moses Lacy; laborer, Noble Snowden. Drafting room: Chief draftsman, George B. Whiting; assistant draftsman, A. P. M. Maschmeyer; assistant draftsman, Theo. C. Brecht.

As these employes are constantly under the eyes and directions of the Chief of the Bureau and the chief clerk, it has never been considered necessary or essential to keep an account of the items of business performed and disposed of by each employé. The condition of the work and the records of the Bureau abundantly testify to their uniform faithfulness of attendance within office hours, and diligence in the performance of the duties assigned them.

The following table will show the average number of days and time devoted to the business of the Bureau by the above-named employes, and the maximum and minimum number of days made by each for the calendar years 1884, 1885, 1886, and to March 1, 1887.

Number of employes.	Calendar year.																	
	1884	Chief clerk.		Chief draftsman.		Clerk of class 2.		Clerk of class 1.		Assistant draftsman.		Messenger.	Laborer.		Total.	Total average.	Maximum.	Minimum.
9.....	1884	279	279	279	299	279	279	279	279	279	279	279	283	279	2,535	282	299	279
9.....	1885	295	279	286	283	287	279	281	281	295	294	280	295	294	2,583	287	299	279
10.....	1886	290	288	295	279	*269	*278	152	280	*271	279	48	48	48	2,582	287	295	269
10.....	1887	48	48	48	47	48	46	44	48	48	48	48	48	48	473	47	48	46
Totals.....		916	894	908	908	893	873	96	888	897	900	8,173

* Sickness.

† Appointed November 1, 1886.

Very respectfully,

Hon. W. C. WHITNEY,
Secretary of the Navy.

CHAS. H. LORING,
Chief of Bureau.

BUREAU OF PROVISIONS AND CLOTHING.

NAVY DEPARTMENT,
BUREAU OF PROVISIONS AND CLOTHING,
Washington, D. C., April 6, 1887.

SIR: In compliance with the Department's circular letters of the 24th instant, to enable it to reply to an inquiry of the Select Committee of the Senate, of which Hon. F. M. Cockrell is the chairman, I have the honor to inclose a detailed statement of the amount of work done, and the methods of transacting the business of this Bureau, from January 1, 1884, to March 1, 1887, inclusive.

Very respectfully,

JAMES FULTON,
Paymaster-General, United States Navy.

Hon. WILLIAM C. WHITNEY,
Secretary of the Navy.

OFFICE OF CHIEF CLERK.

The duties of the chief clerk of this Bureau involve a general superintendency of the business transactions of the Bureau, and consist of taking charge of and opening the daily mails, which are read, stamped with the Bureau official stamp, numbered and referred to the respective clerks having charge of the particular work to which the communication may pertain, the chief clerk taking charge of and conducting such correspondence as may require the personal attention of the chief of the Bureau.

It is also the duty of the chief clerk, under the supervision of the Paymaster-General, to look after all open purchase and other requisitions made upon the Bureau

by pay officers for supplies, &c., determining from his knowledge of such matters, and from the records of the Bureau, such as should or should not be passed upon favorably, and, besides, the compiling of all correspondence pertaining thereto. It also devolves upon him to examine, with a view to keeping himself posted as to the condition and the requirements of the different yards and stations, the weekly reports of stores on hand, as transmitted by the respective pay officers in charge, as well as an examination of the pay-rolls which are forwarded in the same manner, for the inspection, guidance, and information of the Bureau.

He is also required to give his careful attention to the examination and perusal of all papers, together with the Bureau's daily correspondence as prepared by the several clerks, with a view to revising and making any correction deemed necessary before submitting the whole for the signature of the Paymaster-General.

The appended statement will show the number of letters written, the number of requisitions for supplies examined and acted upon, the number of weekly reports of stores on hand at the different yards and stations, together with the number of pay-rolls of the different yards and stations received and requiring the personal attention of the chief clerk of this Bureau for the years 1884, 1885, 1886, and the first quarter of 1887, respectively :

Year.	Number of requisitions.	Number of weekly reports.	Number of pay-rolls.	Number of letters written.
1884.....	386	676	156	2,710
1885.....	534	678	158	3,016
1886.....	514	676	156	3,210
1887 (first quarter).....	158	156	39	802

FINANCIAL AND CONTRACT DESK.

At this desk is received all money requisitions from all pay agents of the Navy and pay officers at the different navy-yards and stations.

The requisitions are accompanied by vouchers for the money required, except where required to pay for labor or clerical force.

The vouchers are carefully examined as to extensions and additions, and entered in a book kept for the purpose under their several appropriations.

A requisition is then made by the Bureau on the Secretary of the Navy for the amount required to pay the bills, and a letter of advice written to the drawer informing him that course had been given to his requisition and the money placed to his credit through the Secretary of the Navy and by the Secretary of the Treasury.

All estimates for yearly appropriations are made at this desk and submitted by the Paymaster-General to the Secretary of the Navy.

A weekly report of all purchases made by the Bureau and its pay agents, either by contract or open purchase, is made to the Secretary of the Navy.

The account of the Bureau's "contingent fund" for stationery and incidental expenses is also kept at this desk.

All contracts are made out by the clerk, and seven copies of each, including the original, are made. The original is sent to the Second Comptroller of the Treasury, one copy is kept in the Bureau, one each is sent to the contractor, the commandant of the navy-yard, the inspector of the yard, the pay agent who requires for the money to pay for the articles contracted for, and one to the returns office of the Interior Department for the files of that Department, together with copies of all proposals and papers pertaining to the contract as is required by law.

A set of books are also kept, in which the yearly appropriations under "provisions," "clothing," "small stores," "contingent," and "civil establishment" are entered and the amount paid against them. These accounts are balanced monthly and compared with the Treasury.

All telegraph and express accounts are also kept at this desk.

There was no unfinished work belonging to this desk on January 1, 1884.

Year.	Number of requisitions.	Number of contracts.
1884.....	336	58
1885.....	320	70
1886.....	316	84
1887 (to March 1).....	53
Total.....	1,025	212

No contracts were made between January 1 and March 1, 1887.

BOOK-KEEPER'S DIVISION.

(Division for examining and settling the monthly property returns of pay officers in charge of stores at the several navy-yards and stations, and money returns of the several Navy pay agents and paymasters at the several navy-yards.)

The returns of pay officers in charge of stores at the several navy-yards and stations are forwarded monthly, and show the quantity and cost of stores on hand the first day of the month, and in detail the quantity and cost of all stores received and expended during the month, and the balance on hand at the end of the month. They are accompanied by invoices showing the quantity and cost per pound, yard, &c., of all stores received and expended during the month, which invoices are carefully examined as to the accuracy of the extensions and additions, and the returns compared with the invoices, and, if found correct, the officer is notified of the settlement of his return.

The accounts of the several navy pay agents and pay officers at the several navy-yards and stations are also rendered monthly, and show the amount of money on hand under the different appropriations the first day of the month; the amount required for during the month, the amount paid during the month, and the amount on hand under each appropriation at the end of the month.

These accounts are accompanied by properly receipted vouchers and pay-rolls, showing what disposition was made of the money, and are carefully examined as to accuracy, and to ascertain if the money was expended in accordance with law and regulations, and if found correct the officer is notified of the settlement of his account.

When the returns and accounts are properly settled the invoices and vouchers are transferred to the journal clerk for entry on the journal, from which a proper debit and credit is entered on the ledger. The ledger shows a debit and credit account with pay officers in charge of stores at navy yards and stations and on board all ships in commission.

In this division the indorsements on all the ship's quarterly returns settled are carefully examined as to additions, and to see that the proper debits and credits are made before being entered on the journal and ledger.

(1) In this division there were 31 returns pending and undisposed of on the 1st day of January, 1884; each return being rendered monthly is examined and settled during the succeeding month.

(2) During the year 1884 there were received 392 returns and accounts, and 361 examined and settled.

(3) The average number of returns and accounts received, examined, and settled during each month of 1884 was 33, which were examined and settled by two clerks of this division in addition to various other duties, such as writing official letters, writing up the journal, and posting the ledger, making an estimate of the average amount of work done by each impracticable.

(4) The variety of work done in this division makes it impracticable to show the maximum and minimum of business transacted and disposed of by each employé.

(5) The full number of working days' time has been employed, making about 277.

(6) The same number of days for each employé as above.

The same statement applies for the succeeding years: In 1885, 369 monthly returns and accounts were settled; in 1886, 359 returns, and during January and February, 1887, 66 returns were settled.

During these years several voluminous reports and statements have been made to the Secretary of the Navy, courts-martial, and Congressional committees.

The following described books are also kept by another clerk of this division:

From January 1, 1884, to June 30, 1886, books were kept showing expenditures of stores pertaining to this Bureau on board all vessels in the U. S. Navy.

Purchases of said stores by ships and at the navy yards and stations, home and foreign.

All such stores sold at auction and the loss thereon.

Amount of stores and the value thereof on hand at the end of the fiscal year, together with the sum paid for labor at the navy yards and stations.

The above information taken from the final quarterly returns of ships and the monthly accounts of the several navy pay agents and pay officers.

From July 1, 1886, books of receipts and expenditures of provisions, clothing, small stores, and contingent, at all navy yards and stations within the United States, were opened, showing receipts from contract purchases, from open purchase, from ships, from miscellaneous receipts, expenditures to ships and shipments to same, to auction sales, to condemned total loss, and miscellaneous expenditures.

Information subsequent to July 1, 1886, is taken from monthly returns of stores forwarded to the Bureau from the navy yards and stations.

An annual statement is furnished from said books to the Paymaster-General, upon which the estimate for contracts and purchases of stores are based for the ensuing fiscal year.

Also statements from the same source in reply to inquiries from Congress, Congressional committees, courts martial, &c.

DIVISION OF SHIP'S ACCOUNTS.

A monthly summary statement of receipts and expenditures on board ships, accompanied with vouchers for contract and open purchase is received, examined, and compared with the transfer sheets of the book-keeper of the Fourth Auditor's Office of the Treasury, by the principal clerk of this division, who also maintains the correspondence relating to their conformity with law and regulations, and the general correctness of the same.

A quarterly return of provisions, clothing, small stores, and contingent stores, accompanied with an account-current, an authorization for commutation of rations, a separate return of clothing and small stores issued to officers, crew and marines, and also with all vouchers, comprising invoices and public bills, is received, and a preliminary examination of the same is made by the principal clerk, its receipt acknowledged, and the date of receipt at Bureau noted.

This preliminary examination consists in seeing that the quarterly account-current conforms with the three monthly summary statements belonging to that quarter, and correcting discrepancies where they occur, and particularly observing whether Navy and Bureau regulations, and the laws respecting the proper form of vouchers, have been complied with; whether all proper vouchers accompany the return, and the money and stores returns agree in every particular.

These returns being ready for settlement, they are apportioned among two other clerks and the principal examiner, who settle and report the settlement of the same to the Fourth Auditor, and notify the pay officer of their adjustment.

The final revision, as well as the preliminary examination, of these returns must be made by the principal clerk of this division, who enters the details of each transaction in a book which furnishes data upon which this portion of the work of the Bureau is set forth in its report to the Secretary of the Navy for each fiscal year.

The examination of these returns is exhaustive; the vouchers are proved by making the extensions in each case of quantity by average cost price, producing value given; next, that in the issues of provisions; the quantity and cost of ration as fixed by law, shall not be exceeded; in which case the excessive issue is made a charge against the account of the pay officer, unless he can give authority for such overissue.

Every process is gone over by which the return is made up, and every operation; for instance, the correctness of the average cost price at which articles are issued; the total of the issues, and the totals of each article on hand, received, and expended.

After having been satisfactorily settled, a detailed statement of the receipt and expenditures of clothing and small stores is made to the Fourth Auditor, who is also notified when cash shall have been received by the pay officer from such sources as provisions sold to messes, stores sold to vessels in distress, reimbursement for losses in transshipment, &c.

The quarterly returns, after having been finally passed upon as above illustrated in this division, are forwarded to the book-keeper's division of this Bureau.

(1) In this division there were 44 quarterly returns pending and undisposed of on January 1, 1884, these constituting the current work of the division, being for the last quarter received prior to the date mentioned.

(2) During 1884 there were received 648 monthly summary statements; 200 quarterly returns were received, and 195 settled, leaving, including the 44 on hand at the beginning of the year, 49 accounts undisposed of on January 1, 1885.

(3) The average number of quarterly returns settled by an average number of three employés during each month of 1884 was 8.3.

(4) The maximum number of accounts for the full year of 1884 settled by one clerk was 100; the minimum number, 85.

(5) The full number of working days' time has been employed, making about 277.

(6) The same number of days for each, as above.

The same statement applies for the succeeding years: In 1885, 225 quarterly returns were settled; in 1886, 258 returns; and during January and February, 1887, 57 returns were settled. In this connection it would be well to state that the greater part of the Bureau's letters were type-written, and that the three clerks in this division were type-writers.

During these years voluminous reports have been made to courts-martial, Congressional committees, and to the Secretary of the Navy, &c., from this division.

RECORDER'S DESK.

1884. Keying, briefing, and indexing all letters received; recording all letters sent, ruling and indexing same; indexing press-copy books; filing letters and arranging the same in order, to be bound in books at the end of the year.

These letters being distributed in so many books, it is impossible to get at the number.

1885. New system of recording and indexing introduced; 3,607 official papers briefed and entered in book marked "Letters received A," and indexed in book marked "Index to letters received A," 4,510 memoranda, replies to letters received, telegrams and indorsements from the Bureau folded, numbered, and filed inside letters received, after having been recorded in record books "A" and "B," and indexed in book marked "Index to letters sent A."

Average number of official paper received each month, 1885, 300.

Average number of official papers sent each month, 1885, 376.

1886. Five thousand two hundred and thirty four official papers briefed and entered in book marked "Letters received B," indexed in book marked "index to letters received B."

Five thousand memoranda, replies to letters received, telegrams and indorsements folded, numbered, and filed inside letters received, after having been recorded in record books "C" and "D" indexed in book marked "Letters sent B." "Letters sent B" indexed from June 30, 1886 and partly recorded by the assistant.

Average number of official papers each month received, 1886, 437.

Average number of official papers sent each month, 1886, 417.

1887. From January 1 to March 1, 1887, 1,200 official papers received, briefed and entered in book marked "Letters received C," indexed in book marked "index to letters received C."

One thousand two hundred and fifty memoranda, replies to letters received, telegrams and indorsements folded, after having been recorded in book marked "Letters sent E."

"Letters sent E" indexed from January 1 to March 1, 1887, and recorded partly by the assistant.

Average number of official papers received each month, 1887, 600.

Average number of official papers sent each month, 1887, 622.

Jackets made for all requisitions and telegrams.

The assistant is employed partly by the chief clerk in filling out blanks, requisitions, and forwarding blank bills of exchange.

MISCELLANEOUS WORK.

There is a large amount of work pertaining to the Bureau distinct and separate from either of the foregoing divisions, which has occupied to a great extent the attention of one, and a portion of the time two, of the clerks.

Under this head may be embraced the registration of all certificates and reports of claims under the Navy Department passed upon by the accounting officers of the Treasury and their proper disposition for payment.

The preparation of tables and reports as to stationery, carrying capacity of vessels, &c.

Type-writing pertaining to Bureau correspondence, reports to Secretary of the Navy and Congress.

Disposition of miscellaneous correspondence.

Receiving, acknowledging, and filing marine reports of clothing and property, returns of the U. S. Marine Corps from the vessels and stations where marines are on duty.

Certificates of settlement of claims are transmitted to pay officers for payment; reports of settlement are registered and forwarded to the Secretary's office for issue of requisition.

Total number of certificates and reports received and disposed of during the years enumerated, one-half of which required letters of transmittal:

1884	2,166
1885	2,853
1886	2,091
To March 1, 1887.....	461

giving an average for the three years and two months of 197 per month, or nearly 8 per day.

Marine clothing is kept in stock at each marine barracks and nearly all vessels in commission, from which reports are forwarded once, and frequently twice, each quarter. In addition to these are the clothing returns from the marine clothing factory at Philadelphia, and property returns from the marine headquarters at Washington and the several barracks in the United States.

The amount of type-writing performed under this head embraces a considerable portion of the entire correspondence of the Bureau, and it would be impossible to approximately estimate the volume or quantity.

NAVY DEPARTMENT,
BUREAU OF PROVISIONS AND CLOTHING,
Washington, D. C., April 16, 1887.

SIR: In reply to your request of the 5th instant, received on the 11th instant, in regard to the work performed and the attendance of employes, that "the name of the clerks and the record of each as to time given to official duty, efficiency, and amount of business dispatched" shall be added to the statement previously forwarded, I have to state that the employes of this Bureau are faithful and efficient in the discharge of their duties, and that the full time has been employed, excepting such days as are shown deducted owing to sickness or leave granted on the tabular statements herewith respectfully transmitted.

Very respectfully,

JAMES FULTON,
Paymaster-General, U. S. Navy.

HON. WILLIAM C. WHITNEY,
Secretary of the Navy.

[Note by Committee: The following two tables are compiled from and substituted for 17 sheets giving names of each employe, days present, and kind of work performed with efficiency, and general employment; and in several instances no data as to the amount of work done are given, and no statement as to pending or undisposed of business, if any. The character and amount of business include all given under names of all employes in tabular form so as to be computable.]

Character of business.	1884.	1885.	1886.	1887 (to March 1).
Letters written.....	5,856	5,947	7,117	1,466
Requisitions acted on or issued.....	722	854	830	211
Weekly reports.....	676	676	676	166
Pay rolls.....	156	156	156	89
Contracts made.....	58	70	84
Accounts of Navy pay agents and pay officers at yards, &c., examined and settled.....	217	261	251	48
Ship's accounts examined as to correctness prior to entry on journal and ledger.....	195	221	258	57
Ship's accounts of stores expended, open purchases, condemned stores, and the disposition entered in receipt and expenditure book.....	195	221	238
Inspection accounts of open purchases at all places, home and foreign, entered.....	217	261	126
Inspection returns of condemned stores and their disposition entered.....	19	16	9
Keying and recording letters.....	677	502
Registration of returns from all yards and stations.....	63	18
Registration of certificates and reports of claims, &c.....	126
Inspection returns examined with some 25 invoices each.....	144	108	108	18
Certificates of accounting officers registered and transmitted for payment.....	2,116	2,853	1,965	461
Maine accounts received, acknowledged, and filed.....	200	200	56
Quarterly accounts settled and reported to Fourth Auditor.....	185	162	192	38
Monthly summary statements received, examined, acknowledged, and filed.....	648	650	624	104
Preliminary examination of ship's returns.....	195	221	258	57
Letters briefed, keyed, and indexed.....	4,083	3,607	5,234	1,200
Letters sent, recorded, and indexed.....	6,386	4,510	5,000	1,250
Requisitions in duplicate on Public Printer.....	141	175	127	16
Blank bills of exchange forwarded and given to paymasters U. S. ships in sets, reissued and loose.....	12	15	14	2
Entries made in journal.....	732	696	696	31

The following table shows the average number of days and the time and attention devoted to the transaction of business by the employes in the Bureau in person and by proxy, with the number of days devoted to business by the employe present the greatest and the least number of days during the years named :

Years.	Days present.	Days worked by proxy.*	Number of employes†	Average number of days work.	Maximum days present.	Minimum days present.
1884.....	2,523	10	252.3	202	48
1885.....	2,670	10	267	290	160
1886.....	2,657	10	265.7	283	202
1887 (to March 1).....	443	10	44.3	48	32

* None noted.

† In each of the years there were more employes present than 10, and averaged about 12 each year. Some were on duty but parts of each year in this Bureau. The number of days present, average number of days worked, and the maximum and minimum only include the 10; the minimum in 1884 of 48 days was 1 employe present only 2 months, and in 1885 of 160 days was same employe present only to August 1.

BUREAU OF MEDICINE AND SURGERY.

NAVY DEPARTMENT,
BUREAU OF MEDICINE AND SURGERY,
Washington, April 8, 1887.

SIR: Referring to Department's circular letters of 24th ultimo, in relation to inquiry of Hon. F. M. Cockrell, chairman of Select Committee United States Senate, I have the honor to state that the business of the Bureau of Medicine and Surgery is in two divisions, one of which relates to the management of the Medical Department of the Navy, and the other to the Pension Department. As an illustration of the manner of transacting business in the Medical Department an example is taken of the method of obtaining supplies of medical stores for distribution. The naval laboratory at Brooklyn, N. Y., is the storehouse of receipt and distribution. It is in charge of a medical inspector. Twice each year he takes a general account of stock and makes a requisition on the chief of the Bureau for such medical supplies as he will require for issue for the ensuing six months. The chief of the Bureau carefully examines the requisition, which, if it meets with his approval, is separated into two classes: (1) medicines, strictly, which are by law exempt from advertisement; (2) surgical instruments and appliances. Schedules of the medicines are sent to various wholesale dealers with request for proposals for delivery of the same to the laboratory; a certain date is designated for opening the proposals publicly. The lowest proposal is accepted, and the bidder notified to deliver the medicines at the laboratory, where, before acceptance, they are carefully inspected by the director of the laboratory, who is the medical officer in charge. If he accepts them he makes out a voucher in triplicate, certifying to their receipt, inspection, and acceptance, and forwards the voucher through the commandant of the station to the chief of the Bureau for his approval. When the voucher reaches the Bureau it is again compared with the requisition and proposal, and if found correct it is approved for payment and forwarded to the person in whose favor it is drawn, with a notification as to the place of payment. Three copies of the voucher are given by him to the Navy pay officer, who has been authorized on the face of the voucher to pay the bill. The Navy pay officer forwards the triplicate voucher to the chief of the Bureau, with a requisition for money to pay the bill. This triplicate is compared with the original entry to ascertain that the amount has not been changed since the bill was approved, and, if found correct, a requisition is drawn on the Secretary of the Navy, requesting him to ask the Secretary of the Treasury to have the amount of inclosed vouchers transferred to the designated Navy pay officer for the payment of the bill. After the requisition has been passed by the Secretary of the Navy the triplicate voucher is returned to the Bureau and placed on file for preservation and reference.

The purchase of surgical instruments and appliances is made by contract after advertisement for one month. The usual formalities as required by law in relation to contracts are invariably carried out, and all articles received are subject to rigid per-

sonal inspection by the director of the laboratory before acceptance. Payment is made on contract voucher, in the same manner as noted in the case of medicines. The requisitions and bills pass through the hands of the Surgeon-General, the assistant to the Bureau, the chief clerk, and the clerk of accounts. They are indexed and briefed by the chief clerk, bills copied, entered, and filed by the clerk of accounts, requisitions and proposals compared, and separate voucher entry made by the assistant to the Bureau, who refers all business requiring consideration or action to the Surgeon-General. He alone gives directions and finally disposes of all business. All supplies for hospitals, such as groceries, provisions, and necessities for the sick, are obtained by yearly contract for each hospital, made by the Surgeon-General in compliance with all legal requirements.

In the pension department action commences on the receipt from the Commissioner of Pensions of a request for the medical history of the applicant. This communication is indexed and answered as soon as practicable. The medical journals of the Navy and all records of sick obtainable are on file in the Bureau, and the labor of searching the records devolves upon one clerk. A passed assistant surgeon has been detailed for duty in the pension department, but a large portion of his time is occupied in preparing medical records for retiring and examining boards. The chief of the Bureau has year after year, with the approval of the Secretary of the Navy, made strenuous efforts to obtain an additional clerk for duty in the pension department, in order that the requests for information sent by the Commissioner of Pensions might be more promptly met, but the efforts have thus far proved unsuccessful. It is physically impossible for one clerk to make the requisite searches for prompt replies necessary to keep up with current work. In the medical department of the Army 280 clerks are engaged in the performance of the duties required of the single clerk in the medical department of the Navy. After the records in the cases have been found by the clerk they are submitted to the passed assistant surgeon, who prepares them, or directs their preparation, for the signature of the Surgeon-General and transmission to the Commissioner of Pensions. All requests for information are filed for preservation and reference, and copies of replies retained.

The second communication of same date is hereinafter answered in detail. In the medical department of the Bureau on the 1st day of January, 1884, the miscellaneous work pending was in an unsettled condition in consequence of the approaching change of Bureau chief, the resignation of one clerk, and the illness of another. Many of the letters had not been copied from the press copy book; but the current work was fairly well disposed of. After the appointment of the new chief of Bureau the unfinished work was rapidly completed, and since the spring of 1884 there has not been any unfinished work in the medical department; by the close of each day the work of the day has been acted upon.

In the pension department of the Bureau there were thirty-nine unanswered letters from the Commissioner of Pensions awaiting action on January 1, 1884. The following schedules show the amount of business received, transacted, and disposed of in each department of the Bureau, arranged in months for the period designated.

The character of the business in the Bureau of Medicine and Surgery is such as relates to the management of the medical department of the Navy on sea and land; caring for the sick and disabled; procuring and dispensing supplies; maintaining and repairing hospitals, and designating medical officers for appropriate duties. In the pension department are filed the medical journals and sick reports, from the earliest period of Navy organization. The labor of searching these records and preparing replies to requests for information from the Commissioner of Pensions can easily be imagined as too great a task to be imposed on the one clerk allotted for the duty.

The clerical force of the Bureau comprises one chief clerk, who is also clerk of files and records; one clerk of accounts, who prepares and files vouchers, and keeps the day-book and appropriation ledger; one clerk, who compares, files, and arranges for the report of the Surgeon-General, all reports and statistics of disease forwarded by the medical officers of the Navy; one copyist, and one pension clerk. There is also one assistant messenger, who assists in the performance of clerical duties, and one laborer. It will thus be seen that it is impossible to institute a comparison in relation to the efficiency of any class of clerks, as there is only one clerk assigned to each class of work.

I am pleased to be able to bear testimony to the zeal and efficiency of the clerks and employes of the Bureau. They have devoted their whole time to the performance of their duties, and except in the case of the illness of the copyist, a young lady, they have never been absent from their duties except on leave of absence granted by the honorable Secretary of the Navy or the chief of the Bureau. With the exception of the work in the pension department which has been previously referred to, and for which a remedy is suggested, there is no unfinished business in the Bureau of Medicine and Surgery.

The following statement shows the record of work in pension department of Bureau:

Months.	1884.		1885.		1886.		1887.	
	Received.	Answered.	Received.	Answered.	Received.	Answered.	Received.	Answered.
January	121	97	101	49	141	103	164	152
February	185	114	118	69	113	84	144	160
March	185	272	143	77	198	156		
April	179	82	177	106	205	199		
May	114	138	126	214	193	125		
June	129	103	82	165	204	145		
July	130	117	134	379	223	174		
August	74	148	138	84	199	104		
September	172	81	124	155	111	184		
October	71	64	198	159	259	121		
November	84	70	151	178	285	266		
December	122	107	120	96	149	140		
Total	1,566	1,393	1,612	1,731	2,285	1,801	308	311

Number of unanswered letters from Pension Office January 1, 1884, 39.

Number of unanswered letters from Pension Office March 1, 1887, 573.

The following statement shows the number of letters received and sent out by the Bureau of Medicine and Surgery from January 1, 1884, to March 1, 1887:

Months.	1884.		1885.		1886.		1887.	
	Received.	Sent.	Received.	Sent.	Received.	Sent.	Received.	Sent.
January	370	209	269	191	403	350	267	194
February	213	160	156	295	360	241	217	166
March	233	184	284	281	324	235		
April	382	195	410	389	428	316		
May	311	175	381	311	262	150		
June	315	288	408	328	271	184		
July	426	328	459	475	270	151		
August	267	249	335	295	152	139		
September	280	260	315	249	158	131		
October	367	337	496	414	327	149		
November	238	267	346	286	211	161		
December	272	291	285	236	231	159		
Total	3,674	2,943	4,144	3,750	3,397	2,369	584	364

RECAPITULATION.

Letters received.....11,790
 Letters sent.....9,422

Very respectfully,

F. M. GUNNELL,
 Chief of Bureau.

Hon. W. C. WHITNEY,
 Secretary of the Navy.

[*Note by Committee:* The following table has been compiled from and substituted for four sheets or tables giving names of employes, days present, and absent on leave, and sick, and average working days per month in Bureau of Medicine and Surgery, Navy Department.]

Years.	Number of working days in year.	Days worked in person.	Days worked by proxy.	Total days on leave and sick.	Number of employes.	Average number of days' work per month.	Maximum days present.	Minimum days present.
1884.....	308	1,921	0	94	7	22 to 25 $\frac{1}{2}$	308	1
1885.....	307	2,041	0	108	7	23 $\frac{1}{2}$ to 25 $\frac{1}{2}$	307	27 $\frac{1}{2}$
1886.....	307	1,952	0	208	7	19 $\frac{1}{2}$ to 25 $\frac{1}{2}$	306	41
1887 (to March 1).....	48	317	0	19	7	16 $\frac{1}{2}$ to 24	48	39

[*Note by Committee:* The number of working days in year given as stated in the four tables. In 1884 there were 12 employes working more or less, but only 7 in any one month, and one employe was appointed on last day of year and worked only 1 day:

In 1886 one messenger died, March 5, having worked 41 days, and another was appointed March 6, and worked 226 days, the minimum of the other six being 239 days, averaging 19 $\frac{1}{2}$ days per month, and on leave and sick 78 days.]

JUDGE-ADVOCATE-GENERAL.

NAVY DEPARTMENT, April 23, 1887.

SIR: I have the honor to acknowledge the receipt of your circular letters of the 24th ultimo, the first requesting certain information concerning the character and amount of business transacted in this office during the calendar years 1884, 1885, 1886, and up to March 1, 1887, and stating that if the business of the office is not transacted in divisions it can be reported as a whole; the second requesting a detailed statement of the methods of transacting business in this office, illustrated by a description of such methods with reference to one or more of the principal matters coming within its control; also, your letter of the 5th instant directing that the information called for by the first-mentioned letters shall embrace "the names of the clerks and a record of each as to time given to official duty, efficiency, and amount of business dispatched."

In reply to the foregoing inquiries, I have the honor to report as follows:

PERSONNEL OF THE OFFICE OF THE JUDGE-ADVOCATE-GENERAL.

The business of the office is transacted, as a whole, under the direction of the Judge-Advocate-General, assisted by a regular clerical force, which, during the year 1884, consisted of five persons, including one file clerk and one type-writer. In 1885 this force was increased by an additional type-writer, and in the second half of 1886 by an additional clerk, making a total at the present time of seven persons, viz, two clerks of the fourth class, one of the third, three of the first, and one copyist. During the period referred to, however, one and sometimes two officers of the Navy have been detailed for duty in or connected with this office, a portion of such duty consisting of service as judge-advocates of general courts-martial and as recorders of courts of inquiry and boards of investigation.

ORGANIZATION, DUTIES, AND FUNCTIONS OF THE OFFICE OF JUDGE-ADVOCATE-GENERAL.

By a Department circular dated June 23, 1880, certain rules were laid down for the transaction of the business of this office, as established by the act of June 8, 1880 (21 Stat. at L., 164), which rules are as follows:

(1) All matters submitted to the Secretary of the Navy involving questions of law or regulation will be referred by him, or by the chief clerk of the Department acting under his order, to the Judge-Advocate-General for examination and report.

(2) The chiefs of the several bureaus and other offices connected with the Navy Department, and the clerks in the Secretary's office, will furnish the Judge-Advocate-

General, upon his application, by reference of papers or otherwise, with all such facts and information from the books or records bearing upon any case or cases under consideration by him as he may require.

(3) The records of all general and summary courts-martial, courts of inquiry, and boards for the examination of officers for retirement and promotion will be filed in the office of the Judge-Advocate-General.

By General Order No. 250, of the same date, the duties and functions of the office were more particularly defined as follows:

First. The Judge-Advocate-General shall receive, revise, report upon, and have recorded the proceedings of all courts-martial, courts of inquiry, and boards for the examination of officers for retirement and promotion in the naval service, and perform such other duties as have heretofore been performed by the solicitor and naval Judge-Advocate-General.

Second. The proceedings of all general and summary courts-martial, courts of inquiry, and boards for the examination of officers for promotion, after action thereon by the reviewing authority, will be forwarded direct to, and filed in, the office of the Judge-Advocate-General.

The presiding officers of general courts-martial, courts of inquiry, and boards for the examination of officers for retirement and promotion, convened by order of the Secretary of the Navy, will forward the proceedings of such courts and boards direct to the Judge-Advocate-General.

Third. All communications pertaining to questions of law arising before courts-martial, courts of inquiry, and boards for the examination of officers for retirement and promotion, or to the proceedings thereof which may require the action of the Department, will be addressed to the "Judge-Advocate-General of the Navy, Navy Department."

DIVISION OF BUSINESS.

Although the limited clerical force of this office will not permit the formation of divisions, so called, each having a separate head with one or more clerical assistants under him, yet the nature and variety of the business is such that, in carrying it on, certain obvious and well-defined distinctions must necessarily be observed. These distinctions may be classified under three general heads, viz, military, legal, and miscellaneous, the details of each class being substantially as follows:

MILITARY BRANCH.

The strictly military branch of business transacted in this office embraces:

I. "The administration of law and justice," conducted by means of the following agencies:

(1) General courts-martial ordered by the Secretary of the Navy, which are convened by him and the charges and specifications to be tried by which are formulated under his direction.

All general courts-martial held at navy-yards or stations in the United States are ordered by the Secretary of the Navy; the charges and specifications are prepared in this office for the Secretary's approval, and all official correspondence relating to such cases is conducted through this office.

(2) General courts-martial convened by the commander-in-chief of a fleet or squadron on a foreign station for the trial of the accused on charges and specifications formulated under the direction of such commander-in-chief.

(3) Summary courts-martial ordered, under article 26, by the commander of any vessel, or by the commandant of any navy-yard, naval station, or marine barracks, for the trial of offenses deserving greater punishment than such commander or commandant is authorized to inflict, but not sufficient to require trial by a general court-martial.

(4) Courts-martial ordered by the Superintendent of the Naval Academy, under authority conferred by act of June 23, 1874 (18 Stat. at L., 203), for the trial of naval cadets charged with "the offense commonly known as hazing," and upon specifications of such offense formulated by said superintendent.

(5) Courts of inquiry ordered by the President, the Secretary of the Navy, or the commander of a fleet or squadron, under authority conferred by article 55 of the articles governing the Navy.

II. The examination of officers for promotion and for retirement in the Navy, including the examination of officers in the Marine Corps for retirement.

The examinations for promotion include line officers, officers of the medical, pay, and Engineer Corps, constructors, and professors of mathematics of the Navy, and are conducted by means of the following agencies:

(1) An examination as to physical qualifications, which every officer, whether of the line or of the staff, must first successfully pass before he can be promoted, and which is conducted by a board appointed by the Secretary of the Navy, composed of

officers of the medical corps, and known as a "medical examining board." (Sec. 1493, R. S.)

(2) An examination as to the mental, moral, and professional qualifications of a candidate for promotion, which must also be successfully passed as a preliminary to promotion, and which is conducted by a board appointed by the President, composed of officers senior in rank to the person to be examined, and known as an "examining board for promotion." (Sec. 1496, R. S.)

(3) Examination of candidates for appointment as assistant surgeons and professors of mathematics. These candidates, having first passed a physical examination before a board of naval surgeons, are subjected to a professional examination before boards convened for the purpose by the Secretary of the Navy.

(4) Examinations for the retirement of officers of the Navy or Marine Corps who are unable to perform active duty, or who, in the judgment of the President, are incapacitated for the performance of the duties appropriate to their commissions. This class of examinations is conducted by a board known as a "Retiring Board," also appointed by the Secretary of the Navy, two-fifths of which must be members of the Medical Corps of the Navy, the remaining three-fifths being, so far as practicable, seniors in rank to the officer whose disability is inquired of. (Secs. 1448 and 1623, R. S.)

III. The preparation and issuing General Orders promulgating final action in general court-martial cases; consideration of and action upon applications for removal of the mark of desertion standing against enlisted men of the Navy or Marine Corps; reports or complaints of all kinds against officers and others in the Navy and Marine Corps; cases of disobedience or neglect under the regulations for the government of the Navy; and, generally, all matters relating to the discipline of the service.

LEGAL BRANCH.

The business of a legal character transacted in the office of the Judge-Advocate-General embraces:

(1) Claims of every description, whether in favor of or against the Department, including cases of collision between vessels of the Navy and other vessels; claims for alleged infringements of the rights of inventors or patentees of inventions suited to naval purposes; claims arising under contracts for the construction of naval vessels; claims arising under contracts made with Bureaus of the Department for furnishing naval supplies, &c.

(2) The examination of forms of contracts prepared by Bureaus of the Department, and the preparation of forms in special cases.

(3) The transaction of business connected with the "increase of the Navy," including the preparation of suitable forms of advertisement inviting proposals for the construction of new vessels; forms of proposals, contracts, and bonds; correspondence with contractors relating thereto; also correspondence relating to the plans, specifications, and materials of new vessels, or to proposed changes therein; consideration of and action upon reports and recommendations by officers or boards of experts authorized or appointed to consider the same; instructions to Bureaus or officers relating thereto; and, generally, all correspondence, orders, and instructions affecting the action of the Department or of contractors in the premises, either preliminary to or after the award of the contracts.

(4) All questions relating to the meaning or construction of the general regulations of the Navy, including questions of rank or precedence, and questions relating to appointments, commissions, promotion, retirement, &c.

(5) All questions relating to the validity of the proceedings in court-martial cases—including both general and summary courts, and courts for the trial of naval cadets charged with "hazing;" also the preparation of briefs and reports upon the same.

(6) Correspondence with the Attorney-General relative to questions of statutory construction submitted for his opinion thereon; calls from the Department of Justice for information relative to cases pending in the Court of Claims and affecting the Navy Department; institution of suits, at the instance of the Navy Department, in favor of the United States; defense of suits brought by private parties against officers and others connected with the naval service; title to lands purchased or intended to be purchased for naval purposes; depredations on timber lands reserved for naval purposes.

(7) Questions relating to pay and mileage of officers; official bonds of pay officers; claims for back pay, bounty, and prize-money; pay of employes at navy-yards and stations; pensions under the general law; also pension allowances from Navy pension fund.

The following legal questions which, among others, have been considered in the office of the Judge-Advocate-General, and upon which action has been had during the period embraced in this report, will illustrate, in some degree, the variety of business pertaining to the legal branch of the duties devolved by law upon that official:

Questions concerning the propriety, under exceptional circumstances, of canceling sales of condemned naval vessels; the disposition of proceeds of condemned ordnance material; the operation of conditions and circumstances affecting the sale of condemned material under a Bureau of the Department; the duties of purchasing officers in connection with advertisements for naval supplies; the construction of the phrase "regular dealer" as applicable to bidders for such supplies; the waiver of unfinished contracts; the acceptance or refusal of supplies tendered for delivery after expiration of contract time; extensions of time for deliveries under contracts; payment for supplies furnished prior to, and payment made after, bankruptcy of contractor.

Questions relative to the position of the Department with reference to ordering courts of inquiry *on request*; the relative authority of officers under conditions stated; the rights of an officer while suspended from duty under article 24, with reference to leave of absence during period of suspension; the "sea service" of officers detached for special duty; relative to trials before summary courts-martial, including discretion of commanding officer and authority of revising officer; the offense of desertion; the proper punishment of that offense; the "forfeiture of good-conduct badge," as a punishment inflicted by courts-martial; the admission or exclusion of oral statements of the accused in his own behalf on trial before a summary court-martial.

Questions relating to the alleged infringement, in publishing nautical information issued from the Department, of the rights of a private person who had copyrighted a publication known as the Maritime Information Chart; salvage claim growing out of services alleged to have been rendered on the launching of a naval vessel; salvage on an anchor and chain lost by a United States naval vessel and accidentally found by salvors while searching for the anchor of a private vessel; claim by an auctioneering firm for commission on unperfected sales of Government property; concerning the right of sale, by the patentee, to other Executive Departments, of a certain invention the use of which had been purchased by the Navy Department; questions relative to the appointment of apothecaries and to their enlistment as such; the effect on pay of employes of a suspension of appropriation with reference to compensation for services actually rendered; the classification of per diem employes; the effect of the eight-hour law; the observance of legal holidays at yards and stations as affecting the compensation of per diem employes.

Questions relative to the right of an officer to hold official positions different in name, though similar in character, under State and Federal authority, at the same time; relative to the service of process, of State courts, within Federal jurisdiction; involving examinations at various times, as to the status of the naval reservation at Pensacola, Fla. This question also arose in connection with the service of State process at the navy-yard, Portsmouth, N. H., and the surrender of an enlisted man at League Island under indictment in a Pennsylvania court.

Replies to communications from Senators, Members, and committees of Congress, involving the consideration of questions relating to the sale or disposition of lands owned by the United States and occupied for naval purposes; the advancement of officers who have received a vote of thanks from Congress, and the effect thereof under certain contingencies; the detail of warrant officers for sea service; the probable effect of certain contemplated legislation with reference to the pay of officers; bills pending for the relief of officers and ex-officers of the Navy; applications for remission or mitigation of court-martial sentences; applications for the relief of enlisted men, &c.

Replies to communications from Executive Departments involving, among other things, questions as to when a naval vessel should be deemed "out of commission"; the responsibility of an officer charged with the issuing of supplies for clothing stolen by a subordinate; the transfers of appropriations from one Bureau to another; the construction of acts of Congress relating to retirement; the admission of seamen of the merchant marine to benefits of United States naval hospitals; offers of compromise of claims against the United States connected with the Navy Department; occupancy of naval property by Federal officers; the construction of statutory provisions relating to Navy pension allowances; the definition of the offense of desertion, &c.

MISCELLANEOUS BRANCH.

The miscellaneous business transacted in this office includes:

- (1) Answers to calls from the Court of Claims for information and papers in cases affecting the Navy Department.
- (2) Answers to calls from the accounting officers of the Treasury for information on subjects connected with the Navy Department or the naval service.
- (3) Examination of bills pending before Congress affecting the Navy or the Navy Department, and correspondence with Congressional committees concerning the same.
- (4) Organization of special boards of officers for investigation of matters concern-

ing which the Department has need of special information, and consideration of and action upon the proceedings and reports of such boards.

(5) Answers to requests from individuals (in or out of the service) for information on matters directly or indirectly connected with the service or with the Department; and, generally, all business not strictly capable of classification under the preceding heads.

AMOUNT OF BUSINESS TRANSACTED.

The amount of business transacted in this office is indicated, numerically, in the accompanying tabulated and other statements, from which the following summary is taken:

Matters on hand and undisposed of January 1, 1884, exclusive of court-martial cases	71
Communications received (2,956) and sent (2,859) during the year 1884, total	5,815
Matters on hand and undisposed of January 1, 1885	40
Communications received (3,500) and sent (3,139) during the year 1885, total	6,639
Matters on hand and undisposed of January 1, 1886	86
Communications received (3,451) and sent (3,172) during the year 1886, total	6,623
Matters on hand and undisposed of January 1, 1887	86
Communications received (616) and sent (550) during the first two months of 1887, total	1,167
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Aggregate of communications received from January 1, 1884, to March 1, 1887	10,523
Aggregate of communications sent during the same period	9,720
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Total received and sent	20,243
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Aggregate of matters disposed of during the same period:	
1884	1,870
1885	2,033
1886	1,732
1887 (2 months)	447
<hr/>	
Total	6,082
Number remaining on hand March 1, 1887	88

The figures above given, while indicating in a general way the volume of business transacted, fail to indicate, even approximately, the amount of work performed during the period referred to in the office of the Judge-Advocate-General, and this for the reason that the mere description or title of a case may be expressed in a single line, while the case itself may be represented by hundreds of pages of manuscript.

As an illustration of this fact, reference may be made to the recent case of a Bureau officer who was tried before a general court-martial upon charges and specifications prepared in this office and preferred against the accused by the Secretary of the Navy. The charges and specifications cover 16 printed foolscap pages; the number of exhibits appended to the record is 295, and the record, exclusive of exhibits, covers 1,150 type-written foolscap pages.

In a court-martial of earlier date, but within the period covered by the present inquiry, against an ex-Bureau officer, who was tried as an officer of the Navy, the charges and specifications, also prepared in this office, covered 64 printed foolscap pages; the number of exhibits was 215, and the number of type-written foolscap pages contained in the record, exclusive of exhibits, was 1,670.

The cases above alluded to were of exceptional magnitude, the records of court-martials generally varying from 20 to 400 pages, but all, of whatever length, are necessarily subjected to careful and thorough examination in this office. The same remark applies to the proceedings of examining boards for promotion, the record of one of which, in a recent case, covered, including exhibits, nearly 500 pages. This record, owing to the peculiar features of the case, was necessarily briefed in such a manner as to collate and arrange every material fact appearing either in the record or in the exhibits; the result being embodied in a brief and report of more than 100 type-written foolscap pages.

Records of courts of inquiry, retiring boards, and boards of investigation require the like examination, and are also, in many instances, very voluminous.

Every court-martial case, both general and summary, is briefed and recorded, as required by law, in books prepared for the purpose, when each case is given a separate consecutive number. The same course is pursued with reference to proceedings of courts of inquiry, examining boards for promotion, retiring boards, and boards of investigation. All these records are afterwards bound in separate volumes, in the order of their numbers, and become a part of the permanent files of this office.

Statistics relating to courts-martial, courts of inquiry, boards, &c.

GENERAL COURTS-MARTIAL.

	*1884.	1885.	1886.	1887 (Jan.-Feb.).
Records received	107	134	108	5
Communications accompanying the same	107	134	108	5
Communications sent concerning the same	182	215	170	21
Cases disposed of	110	132	99	12
Cases not disposed of	0	2	11	4

* Cases not disposed of January 1, 1884, 3.

SUMMARY COURTS-MARTIAL.

	1884.	1885.	1886.	1887 (Jan.-Feb.).
Records received	393	425	483	73
Communications sent	350	304	416	52

COURTS OF INQUIRY.

	*1884.	1885.	1886.	† 1887.
Records received	10	5	7
Communications accompanying them	10	5	7
Communications sent concerning them	3	2	1
Cases disposed of	8	7	7
Cases not disposed of	2	0	0

* Cases not disposed of January 1, 1884, 0.

† No records received.

EXAMINING BOARDS FOR PROMOTION.

	*1884.	1885.	1886.	1887 (Jan.-Feb.).
Records received	80	75	84	15
Records acted upon	81	66	87	20
Records not acted upon	1	10	7	2

* Records of medical boards (physical examination) on hand January 1, 1884, 2.

	*1884.	1885.	1886.	1887 (Jan.-Feb.).
Records received	80	75	84	15
Records acted upon	81	66	87	20
Records not acted upon	1	10	7	2

* Records of examinations (mental, moral, and professional) on hand January 1, 1884, 2.

Statistics relating to courts-martial, courts of inquiry, boards, &c.—Continued.

RETIRING BOARDS.

	*1884.	1885.	1886.	1887 (Jan.-Feb.)
Records received	38	43	18	
Records acted upon.....	34	44	19	
Records not acted upon.....	3	2	1	

* Records on hand January 1, 1884, 0.

LETTERS WRITTEN ON ORGANIZATION OF COURTS AND BOARDS (NOT INCLUDED IN GENERAL STATEMENT).

Year.	Relating to general courts-martial.	Relating to courts of inquiry.	Relating to examining boards.	Relating to medical examining boards.	Relating to retiring boards.	Relating to boards.
1884.....	291	44	143	57	13	6
1885.....	302	9	83	10	85	34
1886.....	180	10	42	16	28	0
1887 (January and February).....	36	0	24	3	0	0
Total.....	809	63	292	86	131	40

MISCELLANEOUS.

Year.	Reports of punishments.	Letters from officers, &c., acknowledging receipt of communications, &c.	Bonds of pay officers received and filed.
1884.....	0*	150	8
1885.....	142	131	13
1886.....	150	129	55
1887 (January and February).....	13	30	2
Total.....	305	440	78

* Prior to January 1, 1885, these letters were "keyed" and were consequently embraced in the general record of correspondence. Since that date they are simply filed.

Tabular statements marked A and B, and here with submitted, partially answer the third and fully answer the fifth and sixth questions, by showing the average number of employes in this office; the average number of days of time and attention given by them to the business of the office (no work being done therein by proxy), and the maximum and minimum number of days devoted to business by employes present the greatest and present the least number of days during the period referred to. A specific answer to that part of the third question, which calls for the average amount and character of work done by each employe, is not practicable.

Referring to the fourth question, viz, "Maximum and minimum amount of business transacted and disposed of by each employe doing the most and the employe doing the least" in said office, "during each month of said year," I have to state

that it is also impracticable to answer this question without invidious and possibly unjust discrimination. It is believed that, as a general rule, all the clerks and employes in this office discharge faithfully and to the best of their ability the duties respectively assigned to them.

METHODS OF TRANSACTING BUSINESS.

In compliance with your request for "a detailed statement of the methods of transacting business, beginning with the receipt of the business and showing, in consecutive order, the various steps taken by [in] each of said business matters, through whose hands it passes, by whom it is considered and acted on, and the action taken by each, until it is finally disposed of and notice thereof duly given to the proper party," and for an illustration of such methods "by one or more of the principal matters coming within its control," I have the honor to state as follows:

The transactions of this office are recorded in blank books prepared for the several purposes indicated by their respective titles, viz:

Letters received.	Retiring boards.
Index to letters received.	Organization of courts and boards.
General courts-martial.	Court-martial prisoners.
Summary courts-martial.	Index to decisions.
Courts of inquiry.	General index to files.
Examining boards.	

All communications, including court-martial and other records, are, immediately on receipt, stamped with the office stamp and date of receipt; briefed; recorded in book of letters received; given the proper file-number and placed on the desk of the Judge-Advocate-General, under whose direction they are distributed, for such attention as may be requisite, among the clerical force of the office and in accordance with the customary assignment of business. After action has been had in any particular case and the nature thereof noted upon the last paper received, if there be more than one, all the papers in that case are returned to the file-clerk who thereupon makes an appropriate entry in the record of letters received and places the papers on file—all papers relating to any one case being placed under the initiatory file-number of that case.

In the "index to letters received" each letter or communication received is entered, separately, under the name of the writer; the name or names, if any, of other persons mentioned therein, and the subject-matter to which the same relates.

The record books above referred to include the following particulars:

General courts-martial.—Number of case; date and place of trial; name and rating or rank of the accused; ship or station to which attached; by whom the court was convened; the nature of the charge or charges, including specifications, preferred against the accused; his plea to the same; the finding and sentence of the court and the final action had thereon.

Summary courts-martial.—Number of case; date and place of trial and by whom ordered; name and rating of the accused; substance of the offense charged; finding and sentence of the court, and final action thereon.

Courts of inquiry.—Number of case; composition of the court; place where and time when convened, and the subject or purpose of the inquiry.

Examining boards and retiring boards.—Number of case; date and place of examination; name and rank of officer examined; findings and recommendation of the board; nature and date of final action.

Organization of courts and boards.—Date of precept; names and rank of officers composing court or board; name and rank of judge-advocate or recorder; place and date of convening; name and rank of officer to be tried or examined, or, in a case of investigation, the scope and object thereof; period fixed for continuance of court or board; date of orders extending such period, if any, and date of order dissolving same when not dissolved by limitation.

Court-martial prisoners.—Name and rating or rank of prisoner; date, place, and duration of confinement, and remarks on mitigation of sentence or release or discharge of prisoner.

Index to decisions.—Date, subject, and purport of decisions made by the Department on questions of a general character as to which the decision in any particular case may constitute a precedent for action in subsequent cases of a similar nature.

General index to files.—This index runs back to the year 1820, and embraces such particulars as are necessary to enable the papers on file in any given case to be readily found.

ILLUSTRATIONS OF THE METHODS OF TRANSACTING BUSINESS IN THE OFFICE OF THE JUDGE-ADVOCATE-GENERAL.

These are given under the following heads: Applications for removal of the mark of desertion; courts of inquiry; general courts-martial, and claims against the United States; claims in favor of the United States; replies to calls for information in suits pending in the Court of Claims; examination of officers for promotion under the provisions of sections 1493 and 1496, R. S.; retiring boards (proceedings of).

Applications for the removal of the mark of desertion.

The majority of applications of this character come from enlisted men in the Navy or Marine Corps, who served in the late war, or from the personal representatives of such men who died during the war or since its close. As a general rule the applications are made only in cases where the mark of desertion appearing of record is an obstacle to the allowance of a claim for an alleged balance of pay, or to the allowance of a pension to one who has served as an enlisted man, if living; or if dead, to his legally entitled representative, but are sometimes made simply for the purpose of having the mark removed as a mark of *disgrace*.

Action upon applications to remove the mark of desertion involves an examination of the evidence adduced by the applicant in support of the claim and of all the record evidence within reach of the Department bearing upon the question to be determined, which is, whether the mark of desertion was or was not erroneous, the application being granted only when it appears that such mark was erroneously entered on the rolls. The difficulty of obtaining information, in cases where the mark has been placed against the alleged deserter long before the application is made, is much increased by the lapse of time, especially in cases arising during the late war, or shortly thereafter, which constitute a majority of the applications.

Case of John A. Simpson, deceased.

This is a case where an enlisted man had applied, in his life-time, for a pension but died before a decision on his claim. It commenced in this office with a letter addressed by the widow of the deceased to the President, who referred the same to the Secretary of War, by whom it was received December 22, 1886.

1886. December 23 (first indorsement). Referred by the Secretary of War to the Secretary of the Navy.

December 29. Referred by the Secretary of the Navy to the Judge-Advocate-General, and entered upon the records of the office as case No. 3452.

1887. January 3 (second indorsement). Referred by the Judge-Advocate-General to the Bureau of Equipment and Recruiting for such information as the records of that Bureau might afford respecting the case.

February 21 (third indorsement). Returned from the Bureau of Equipment and Recruiting "with the information that John A. Simpson, seaman, enlisted April 8, 1862, at Boston, for three years and reported transferred to the western flotilla; no further record of his service or desertion."

March 2. Additional communications from the widow of the deceased (dated January 24, 1887) were referred by the Bureau of Equipment and Recruiting, to the Judge-Advocate-General. From one of these communications it appeared that Simpson had served in 1862 on board the gunboat Tyler, a vessel attached to the "western flotilla," and while on board that vessel was treated for fever and ague and dysentery.

March 4 (fourth indorsement). Referred by the Judge-Advocate-General to the Fourth Auditor "for such information as the records of his office may afford in the within case."

March 8. Returned with a letter from the Fourth Auditor stating that Simpson "enlisted April 8, 1862, and was transferred April 15, 1862, from the Ohio to the Clara Dolson. There are no rolls of that vessel on file in this office prior to October 1, 1862. The information desired in the case can, probably, be obtained from the Third Auditor."

March 11 (fifth indorsement). Referred by Judge-Advocate-General to the Bureau of Medicine and Surgery "for such information as the records of the Clara Dolson and gunboat Tyler may afford in the within case."

March 12 (sixth indorsement). Returned from the Bureau of Medicine and Surgery with the information that "the journals of the Clara Dolson are not on file prior to June 27, 1863, and those of the Tyler are not on file prior to September 8, 1862. The journals of the western flotilla, as such, are not on file, and those of the Ohio afford no information. Nor does there appear to be any record of medical survey on file in the within-named case."

March 17 (seventh indorsement). Referred by the Judge-Advocate-General to the Third Auditor "for such information as the records of that office may afford."

March 19. Returned by the Third Auditor with the information "that John A. Simpson was received on the U. S. F. S. Clara Dolson from the U. S. R. S. Ohio, April 16, 1862, and served as seaman until September 30, 1862, the time of the transfer of the flotilla to the Navy, at which time he is reported as having deserted."

March 22. Applicant informed that further action in the case is postponed until the Department is furnished with evidence of certain material facts, alleged on behalf of the applicant and alluded to in the Department's letter, which will necessarily have an important bearing on such further action as may be had.

The conduct of business in this office relating to courts of inquiry, general courts-martial, and claims against the United States may be illustrated by proceedings growing out of a collision between a vessel of the Navy and a vessel belonging to the mercantile marine.

1883, October 15. The U. S. S. Powhatan collided, on the high seas, with the schooner *Druid*, a British trading vessel of and from Lunenburg, N. S., bound for the West Indies with a cargo of salt fish and lumber. After the collision the Powhatan took the *Druid* in tow, that vessel being in danger of sinking, and proceeded with her to Boston.

NOTE.—The General Regulations for the Government of the Navy (par. 100, p. 45) require the commanding officer, in case of a serious collision between a vessel of the Navy and a merchant vessel, to order an immediate investigation of the circumstances attending the collision and of the extent and amount of the damage, such investigation to be made by a board of three officers, which board reports thereon to the convening officer, the report being in triplicate, one copy of which is forwarded, without delay, to the Navy Department.

October 16. A board of three officers attached to the Powhatan was, under the regulation referred to, convened by the commanding officer, and on the same day made a report to him thereon.

October 18. The commanding officer of the Powhatan reported the case to the Secretary of the Navy, inclosing the report made by the officer of the deck on the 15th, the report of the board of officers, dated the 16th, and a supplementary report by the officer of the deck, dated the 17th.

October 19. The owners of the *Druid* through their Boston agents, presented to the Department a claim for the ascertainment and settlement of damages sustained by them in consequence of said collision.

October 20. The four reports above mentioned were referred to the Judge-Advocate-General, and entered on the records of this office. These reports were then examined and, upon the recommendation of the Judge-Advocate-General, the Secretary of the Navy directed an investigation of the case. For this purpose a detail of officers available for the service was, by direction of the Secretary, furnished from the office of detail to the Judge-Advocate-General.

October 23. A precept was prepared in the office of the Judge-Advocate-General, signed by the Secretary of the Navy, organizing a court of inquiry composed of officers of the Navy, which court was ordered to convene at the navy-yard, Boston, Mass., at noon on Friday, October 23, 1883, or as soon thereafter as practicable, for the purpose of ascertaining, for the information of the Department, the facts and particulars relating to said collision. The court was instructed to "carefully and diligently investigate and inquire into all the circumstances attending said collision and report to the Department their proceedings, the testimony taken, with the facts which they deem established by the evidence adduced, and at their opinion as to where the blame, if any, should rest."

Orders were at the same time issued from this office to the other officers selected as members and to the officer selected as recorder of the court, requiring them to report at the time and place named for service on such court.

By a separate letter, also dated October 23, 1883, the president of said court was instructed to the effect that the owners of the *Druid* would be allowed to appear, in person or by counsel, before the court, with such witnesses as they might desire to produce for examination, and the Boston agents of the *Druid* were, on the same date, duly advised of the action thus taken by the Department.

The court of inquiry was organized and the investigation commenced at the navy-yard, Boston, October 23, 1883, in accordance with the precept, and was concluded on the 2d of November following.

During the investigation five witnesses on the part of the *Druid*, including the master and mate, two seamen and one passenger, and sixteen witnesses on the part of the Powhatan, were examined. The latter included the commanding officer, the executive officer, the officer of the deck, besides other officers, and such of the enlisted men as had knowledge bearing on the subject of the inquiry. The log-book of the Powhatan was also in evidence before the court, and the positions of the respective vessels for some time prior to, and likewise at the moment of, the collision were illustrated by diagrams, which became a part of the record.

The court found the officer who was the "officer of the deck" prior to and at the moment of the collision responsible for the same; also that the master of the *Druid* was to blame to a comparatively limited extent.

The record of the proceedings, testimony, and findings of the court, covering, exclusive of exhibits, 166 manuscript pages, was transmitted, as required by law, to the Judge-Advocate-General, who, after due examination, recommended, on the 16th of November, that the findings and opinion of the court be approved, and the same were, on that date, approved by the Secretary of the Navy.

On a further examination of the case the Secretary of the Navy decided that the facts developed on the investigation before the court of inquiry were such as to make it his duty to hold the commanding officer of the Powhatan, as well as the "officer of the deck," responsible for the collision, and he accordingly directed the immediate institution of proceedings for the trial of those officers before a general court-martial on a charge of culpable negligence and inefficiency in the discharge of duty. Such charge, with the appropriate specification, was thereupon duly formulated in the office of the Judge-Advocate-General, and a detail of officers for service on the court having been furnished from the office of detail, orders in the usual form were prepared in this office and issued under date of November 24, 1883, organizing a general court-martial, composed of the nine officers named therein, of whom six were of the rank of commodore and three of the rank of captain, to convene at the navy-yard, Boston, on Monday, December 3, 1883, at 12 m.

The court assembled at the appointed time and place and proceeded to the trial of the accused, they also present and having each been furnished by the Judge-advocate with a copy of the charge and specification. Upon the application of the accused they were allowed to have counsel and to be tried separately, the first trial being that of the "officer of the deck." Twenty-eight witnesses in all including the accused, were examined, extracts from the log-book of the Powhatan, and diagrams, relating to the collision being also put in evidence and becoming a part of the record. The trial was concluded December 11, 1883, when the court found the "officer of the deck" guilty of the charge and acquitted his commanding officer.

The record of the proceedings, testimony, findings, and sentence, covering, exclusive of exhibits, 216 manuscript pages, was then forwarded to the Judge-Advocate-General, as required by law, and after being examined, was submitted by him with his report and recommendation in the cases to the Secretary of the Navy, as the revising authority, for final action thereon. The Secretary of the Navy thereupon disapproved the finding of the court in the case of the commanding officer of the Powhatan, and approved its finding in the case of the "officer of the deck." The court, by an order in the usual form, issued from the office of the Judge-Advocate-General, was thereupon dissolved.

At this stage of the proceedings it became necessary, in the regular course of business in this office, to prepare an order carrying such final action of the Secretary of the Navy into effect. This order, being one of a series issued during the year, is known as "General Court-Martial Order No. 44," dated December 28, 1883, and after reciting the charge and specification upon which the accused were tried, and the findings of the court thereon, together with the sentence imposed upon the officer who was found guilty of the charge, proceeds to reprimand that officer in accordance with the terms of his sentence which, in addition to his suspension from rank and duty on reduced pay for the period named therein, required "that he be reprimanded in general orders by the honorable Secretary of the Navy." The same order, while necessarily restoring the commanding officer of the Powhatan to duty, expresses the reasons of the Department for disapproving the finding of the court in his case.

All general court-martial orders, after being approved in form and substance by the Secretary of the Navy, are printed under the direction of the Judge-Advocate-General, and by authority of the Secretary promulgated by distribution to all naval stations at home and abroad, including all navy-yards and stations in the United States and all vessels of the Navy in commission.

Under the sentence promulgated in said General Court-Martial Order No. 44, of the series of 1883, the officer found guilty by the court was suspended from rank and duty on waiting-orders pay for a period of two years, which sentence took effect from the date of its approval, viz, December 28, 1883. On the 3d of June, 1885, the suspended officer made application to be restored to duty. This application was referred by the Secretary of the Navy to the Judge-Advocate-General, who, after due consideration of the case, and on the ground that the interests of the service would not be prejudiced by restoring the officer in question to active service, recommended that the application be granted. This recommendation, being approved by the Secretary, was carried into effect by an order, prepared in this office and dated June 3, 1885, remitting the unexpired portion of the sentence and restoring the officer to duty.

Claims against the United States.

Proceedings connected with a claim *against* the United States may be illustrated by the action taken in the case of the Druid, resulting from the collision with the Powhatan, which was the subject of investigation, as above stated, and for which the Powhatan was found to have been mainly responsible.

The correspondence relating to this claim commenced with the demand of the owners of the Druid, under date of October 19, 1883, four days after the collision occurred, for an official ascertainment of the extent of their loss, and continued at intervals down to the close of the Forty-eighth Congress, when, after the case had been twice brought to the attention of that body, an appropriation for the payment of the claim was finally made.

On the 19th of December, 1883, the owners filed a mass of documentary evidence relating to the details of the damage to the vessel and cargo, amounting in the aggregate to \$11,519.88.

On the 11th of January, 1884, a board of officers consisting of two line and one staff officer (the latter being a naval constructor) as members, with a line officer as recorder, was ordered to convene at the navy-yard, Boston, Mass., on the 15th of that month, for the purpose of examining and reporting upon the claim in question with reference to the specific amount which should be allowed to the owners of the Druid, and as for the loss and damage actually sustained by them in consequence of the collision. All the documentary evidence relating to the claim, together with the detailed statement thereof filed by the owners, was transmitted to the presiding officer of the board, and the precept organizing the board contained specific instructions, under twelve different heads, with reference to the points to be examined and considered by it.

On the first of February, 1884, the board reported its several findings under the twelve heads contained in the instructions, and submitted an account of the claim, in detail, item by item, by which it appeared that the board found the total actual damage to vessel and cargo to have been \$11,201.43, being a net reduction of \$318.45 from the aggregate amount of the claim as presented by the owners.

After a careful examination and comparison, item by item, of the claim as presented by the owners and as passed upon by the board, the Department, on the 31st of March, 1884, transmitted a copy of the detailed statement of the claim, as submitted by the board, to the chairman of the Committee on Appropriations of the House of Representatives, with a letter giving a history of the main features of the case, accompanied by a copy of the instructions by which the board of officers had been guided in passing upon the claim.

On the 21st of July, 1884, in answer to a communication from the agents of the owners, they were informed in substance that the necessary appropriation not having been made, the Department has no power to make or authorize payment in advance of such appropriation, or to take any step relating to such payment based upon the assumption that the necessary appropriation would eventually be made.

By the sundry civil appropriation act of July 7, 1884, it was directed that in future all estimates of appropriations intended for the consideration of a committee of Congress should be transmitted to Congress through the Secretary of the Treasury and in no other manner.

On the 29th of November, 1884, the Department, in a letter of that date addressed to the chairman of the Committee on Appropriations, House of Representatives, requested the return of the "very voluminous" papers in the Druid case which accompanied its letter to him of March 31, 1884, in order that they might be transmitted to Congress in accordance with said requirement as contained in the act of July 7, 1884. This request having been complied with, the Department, on the 6th of December, 1884, forwarded the claim, with all necessary particulars, to the Secretary of the Treasury, by whom it was in like manner transmitted, on the 9th of December, 1884, to the Speaker of the House of Representatives, where it was duly referred to the Committee on Appropriations, and, after the usual legislation, finally approved, and an appropriation for the payment thereof made in the sundry civil appropriation act of March 3, 1885. The amount ascertained by the board and recommended by the Department, viz, \$11,201.43, was subsequently paid to the owners of the Druid.

Referring to the general course of procedure in cases of collision, it may be proper to state that it is the uniform practice of the Department in such cases, after receiving the first report of the occurrence as required by the General Regulations (par. 100, p. 45) before referred to, to institute such further investigation as the circumstances of each case may appear to require, the usual method being to appoint a court of inquiry for that purpose, the report of such court being followed by such further steps as may then appear to be necessary, if any, for the due protection of the rights of the United States as well as those of all other parties concerned. In the case of

the Druid the Department was entirely satisfied, from the testimony taken before the court of inquiry and from the findings of the court thereon, that the Powhatan was responsible for the collision, and that the owners of the Druid were legally and equitably entitled to compensation; it only remained, therefore, so far as the adjustment of the claim was concerned, to ascertain the actual amount of damage sustained by them, and this was accordingly done through the medium of a board of officers specially detailed, as before stated, for that purpose.

All the correspondence relating to this claim, as well as to the other claims, or cases hereinafter cited by way of illustration, except where the contrary expressly appears, was conducted in this office.

Claim by an ex-contractor for the repayment of a balance paid to other parties.

This was a claim presented in February, 1884, arising under a contract made in July, 1872, for certain experiments in the ordnance department of the Navy, authorized by a clause in the naval appropriation act of May 23, 1872 (17 Stat. at L., 146) by which the sum of \$40,000 was appropriated for the purpose of such experiments.

The experiments referred to were conducted at Nut Island, in the harbor of Boston, Mass., and it was alleged by the contractor that there had been a settlement between himself and the Navy Department in January, 1876, when a balance of \$28,500 was found due him, but that he had never received the same, it appearing to have been paid in October, 1876, while he was abroad, to certain parties in Boston not authorized by him to collect the same. He therefore claimed to be entitled to receive, on demand, the balance which had been found to be due him on settlement.

Pending a consideration of this claim in the office of the Judge Advocate-General, the contractor under date of April 2, 1884, made a further statement concerning the grounds of his demand and the circumstances under which the balance due him had been, as he claimed, wrongfully paid to third parties.

The investigation of the case involved much correspondence, including letters to and from the Fourth Auditor, the Navy pay officer at Boston, the Chief of the Bureau of Ordnance, and the parties to whom payment had been made; also the preparation of a brief of the case for the consideration of the Secretary of the Navy.

As a result of the investigation it was found that there had been a settlement of accounts between the contractor and the Department in January, 1876, and that the balance then ascertained to be due him, viz. \$28,500, was paid in February, 1877, under approved bills, one for \$15,000 and one for \$13,500, dated, respectively, October, 2 and 9, 1876, in favor of the parties to whom payment was made by the Navy pay officer stationed at Boston, Mass., in accordance with the customary order embraced in the formal approval of the bills and signed by the then Secretary of the Navy.

It further appeared that the act of approving the bills in favor of the parties to whom payment was made was based upon an assignment of the claims to them, which the Department regarded as absolute, but which, while admitted by the contractor in his said communication of April 2, 1884, to have been actually made, was alleged by him to have been collateral only and coupled with a condition on the part of the parties referred to which had not been fulfilled.

The decision upon this claim was communicated to the counsel for claimant by letter dated May 24, 1884, and was based, substantially, on the ground that the right of the parties in question to receive payment under said assignment had been duly considered and determined by the Secretary of the Navy at the time; that the Department could not take into consideration matters of a private nature between the contractor and the assignees, and that for these reasons the claim could not be further entertained.

Claim for an unexpended balance of appropriation.

On the 23d of June, 1884, the same contractor, through new counsel, made a further claim, growing out of his transactions with the Department in the matter of the above-mentioned experiments in ordnance, for the unexpended balance of the aforesaid appropriation of \$40,000, which balance, after deducting all payments made from that appropriation, including the sum of \$28,500 paid to the said third parties, he had ascertained from official sources to be \$2,450. In a subsequent statement sworn to by him and filed by his counsel October 4, 1884, he claimed that the total payments properly chargeable to said appropriation amounted to \$35,550, instead of \$37,550, and that he was justly entitled, instead of the sum of \$2,450, to the sum of \$4,450. The statement referred to embraced an itemized account of materials furnished, services rendered, expenditures incurred, and payments reserved, amounting to \$14,645, which remained unpaid. The theory of his amended claim was that the sum of \$40,000 had been appropriated as an entirety, to be paid to him for making further experiments in ordnance; that he had, in making such experiments under various contracts with the Department, expended and earned much more than that amount, and that the unexpended balance of the appropriation was applicable towards the payment of his demand, so far as such balance would go.

The amended claim was referred to the Bureau of Ordnance for information, accompanied by a letter dated October 11, 1884, explaining the nature and grounds of the claim as presented.

October 22, 1884, the papers were returned from the Bureau of Ordnance with a letter and statement in detail of the several transactions had with and payments made to the contractor from July, 1872, up to the settlement with him in 1876.

In his report, dated November 8, 1884, the Judge-Advocate-General presented, for the consideration of the Secretary of the Navy, the various facts as developed by the examination bearing upon the justice and equity of the claim. The conclusions reached were in substance that the appropriation was by its terms expressly made to enable the Secretary of the Navy to carry on the experiments then pending to an extent not exceeding \$40,000; that all just demands thereunder on the part of the contractor, including the alleged reservations, had been finally settled and paid, and that the unexpended balance of the appropriation having been, in pursuance of law, merged in the general appropriation for "ordnance" and expended for ordnance purposes, could not, in any event, be paid to the claimant or any one else. These conclusions were, by direction of the Secretary, and under date of February 4, 1885, communicated to the claimant's counsel.

Renewal of the original claim.

On the 26th of September, 1885, the claimant, by another attorney, renewed his former application for the payment to him of the sum of \$23,500, which had been paid, as before stated, to the parties representing him as assignees of the claim. By letter dated October 10, 1885, reciting the action previously had in the premises, the Department declined to reopen the case.

On the 8th of December, 1885, this claim was again brought to the attention of the Department, by the fourth counsel employed by claimant, in an elaborate printed statement and affidavit, containing (by estimate) about ninety folios, or 9,000 words. These papers were referred to and examined by the Judge-Advocate-General, and the previous decision of the Department, declining to reopen the case, being again approved by the Secretary, was communicated to the counsel last referred to, in a letter dated December 29, 1886. In this letter (covering nine type-written pages) certain decisions of Attorneys-General are cited, indicating the general principles of Executive action on applications to reopen cases or to reexamine claims which have been considered and decided under previous Administrations; the prominent facts embraced in previous examinations of the present claim are succinctly but fully stated—no new facts having been adduced—and the conclusion is finally reached that there is nothing in the case, as again presented to the Department, which would justify a further consideration of the claim.

Claims in favor of the United States.

This branch of business, involving the examination and disposition of claims in favor of the United States when they arise in connection with the naval service might be illustrated by any one of several cases of collision which were under consideration during the period to which the present inquiry relates. Among claims of this character the most prominent was that which arose in the case of the U. S. S. Brooklyn, which vessel, while lying at anchor in the harbor of Montevideo, in May, 1882, was run into by the British steamer Mozart, causing damage to the former to the extent of about \$30,000. This claim was the subject of examination and consideration in this office at various times from 1882 to 1886, when, after numerous briefs counter-briefs, and arguments, and correspondence on both sides, involving a mass of labor on the part of this office, the claim was finally compromised by the acceptance, by the Secretary of the Treasury, on the part of the United States, of \$25,000 in full of all demands. This conclusion, however, was not reached until after the claim had, at the request of the Department and by correspondence conducted through this office, been directed by the Attorney-General to be put in suit. The United States attorney at New York thereupon instituted admiralty proceedings *in personam* against the owners of the Mozart, and they subsequently made the offer of compromise which, under the provisions of section 3463, Revised Statutes, having been reported by the United States attorney and recommended by the Solicitor of the Treasury, was, with the concurrence of the Secretary of the Navy, finally accepted as above stated, all costs in the legal proceedings being also paid by the defendants.

Replies to calls of the Attorney-General for information and papers relating to suits in which the Navy Department is concerned.

Under the provisions of section 188 of the Revised Statutes, requiring each Executive Department, when requested by the Attorney-General, to furnish a full statement in writing of all facts, information, and proofs relating to "any contract, agreement, or transaction" with such Department upon which suit has been brought against the United States in the Court of Claims, the following procedure is necessary to obtain the evidence of record and on file from which the statement called for is prepared and transmitted in compliance with the law referred to:

Upon receipt in this office of the communication of the Attorney-General, accompanied by a copy of the petition filed by the claimant in the Court of Claims, a careful examination of the same is made for the purpose of ascertaining to what Bureau or office of the Department, or to what naval station, it will be necessary to refer the papers for the record evidence required in defending the Government against the claim. In the case of an officer of the line in the Regular Navy, whose claim involves arrears of pay, allowance for rations, position on the Navy Register, credits for length of service, mileage, and other emoluments denied him under decisions of the accounting officers of the Treasury, a call is made by written indorsement on the papers in the case, (1st) addressed to the proper Bureau or officer for a transcript of the record of the claimant from the date of his original entry in the service, and for copies of such appointments or orders issued to him as will show his status when he is alleged to have acquired the benefits claimed by length of service or to have become entitled to a difference of pay on account of the character of the duty performed. (2d) Upon return of the papers to this office, with the information and papers obtained relating to the officer's service in the Regular Navy, a similar statement will probably be required as to his previous service, if any, in the Volunteer Navy, and this is obtained in the same manner, by indorsement referring the papers to the office in which the records of the volunteer service are kept. (3d) Under recent laws officers of the Navy are entitled to credit, not only for service as volunteer officers, but for such time as

they may have served as enlisted men. To ascertain the facts of such service a further reference of the papers must be made to the proper Bureau for the purpose of completing, if possible, the full naval history of the claimant, but, failing in this, the records of some one of the vessels of the Navy or of a naval station, where the claimant may have served, are examined upon reference for the fourth time of the necessary papers in the case.

The papers containing the facts of record in the case under consideration having been obtained in the manner stated, are examined and arranged in proper order and certified under the seal of the Department, as required by section 882 of the Revised Statutes, and in the manner and form therein prescribed.

A statement in the form of a letter is then prepared, containing a summary of all the evidence obtained bearing upon the case in question, mentioning, if necessary, such official documents or publications by the Government as may furnish further proof for the defense of the United States against the claim; and where a decision has been made by the Department upon the claim referred to, or upon a claim of similar character, based upon any act of Congress or regulation of the Department, such decision is referred to, if published, or, if not, is quoted at length in such statement.

Should it appear from an examination of the claimant's petition that his position in the service has been affected, or loss of pay, &c., has resulted from an investigation, either by a court of inquiry or a court-martial, and if it is found that sufficient information cannot be given by extracts from the records of such court, the Attorney-General is informed of the existence of such records, and, if they are not too voluminous to admit of being copied within a reasonable time, a copy of the same is transmitted with the statement and papers above mentioned. When the record is very voluminous, the original, if requested by the Attorney-General, is transmitted in lieu of a copy, with a request for the return of the same.

Replies to calls of counsel for claimants.

A rule granted by the Court of Claims under the authority conferred by section 1076 of the Revised Statutes, and addressed to the head of a Department, calls for answers to specific inquiries made by counsel for the claimant. These inquiries necessitate the same reference to Bureaus and offices of the Department as are mentioned in the preceding illustration; but while, in most instances, the statement and papers furnished are restricted to the specific inquiries embraced in the call, and may not therefore be so voluminous as those which must necessarily be supplied to the Attorney-General for use in the defense, in others an answer to the call may require a full history of an officer's service, with copies of any records of courts by which his conduct may have been investigated, or of boards before which he may have been examined. When such records are called for it is necessary (by reason of the fact that the Department cannot permit the removal of *original* records from its custody except to another Executive Department) to copy the entire record, often involving the labor of a copyist for several days without interruption, besides the time of a clerk to assist in comparing and correcting the copy for authentication.

When all the information required under such rule has been obtained, the same method of procedure previously described under the heading of "Replies to calls of the Attorney-General" is observed in preparing the papers for transmission to the Court of Claims, viz, an examination, arrangement, and authentication of the copies of all papers necessary to be used as evidence before the court, together with the preparation of a letter describing the papers sent, and answering such specific questions as may have been presented by counsel in the call. When such questions relate to the status of an officer at different periods of his service, or to the practice of the Department in certain classes of cases affecting the promotion, pay, and allowances of such officers, an examination is made of the regulations issued by the Department from time to time covering the several periods of service of the claimant. In the course of the trial or hearing in the Court of Claims supplementary calls are sometimes made by counsel for claimant, involving a further search of the records and the furnishing of additional papers in the manner and form observed in replying to the previous call, whether the request includes voluminous records or not.

Examination of officers for promotion under the provisions of sections 1493 and 1496, Revised Statutes.

When a vacancy occurs in any of the various grades of line or staff officers of the Navy, the name of the officer eligible for examination to fill such vacancy is sent to the office of the Judge-Advocate-General, when an order is issued directing the officer in question to appear before a board, composed of three medical officers of the Navy, for examination as to his physical qualifications for promotion. If found physically quali-

fied, an additional order is issued, directing the candidate to appear before another board for examination as to his mental, moral, and professional qualifications for promotion. This board is composed of officers of the same corps as that to which the candidate belongs and senior in rank to him. These examinations are conducted with great strictness in all the branches and requirements necessary to the discharge of the duties of the next higher grade, particularly as to the professional qualifications of the officer examined, all questions propounded to the candidate and his answers thereto being in writing and forming a part of the record of the proceedings. Interrogatories are sent to the commanding officers under whom the candidate has served, inquiring as to his mental, moral, and professional qualifications, and his habits, reputation, and general efficiency in the service. These interrogatories, with the answers appended thereto in writing, are, after being verified on oath or affirmation, returned by the respective officers to whom they are sent, and also become a part of the record.

The following case of an officer examined for promotion, in accordance with the requirements above specified, will illustrate the amount and character of the work involved, so far as the same pertains to the office of the Judge-Advocate-General :

On the 3d of April, 1884, the name of an officer eligible for examination having been furnished, an order was issued directing him to appear before the board of medical officers for examination as to his physical qualifications for promotion. He appeared, accordingly, May 5, 1884, and, after examination, was reported as physically qualified. An order was then issued directing him to appear before the naval examining board for examination as to his mental, moral, and professional qualifications for promotion. This examination was concluded May 16, 1884, when he was reported by the examining board as mentally and morally, but not professionally, qualified, and was not, therefore, recommended for promotion. The records of the proceedings of the two boards were then transmitted to the office of the Judge-Advocate-General for revision, pending which a letter, dated June 2, 1884, was received from the candidate, making certain statements relative to his examination in navigation and seaman ship, the branches of his professional examination in which he had been found deficient, and requesting a further examination in those branches. This letter, accompanied by the record of the candidate's mental, moral, and professional examination, was then referred to the examining board, with instructions to give the statements contained in the letter careful consideration and to make a report thereon. The board returned the record to this office, with a report, dated June 12, 1884, in which it was stated that, after a careful review of all the evidence in the case, the board saw no reason to change its former decision as to the candidate's professional qualifications. By letter, dated June 19, 1884, the candidate requested that final action upon the finding of the board be suspended, and that he be given until October 1st of that year to prepare for re-examination. July 1, 1884, a letter was addressed to the candidate, informing him that his request was granted, and that an order would subsequently be issued for his re-examination at the time named. On the 1st of October, 1884, an order was issued to the candidate, directing him to appear before the board for a further examination as to his professional qualifications for promotion. A letter of the same date was also addressed to the board, informing it of the Department's action in the case, and referring back the record, with instructions to proceed with the re-examination of the candidate as to his professional qualifications, and to make a supplementary report thereon. The candidate appeared, accordingly, and his re-examination was concluded October 30, 1884, when the board again found him professionally disqualified for promotion, and returned the record with a supplementary report to that effect. After a revision of the proceedings by the Judge-Advocate-General, the records were submitted to the President by the Secretary of the Navy, with the recommendation that the findings of the boards be approved, and that the candidate be suspended from promotion for one year, with corresponding loss of date, in conformity with section 1505 Revised Statutes. This recommendation having been approved by the President, the records were returned to the Department, with directions that the candidate be suspended accordingly. On the 1st of December, 1884, a letter was addressed to the candidate, informing him of the finding and recommendation of the examining board, and of the action of the President thereon; also notifying him of his suspension from promotion for one year from October 1, 1884, at the expiration of which time he would be re-examined, and he was, in the mean time, assigned to duty on board a sea-going vessel.

On the 28th of October, 1885, the period of the suspension of the officer having expired, an order was issued to the candidate directing him to appear before the examining board for re-examination as to his mental, moral, and professional qualifications for promotion as required by section 1505 R. S. The candidate appeared at the time designated, and upon the conclusion of his re-examination, November 9, 1885, the board found him mentally, morally, and professionally qualified, and therefore recommended him for promotion. After a revision of the proceedings of the board in his case, the record was submitted to the President with the recommendation that the action of the board be approved. The President concurred in this recommendation and returned the record with his approval indorsed thereon. The office of detail, in this Department, was then notified that the candidate had successfully passed his examination and was eligible for promotion, and a commission was accordingly issued promoting him to the next higher grade. Upon receipt of information from said office that such commission had been issued, the Fourth Auditor of the Treasury was notified of the promotion of the officer and of the date from which he took rank in the grade to which he had been promoted. The records of the proceedings of the several boards in the case were then duly recorded and filed.

In April, 1886, the officer who had thus been promoted submitted a memorial to the President, accompanied by several letters in his behalf, requesting that all the papers, records, &c., relating to his examination for promotion be referred to a special board for revision and recommendation as to whether he was not entitled, by reason of various facts appearing upon said records, to have his promotion date from October 1, 1881. This memorial being referred to the Department, a brief of the case was prepared by the Judge-Advocate-General, and submitted to the Secretary, and a letter was written to the President, containing a full review of all the facts in the case affecting the examination and promotion of the officer and returning the memorial in question. After considering the information thus given, the President denied the application of the officer and returned the memorial to the Department, whereupon the action of the President was officially communicated to the officer and to the several persons, respectively, who had written in his behalf,

Retiring boards.

Sections 1448-1452 of the Revised Statutes of the United States provide that "when-ever an officer, on being ordered to perform the duties appropriate to his commission, reports himself unable to comply with such order, or whenever, in the judgment of the President, an officer is incapacitated to perform the duties of his office, the President, at his discretion, may direct the Secretary of the Navy to refer the case of such officer to a retiring board of not more than nine nor less than five commissioned officers, two-fifths of whom shall be members of the Medical Corps of the Navy. Said board, except the officers taken from the Medical Corps, shall be composed, as far as may be, of seniors in rank to the officer whose disability is inquired into"; that such board "shall be authorized to inquire into and determine the facts touching the nature and occasion of the disability of any such officer, and shall have such powers of a court-martial and of a court of inquiry as may be necessary"; that "the members of such board shall be sworn in each case to discharge their duties honestly and impartially"; that "when said retiring board finds an officer incapacitated for active service, it shall also find and report the cause which, in its judgment, produced his incapacity, and whether such cause is an incident of the service"; and that a "record of the proceedings and decision of the board in each case shall be transmitted to the Secretary of the Navy, and shall be laid by him before the President for his approval or disapproval, or orders in the case." Under General Order No. 250, dated June 28, 1880, hereinbefore quoted, the Judge-Advocate-General receives, revises, reports upon, and has recorded the proceedings of all boards for the examination of officers for retirement or for promotion in the naval service, and all communications pertaining to questions of law arising on or in connection with the examination of officers for retirement or promotion, which may require the action of the Department, must be addressed to the "Judge-Advocate-General of the Navy."

Case of a passed assistant paymaster.

The officer referred to made an application to be placed on the retired list of the Navy on account of continued ill-health, the result of disease said to have been contracted while the officer was on duty in the West Indies. This application was transmitted to the Department with a letter from counsel, making the same request on behalf of the officer and inclosing four affidavits in regard to his condition.

All the papers were referred to the office of the Judge-Advocate-General and a retiring board was organized under the following orders, viz:

An order organizing the board, addressed to the senior officer thereof.

An order to each of the other four members of the board.

An appointment to the recorder of the board.

A letter to the senior member of the board, transmitting the papers referred to.

An order to the officer in question requiring him to appear before the board on a certain date for examination for retirement. Before such date had arrived, however, a letter was received from counsel for the officer asking that the latter might, for reasons stated, be permitted to delay his appearance before the board until a later date, named in such letter. It appearing, on examination, that the reasons assigned were such as to justify the delay thus requested, an additional or further order was issued to the officer, modifying the one first issued by fixing the date of examination in accordance with said request.

Acknowledgments of the receipt of both orders were duly received and entered.

At the time named in the second order the officer appeared before the board, and, after the members and recorder had been sworn according to law, made a written request that he might be represented by counsel, and, after his physical examination, be permitted to return to his home. This request was granted, and appended to the record.

The president of the board issued an order to the medical members thereof to make a careful examination into the past and present physical condition of the officer, and to report as to his capacity to perform the duties appropriate to his commission, in conformity with title 15, chapter 3, of the Revised Statutes; also, in addition to the personal examination of the officer, to examine closely the records of the Bureau of Medicine and Surgery bearing on the case, and to endeavor to obtain, from every authentic source within their reach, such information as would aid the board in the performance of its duties, and to report to the full board, in writing, the results of such examination.

The medical members of the board, after making the examination thus directed, reported that the officer was physically incapacitated for active service, but not as the result of an incident of the service, which report was appended to the record. Upon the written request of the counsel for the officer, the question as to the origin of the physical incapacity referred to was reconsidered by the medical members of the board, who made a supplementary report, which is also appended to the record, and in which they adhered to their first report. Additional evidence in behalf of the officer was then received and made a part of the record, after which the board proceeded to deliberate upon all the evidence in the case, and thereupon found as follows:

"That (the officer in question) is incapacitated for active service by reason of a general debilitated condition and the incapacity of the said (officer) is not the result of an incident of the service."

The record of the proceedings in the case, after being signed by all the members of the board, was duly transmitted to the Judge-Advocate-General, by whom a brief was prepared, covering ten typewritten foolscap pages, in which all the material facts, as shown by a comparison of the evidence on both sides, were fully set forth and submitted to the Secretary of the Navy with a recommendation that the finding of the board be approved. After due consideration the record, brief, and recommendation were approved by the Secretary of the Navy and were then transmitted by him to the President for final action. The President, after an examination of the case, approved the finding of the board.

Section 1454 of the Revised Statutes authorizes the President, when the disability of an officer is found not to be the result of any incident of the service, to direct either that he be retired from active

service on furlough pay, or that he be wholly retired (dropped) from the service with one year's pay. In the case referred to, the President, by indorsement on the record, directed that the officer be wholly retired with one year's pay. The record was then returned to the Judge-Advocate-General, and the President's direction was carried into effect by a letter signed by the Secretary of the Navy, addressed to the officer thus retired, and notifying him of the President's action. The Fourth Auditor of the Treasury was also, by another letter signed in like manner, advised of said action in order that the proper entry might be made in connection with the accounts of the officer thus wholly retired or dropped from the service, this being the final conclusion of the case.

The accompanying papers, marked A and B, previously mentioned, and the statements and illustrations hereinbefore given, are believed to constitute as full and complete an answer to the several questions embraced in your letters of the 24th ultimo and 5th instant as it is practicable to make.

Very respectfully,

WM. B. REMEY,
Judge-Advocate-General.

Hon. WILLIAM C. WHITNEY,
Secretary of the Navy.

A.—Number of clerks and others employed in the office of the Judge-Advocate-General of the Navy during the years 1884, 1885, 1886, and in January and February, 1887.

	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Average per month.
1884. Number of clerks.....	5	5	5	5	5	5	5	5	5	6	6	6	5
Messenger.....	1	1	1	1	1	1	1	1	1	1	1	1	1
1885. Number of clerks.....	6	6	6	6	6	6	6	6	6	5	5	5	6
Messenger.....	1	1	1	1	1	1	1	1	1	1	1	1	1
1886. Number of clerks.....	5	5	5	5	5	5	5	6	7	7	7	7	6
Messenger.....	1	1	1	1	1	1	1	1	1	1	1	1	1
1887. Number of clerks.....	7	7											7
Messenger.....	1	1											1

B.—Grade of clerks and others employed in the office of the Judge-Advocate-General of the Navy, showing the number of days (exclusive of Sundays and holidays) each employe has been present, absent on leave, or sick, the average number of working days present per month, and the maximum and minimum attendance for the years 1884, 1885, 1886, and part of 1887.

Grade.	Working days in year.	Days present.	On leave.	Sick.	Average present per month.	Max. or min.
Fourth-class clerk:						
1884.....	307	280	26	1	23 $\frac{1}{2}$	Min.
1885.....	307	275	20	12	22 $\frac{1}{2}$	
1886.....	307	279	21	7	23 $\frac{1}{2}$	
1887 (2 months).....	48	47 $\frac{1}{2}$			23 $\frac{1}{2}$	
Fourth-class clerk:						
1884.....	307	278	28	1	23 $\frac{1}{2}$	Max.
1885.....	307	283 $\frac{1}{2}$	23 $\frac{1}{2}$		25 $\frac{1}{2}$	
1886.....	307	277 $\frac{1}{2}$	28 $\frac{1}{2}$	1	23 $\frac{1}{2}$	
1887 (2 months).....	48	45			24	
Third-class clerk:						
1884.....	307	276	30	1	23	Max.
1885.....	307	277	30		23 $\frac{1}{2}$	
1886.....	307	278	28	1	23 $\frac{1}{2}$	
1887 (2 months).....	48	48			24	
First-class clerk:						
1884.....	307	272	30	5	22 $\frac{1}{2}$	Min.
1885.....	307	277	30		23 $\frac{1}{2}$	
1886.....	307	272 $\frac{1}{2}$	28 $\frac{1}{2}$	7	22 $\frac{1}{2}$	
1887 (2 months).....	48	40 $\frac{1}{2}$	1 $\frac{1}{2}$	6	20 $\frac{1}{2}$	

B.—Grade of clerks and others employed in the office of the Judge-Advocate-General of the Navy, &c.—Continued.

Grade.	Working days in year.	Days present.	On leave.	Sick.	Average present per month.	Max. or min.
First-class clerk:						
1884.....	307	267	29	11	22 $\frac{1}{2}$	Min.
1885 (to April 1).....	74	71	3	23 $\frac{3}{4}$	
First-class clerk:						
1885 (from April 1).....	233	210	18	5	23 $\frac{1}{2}$	
1886.....	307	268	29	10	22 $\frac{3}{4}$	Min.
1887 (2 months).....	74	45 $\frac{1}{2}$	1 $\frac{1}{2}$	1	22 $\frac{3}{4}$	
First-class clerk:						
1886.....	113	110 $\frac{1}{2}$	2 $\frac{1}{2}$	24 $\frac{1}{2}$	
1887 (2 months).....	48	47	1	23 $\frac{1}{2}$	
\$900 class:						
1884.....	77	77	25 $\frac{3}{4}$	
1885.....	244	225	19	23 $\frac{3}{4}$	
\$900 class:						
1885.....	172	147	24	1	24 $\frac{3}{4}$	
\$720 class:						
1886.....	157	151 $\frac{1}{2}$	5 $\frac{1}{2}$	25 $\frac{1}{2}$	Max.
1887 (2 months).....	48	47	1	23 $\frac{1}{2}$	
Messenger:						
1884.....	307	307	25 $\frac{7}{10}$	Max.
1885.....	307	300	7	25	Max.
1886.....	307	301	4	2	25 $\frac{1}{2}$	
1887 (2 months).....	48	46	2	23	

NOTE.—The names of the clerks and employes were furnished as part of the above table, but are omitted in the print as being unnecessary.

NAVY DEPARTMENT,
Washington, April 23, 1887.

SIR: Referring to your letter of the 23d ultimo, in which you request for the use of the Senate's Select Committee, of which you are the chairman, a statement of the present legal organization of the Navy Department, showing the number and grade of officers and employes in the Secretary's office and in each Bureau of the Department, designating the rank, grade, and classes, and the number of such, and the aggregate in the Department; and also showing the present legal organization of the Navy of the United States, the number and rank of officers, and designation of the employes, and the number of sailors and subordinates; and the number of vessels in commission, and of officers and subordinates and sailors on duty on such vessels; and the rank and number of officers, &c., on shore duty and waiting orders, and the number of navy-yards and the officers and employes, if known, on duty therein, so as to give correctly and concisely a bird's-eye view of the Navy Department and the Navy service of the United States.

I have the honor to inclose herewith the following described papers:

I. A statement showing the number of each grade of officers on the active list of the Navy, employed in the Navy Department and its Bureaus and dependencies; the number of each class of ships in commission and the number of each grade of officers thereto attached; the number of each grade of officers attached to each navy-yard and shore station; the number of each grade of officers on other special duty, and the number of each grade unemployed, on leave, or waiting orders.

II. The number of each grade of officers of the Navy on the retired list.

III. A statement showing the classification and the number in each class of petty officers and enlisted men of the Navy and where stationed or employed.

IV. A statement showing the organization of the Marine Corps, the number of each grade of officers, non-commissioned officers, and privates on the active list, and how and where employed, or unemployed; the number of each grade of officers and the number of enlisted men on the retired list, and the number of each class of civil employes connected with the corps and where employed.

V. A statement showing the organization of the Navy Department, and the number and classes of clerks and other civil employes connected therewith in Washington.

VI. A statement showing the number of each class of civil employes at each of the navy-yards and shore stations.

VII. A statement of the number of pay clerks holding temporary appointments in the Navy and where employed; the number of commandant's clerks at the several navy-yards and shore stations; the number of clerks and other employes at the purchasing pay offices, and the number of cadets at the Academy, not included in other statements before mentioned.

With a recapitulation showing numerically the whole.

Very respectfully,

W. C. WHITNEY,
Secretary of the Navy.

Hon. F. M. COCKRELL,
Chairman Senate Select Committee, United States Senate.

RECAPITULATION.

I. The active list of the Navy	1,532
II. The retired list of the Navy	370
III. Petty officers, enlisted men, and boys in the Navy	7,474
IV. Marine Corps, active list	1,992
Marine Corps, retired list	34
Marine Corps, civil employes	17
	2,043
V. Civil employes in Navy Department and Bureaus	246
VI. Civil employes at navy-yards and stations	3,454
VII. Pay clerks, cadets, &c., not included in the above	299
Total	15,418

I.—Table showing the disposition of the officers

Rank.	Navy Department its bureaus and dependences in Washington.																					
	Office of the Secretary (Judge Advocate-General's office).	Bureau of Yards and Docks.	Bureau of Navigation.	Bureau of Ordnance.	Bureau of Equipment and Recruiting.	Bureau of Medicine and Surgery.	Bureau of Provisions and Clothing.	Bureau of Steam Engineering.	Bureau of Construction and Repair.	Examining and Retiring Boards.	Boards of Inspection and Survey.	Nautical Almanac Office.	Library and war records.	Office naval intelligence.	Hydrographic Office.	Compass office.	Office of Supt. Slate, War, and Navy Dept. building.	Special and temporary duty, Navy Department.	Naval dispensary and museum of hygiene.	Naval Observatory.	Marine Barracks.	
Admiral																						
Vice-admiral																						
Rear admirals										1	1											
Commodores	1									2												
Captains		1	1							1	1							1			1	
Commanders				1							1										1	
Lieutenant-commanders	1																					
Lieutenants	2		6	1							1	1	2	9	10	3		3		7		
Ensigns				1								1		2	3			1		3		
Medical directors					1					3				2	3				1	1		
Medical inspectors																			1	1		
Surgeons						1													1	1		1
Passed assistant surgeons					1														2			
Assistant surgeons																						
Pay directors							1															
Pay inspectors							1															
Paymasters																						
Passed assistant paymasters																				1		
Assistant paymasters								1														
Chief engineers											1									1		
Passed assistant engineers								2	5										1			
Assistant engineers								1	1					1								
Cadet engineers								1														
Chaplains																						
Professors												1	1									4
Naval constructors										1												
Assistant naval constructors											1											
Civil engineers		1																				
Boatswains																						
Gunners																						
Carpenters																	1					
Sailmakers																						
Mates																						
Naval cadets																						
Totals	2	3	2	7	3	8	3	9	1	7	6	2	4	12	14	3	3	8	5	16	1	

II.—Officers of the Navy on the retired list.

Rank.	Number.	Rank.	Number.
Rear-admirals	51	Passed assistant paymasters	2
Commodores	15	Assistant paymasters	20
Captains	11	Chief engineers	25
Commanders	11	Passed assistant engineers	26
Lieutenant-commanders	41	Assistant engineers	7
Lieutenants	11	Chaplains	5
Ensigns	21	Professors	1
Medical directors	4	Naval constructors	2
Medical inspectors	8	Civil engineers	21
Surgeons	6	Boatswains	17
Passed assistant surgeons	7	Gunners	9
Assistant surgeons	10	Carpenters	13
Pay directors	2	Sailmakers	
Pay inspectors	3		
Paymasters		Total	370

III.—Statement showing the classification and number in each class of petty officers and enlisted men in the Navy, and showing where stationed or employed December 31, 1886.

Ratings.	Where stationed or employed.												Total in each rating.	
	North Atlantic station.	South Atlantic station.	European station.	Asiatic station.	Pacific station.	Special service.	U. S. Coast Survey.	U. S. Fish Commission.	Training ships.	Navy-yards and stations.	Tugs.	Receiving ships (crews).		Available men on receiving ships.
Petty officers not classified													25	25
Chief boatswains' mates	3	2	1	4	4	1	1	1	2	2				21
Chief gunners' mates	2	2	1	6	4				1	1				17
Chief quarter masters	5	3	2	6	7	2			4	1				30
Boatswains' mates	12	8	6	14	18	5	1	15	4	1	10			99
Gunners' mates	5	2	2	1	2	2	5	4	3		3			24
Quartermasters	15	10	6	20	23	6	27	6	14	7	2	15		155
Coxswains	21	12	8	22	24	7		8	14	4	2	13		135
Captains of forecastle	10	6	4	13	12	3			6	1	1			56
Captains tops	17	10	12	24	31	2			18	4				118
Captains afterguard	7	6	4	12	12	3			6	2				52
Quarter gunners	15	12	8	20	18	2		1	11	2	1	4		94
Seamen gunners	2			2										4
Seamen	107	82	67	149	143	28	110	33	40	34	8	39	483	1,323
Ordinary seamen	89	55	59	105	113	20		1	26	9	3	14	180	674
Landsmen	88	56	92	150	130	38	23	8	105	23	8	69	87	877
Apprentices	135	61	45	153	137				518				41	1,090
Master at arms	5	3	2	7	8	3	6	1	6	1	1	5		48
Apothecaries	5	3	2	6	7	3	1	2	6	4	1	6		46
Ship's yeomen	5	3	2	7	8	3	2	6	2	1	6			45
Paymaster's yeomen	5	3	2	7	8	3	12	2	6	2	2			59
Engineer's yeomen	5	3	2	6	5	3					3			27
Schoolmasters	3	3	2	5	6				23			1		43
Shipwriters	6	3	2	6	7	2	4		5	1		8		44
Captains of hold	6	4	3	8	8	3	1	5						38
Ship's cooks	5	3	2	7	8	3	4	3	5	3	1	5		49
Ship's corporals	6	4	3	7	6	1			12	1		7		47
Lamplighters	4	3	1	7	7	2			5			5		34
Buglers	5	3	2	7	6	2			4	1		3		33
Ship's barbers	3	2	2	6	3	2		1	5	1		6		31
Jack of the dust	4	3	1	6	5	2			6	2		5		34
Tailors	2	1	1	4	5				8			2		23
Baymen	4	4	3	8	8	2			6	2		3		40
Masters of band	1	1	1	1	1				1			1		7
First-class musicians	6	7	7	7	6				7			7		47
Second-class musicians														
Armors	7	5	7	8	7				8			8		50
Blacksmiths	5	3	2	6	7	1			4	1				29
Carpenter's mates	5	3	2	5	8	3			4	2	1	3	4	40
Sailmaker's mates	5	4	3	7	9	3	17	3	7	4	1	6		69
	5	3	3	6	6	2			4	2				31

III.—Statement showing the classification and number in each class of petty officers and enlisted men in the Navy, &c.—Continued.

Ratings.	Where stationed or employed.											Total in each rating.		
	North Atlantic station.	South Atlantic station.	European station.	Asiatic station.	Pacific station.	Special service.	U. S. Coast Survey.	U. S. Fish Commission.	Training ships.	Navy-yards and stations.	Tugs.		Receiving ships (crews.)	Available men on receiving ships.
Printers	1	1	1	1	1	—	—	—	1	1	—	1	—	8
Painters	4	3	2	6	6	3	—	—	5	1	—	—	—	30
Carpenters and calkers	11	10	8	17	16	3	—	9	13	—	—	—	—	81
Machinists	13	7	4	15	16	9	22	1	4	9	7	7	14	136
Boiler-makers	5	3	2	7	5	3	—	2	—	2	—	1	7	36
Water-tenders	17	9	6	21	21	6	—	1	—	—	—	—	—	82
Oilers	15	8	6	18	17	5	—	14	—	—	—	—	48	70
First-class firemen	27	13	6	14	13	7	3	4	14	13	5	25	45	202
Second-class firemen	44	25	17	47	43	15	28	7	5	16	6	11	90	306
Coal-heavers	70	38	33	85	81	22	—	1	3	—	5	2	—	436
Cabin stewards	5	3	2	7	7	3	10	—	5	1	1	6	—	51
Cabin cooks	3	2	1	7	8	2	10	—	5	1	—	5	—	44
Wardroom stewards	5	3	2	7	7	3	—	2	5	2	1	6	—	43
Wardroom cooks	5	3	2	7	7	3	—	1	5	2	—	6	—	42
Steerage stewards	5	3	2	6	6	1	—	—	4	2	—	5	—	35
Steerage cooks	4	3	2	6	6	1	—	—	2	1	1	5	—	31
Warrant officers' stewards	3	1	1	2	2	1	—	—	5	—	—	—	—	15
Warrant officers' cooks	3	1	1	2	2	1	—	—	5	—	—	—	—	15
Stewards to commander-in-chief	1	1	1	1	1	1	—	—	1	2	—	5	—	14
Cooks to commander-in-chief	1	1	1	1	1	—	—	—	1	2	—	5	—	13
Coxswains to commander-in-chief	1	1	1	2	1	1	—	—	1	1	—	5	—	14
Seamen to commander-in-chief	6	6	6	—	6	—	—	—	1	1	—	—	—	26
Ordinary seamen to commander-in-chief	6	6	6	—	6	—	—	—	—	—	—	—	—	24
Landsmen to commander-in-chief	2	2	2	2	2	—	—	—	1	—	—	—	—	11
Totals	897	554	489	1,126	1,108	254	283	120	1,013	183	60	362	1,024	7,474

Whole number allowed 8,250. Sec. 1417, R. S., amended.

IV.—United States Marine Corps.

MILITARY FORCE.

	Commandant.	Staff.	Colonels.	Lieutenant-colonels.	Majors.	Captains.	First lieutenants.	Second lieutenants.	Non-commissioned staff.	First sergeants.	Sergeants.	Corporals.	Musicians.	Drummers.	Fifers.	Apprentice boys.	Privates.
<i>Allowed by law.</i>																	
Act of organization	1	5	1	2	4	20	30	30	4	200	220	30	60	60	2,500	
<i>Appropriated for:</i>																	
Active list	1	5	1	2	4	20	30	17	4	50	140	180	30	48	48	1,500
Retired list	3	1	3	6	1	3	2	1	4	1	2	1	5
Total	1	8	2	2	7	26	31	20	6	51	144	180	31	50	49	1,505
<i>In service.</i>																	
Active list	1	5	1	2	4	20	30	*16	4	45	141	175	30	45	46	25	1,492
Retired list	3	1	3	6	2	*3	2	1	4	1	2	1	5
Total	1	8	2	2	7	26	32	*19	6	46	145	175	31	47	47	25	1,407
<i>How employed.</i>																	
"At sea"	4	12	10	34	44	84	20	20	678
"On shore" (active list) ..	1	5	2	4	14	18	6	4	11	97	91	30	25	26	25	724
Unemployed, under sentence of court martial	2
Waiting orders	1
"Onshore" (retired list)	3	1	3	6	1	3	2	1	4	1	2	1	5
Total	1	8	2	2	7	26	31	19	6	46	145	175	31	47	47	25	1,407

CIVIL FORCE.

	Clerks.	Messengers.	Armorer.	Mechanics.	Cutter of clothing.
Allowed by law	10	2	1	3
Authorized by Secretary of the Navy	1
Total	10	2	1	3	1
<i>Where employed.</i>					
Office of colonel commandant.	1	1
Office of adjutant and inspector ..	2
Office of quartermaster	3	1	2
Office of paymaster	3
Assistant quartermaster, Philadelphia, Pa	1	1	1	1
Total	10	2	1	3	1

* One second lieutenant promoted to fill vacancy by one first lieutenant being retired since date of appropriation.

V.—Organization of the Navy Department.

Secretary of the Navy.
 Chief clerk of the Navy Department, \$2,500 per annum.
 One disbursing clerk, \$2,000 per annum.
 Eight Bureaus, the chiefs of which to be officers of the Navy: Bureau of Yards and Docks; Bureau of Equipment and Recruiting; Bureau of Navigation (with hydrographic office); Bureau of Ordnance; Bureau of Construction and Repair; Bureau of Steam Engineering; Bureau of Provisions and Clothing; Bureau of Medicine and Surgery.
 Office of the Judge-Advocate of the Navy, who may be an officer of the Navy or of the Marine Corps.
 Assistant to the chief of the Bureau of Medicine and Surgery, who may be either a passed assistant or an assistant surgeon of the Navy.
 One chief clerk for each of the eight Bureaus, at \$1,800 per annum each.
 Other clerks and employes in the Navy Department and its several Bureaus.

Classified.	Bureaus and Offices											Attached to Bureau of Navigation.	Total.	Salaries.		
	Secretary's office.	Judge Advocate-General's office.	Bureau of Yards and Docks.	Bureau of Steam Engineering.	Bureau of Construction and Repair.	Bureau of Ordnance.	Bureau of Equipment and Recruiting.	Bureau of Medicine and Surgery.	Bureau of Provisions and Clothing.	Bureau of Navigation.	Hydrographic office.				Observatory (old and new).	Nautical Almanac office.
Clerks of—																
Class 4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	\$1,800
Class 3	3	1	1	1	1	1	1	1	1	1	1	1	1	1	12	1,600
Class 2	7	1	1	1	1	1	1	1	1	1	1	1	1	1	18	1,400
Class 1	4	2	1	1	1	1	1	1	1	1	1	1	1	1	23	1,200
\$1,000 per annum	4	1	1	1	1	1	1	1	1	1	1	1	1	1	8	1,000
Stenographers	2														2	1,400 to 1,600
Chief draftsman				1	1										1	2,250
Draftsmen			1	1	1	1					14				17	1,000 to 1,800
Draftsmen, assistant				2	2										4	1,400
\$900 copyists											1		1		7	900
\$720 copyists							2						2		2	720
Telegraph operator	1														1	1,000
Carpenter	1														1	1,000
Plate printers										5					5	1,252 to 1,560
Apprentices										1					1	600
Engravers										8					8	1,200 to 1,800
Assistants												10			10	1,000 to 1,600
Assistant astronomers											3				3	1,500 to 1,900
Instrument maker											1				1	1,500
Messengers	2														2	840
Assistant messengers	4		1	1	1	1	1	1	1	1	1	1	1	1	14	720
Messenger boys	2														2	240 to 420
Telegraph messenger boy	1														1	240
Janitor								1							1	600
Office attendant										1					1	420
Watchmen										1	4			16	21	720
Firemen										1				7	7	720
Skilled laborers											2				2	720 to 1,000
Laborers	4	1	1	2	1	1	1	2	1	2	5	7	1	7	36	660
Elevator conductors														3	3	720
Charwomen														20	20	180
Total	41	5	8	9	9	6	11	8	13	9	40	13	3	53	246	

VI.—Statement of the civil employes at the navy-yards and shore stations, exclusive of those employed in the Navy Department and its Bureaus at Washington.

Class.	Shown at each navy-yard and station.											Shown under each Bureau.								Totals.						
	Portsmouth, N. H.	Boston, Mass.	Brooklyn, N. Y.	League Island, Pa.	Washington, D. C.	Norfolk, Va.	Pensacola, Fla.	Mare Island, Cal.	New London, Conn.	Newport, R. I. (torpedo).	Newport, R. I. (training).	Annapolis, Md.	Key West, Fla.	Yokohama, Japan.	Totals.	Yards and Docks.	Equipment and Recruiting.	Steam-Engineering.	Construction and Repair.		Navigation.	Provisions and Clothing.	Ordnance.	Medicine and Surgery.	Naval Academy.	Totals.
Apprentices	31		52			60	1	34	1						179	2	6	44	127						179	
Ambulance drivers		1	1					1							3								3		3	
Armors															1									1	1	
Attendants		1	1	1	2	1		1			28				35								7	28	35	
Bakers															1									1	1	
Blacksmiths	7	1	17	2	10	10		5		1	1				54	5	4	6	25			14			54	
Boys	1	2	6		19	7	1	12							48	5		11	5						48	
Brass and iron finishers					130										130		1					129			130	
Brass and iron molders	4		6		14			3							27			13				14			27	
Bell-ringers							1								1	1									1	
Box-makers			1												1						1				1	
Band master											1				1									1	1	
Boatmen						1									1							1			1	
Boiler-makers	5	1	54		10		10								80		80								80	
Borers			4												4			4							4	
Boat-builders	12		13		10		5								40			40							40	
Boxing-master											1				1				40					1	40	
Block-makers			5		7					4					12			12							12	
Carpenters	1		1	1	4		5				2		1		19		3	5			1	7	3		19	
Chemists										1					1										1	
Clerks	10	7	12	6	8	11	1	10		2		9	1		77	12	7	11	12	5		1	4	5	77	
Coopers	2	1	5	1		4									13				12		21				13	
Coffee-roasters		1													1						6				1	
Calkers		3				5									11				11						11	
Compass-fitters			1												1				1						1	
Cooks	1	2	2	2	1	2		2			1		1		14							13	1		14	
Core-makers			1												1			1							1	
Coppersmiths	1		12		3	12		2							30		23		2			5			30	
Copyists			1	1		1									3				3						3	
Coxswains											2				2							1		1		2

VI.—Statement of the civil employes at the navy-yards and shore stations, exclusive of those employed in the Navy Department and its Bureaus at Washington—Continued.

Class.	Shown at each navy-yard and station.										Totals.	Shown under each Bureau.								Totals.					
	Portsmouth, N. H.	Boston, Mass.	Brooklyn, N. Y.	League Island, Pa.	Washington, D. C.	Norfolk, Va.	Pensacola, Fla.	Mare Island, Cal.	New London, Conn.	Newport, R. I. (torpedo).		Newport, R. I. (training).	Annapolis, Md.	Key West, Fla.	Yokohama, Japan.	Yards and Docks.	Equipment and Re-arranging.	Steam-Engineering.	Construction and Repair.		Navigation.	Provisions and Clothing.	Ordnance.	Medicine and Surgery.	Naval Academy.
Pilots	1		1			1		1							4	3									4
Pressmen			6												6						6				6
Professors															10								10		10
Quartermen	1	3	6			5		3							3										2
Receivers and weighers	7		28	3		18		10							65	5	52	5	4		8				18
Riggers		35													35		35								35
Rope-makers	2		6	1		1		2							12										12
Sawyers			1			1									2										2
Saw-filers	3	2	14	1	3	20		10							53		51				3				53
Sail-makers			1							1					1						1				1
Sheet-iron workers			1												1						1				1
Shipsmiths	37	2	29	10		13	1	3							95			95							95
Shipwrights	2		20			7		4							61						1				61
Ship-fitters	42														42										42
Spar-makers	5		4	1		9		1							20			20							20
Seamstresses								4							4		4								4
Spinners						2									2										2
Ship-keepers	7		15	11		7		2	2						44		4		40						44
Slaters			1			2									1										1
Stablemen	1	1	2	2	2	2	1	2							11					1		2			11
Stone cutters			2					18							20	20									29
Storekeepers	4		2		2										8		3		2						8
Scrubbers		1	1	2	1	2	1	2							10				1			10			10
Sword-master											3				3									3	3
Secretary											1				1										1
Seamen											1				1										1
Strikers						4		4							8			8							8
Superintendent			1												2										2
Teamsters	6	4	20	3	3	4	1	10							51	42				1		9			51
Tinners			5	1	6										12	3			4			5			12

RECAPITULATION.

Portsmouth, N. H.	326
Boston, Mass.	176
Brooklyn, N. Y.	1,100
League Island, Pa.	148
Washington, D. C.	411
Norfolk, Va.	625
Pensacola, Fla.	38
Mare Island, Cal.	383
New London, Conn.	11
Newport, R. I.	30
Annapolis, Md.	190
Key West, Fla.	8
Yokohama, Japan	8
Total	3,454

Bureau of Yards and Docks	434
Bureau of Equipment and Recruiting	350
Bureau of Steam Engineering	783
Bureau of Construction and Repair	979
Bureau of Navigation	22
Bureau of Provisions and Clothing	139
Bureau of Ordnance	488
Bureau of Medicine and Surgery	104
United States Naval Academy	155
Total	3,454

VII.—Statement showing the number and employment of pay clerks holding temporary appointments in the Navy; the number of commandants' clerks at navy-yards and stations, and the number of clerks and other employes at the purchasing pay offices, and the number of cadets on probation at the Naval Academy, not embraced in other statements herewith.

	Attached to vessels in commission.				Navy-yards and shore stations.												
	Vessels of the second class.	Vessels of the third class.	Training ships.	Receiving ships.	Portsmouth, N. H.	Boston.	Newport.	New London.	New York.	League Island and Naval Asylum.	Washington.	Naval Academy.	Norfolk and iron-clads, City Point, Va.	Pensacola.	Key West.	Mare Island.	Total.
Pay clerks	7	9	3	8	2	3	1	1	3	3	3	5	3	1	1	3	55
Clerks to commandants.					2	1	1	1	2	2	2	5	2	1	1	2	16
Total	7	9	3	8	4	4	1	1	5	5	5	5	5	2	2	5	71

	Purchasing pay offices.							Cadets on probation at the Naval Academy.	Total.
	Boston.	New York.	Philadelphia.	Washington.	Baltimore.	Norfolk.	San Francisco.		
Pay offices, chief clerks	1	1	1	1	1	1	1	6	
Pay offices, clerks	2	2	2	4	1	1	1	13	
Pay offices, writers	1	1	1	1	1	1	1	7	
Pay offices, messengers									
Naval cadets							190	190	
Total	4	6	4	6	2	3	4	228	

DEPARTMENT OF THE NAVY.

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THE POST-OFFICE DEPARTMENT.

CORRESPONDENCE.

Mr. Cockrell to Mr. Vilas.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate, appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine methods of business and work in the Executive Departments of the Government, the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report to the Senate the causes of the delay in transacting the public business said to exist in some of the Departments," have instructed me as chairman to request you to furnish to the committee, at your earliest convenience, a detailed statement showing the amount and character of business pending in each division of your office and in each division of each Bureau of your Department on the first day of January, 1884, and the amount and character of business received, and also transacted and disposed of, in each division of your office and in each division of each Bureau of your Department during the said calendar year 1884, and on hand, pending and undisposed of on January 1, 1885, and the amount and character of business received and also transacted and disposed of in each division of your office and in each division of each Bureau of your Department during the said calendar year 1885, and also on hand pending and undisposed of on January 1, 1886; and the amount and character of business received, and also transacted and disposed of, in each division of your office and in each division of each Bureau of your Department during the said year 1886, and also on hand, pending, and undisposed of on January 1, 1887, and received, and also transacted and disposed of, in each division of your office and in each division of each Bureau of your Department during the said year 1887, up to March 1, 1887, and on hand, pending, and undisposed of, in each division of your office and in each division of each Bureau of your Department on said March 1, 1887; and also a detailed statement showing the average amount and character of business performed, transacted, and disposed of by the employes in each division of your office and in each division of each Bureau of your Department, and the average number of employes in each of such divisions, during each month in the said years 1884, 1885, 1886, and 1887, up to March 1, 1887, and also the maximum and minimum amount of business transacted and disposed of by the employe doing the most and the employe doing the least in each of such divisions, during each of said months of said years; and if no account has been kept of the business performed and disposed of by each employe in any such divisions during said years or any part or parts thereof, then the reasons why such account has not been kept, and also a statement showing the average number of days, and the time and attention devoted to the consideration and transaction of business by the employes in each of the said several divisions, and whether in person or by proxy, during each of said calendar years 1884, 1885, 1886, and 1887, up to March 1, 1887, or during such parts of said years, or either of them, as such employes or any of them have been receiving pay from the United States, and also the maximum and the minimum number of days during each of said years, and up to March 1, 1887, so devoted to business by the employe in each of such divisions present for the greatest number of days and also for the least number of days. If the data called for by calendar years cannot be given as readily by calendar years as by fiscal years, then substitute for the calendar years named the fiscal years 1884, 1885, 1886, and 1887 up to March 1, 1887, and thus save as much unnecessary labor as possible.

I have the honor to be, most truly, yours,

F. M. COCKRELL,
Chairman Senate Select Committee.

Hon. WM. F. VILAS, *Postmaster-General.*

Mr. Cockrell to Mr. Vilas.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., have instructed me as chairman to request you to furnish to the committee, at your earliest convenience, a detailed statement of the methods of transacting business in each division of your office and in each division of each Bureau of your Department, including one or more items of the principal business matters transacted in each of such divisions, beginning with the receipt of the business matter in the Department, and then showing in consecutive order the various steps taken by each of such business matters, through the various divisions of your office and the various Bureaus and divisions of such Bureaus and employés through whose hands the same passes, and by whom it is considered and acted upon and the action thereon had and taken by each, until the same is finally disposed of and notice thereof duly given to the proper party.

I have the honor to be, most respectfully, yours, &c.,

F. M. COCKRELL,
Chairman Senate Select Committee.

Hon. WM. F. VILAS, *Postmaster-General.*

Mr. Cockrell to Mr. Vilas.

UNITED STATES SENATE,
Washington, D. C., March 23, 1887.

MY DEAR GENERAL: The Select Committee of the Senate appointed in pursuance of the resolution of the Senate adopted March 3, 1887, to inquire into and examine the methods of business and work in the Executive Departments, &c., have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a statement of the present legal organization of your Department, showing the number of officers of each branch or office of your Department; the number of employés of each class and designation in your Department, and the number of postmasters in the United States of each class, and the number of employés of each class and designation in all the post-offices; the number of free-delivery offices, and the number of employés therein; the number of star routes and the length of mileage of all the star routes; the railway mail service, the aggregate mileage of such service and the number of officers and employés of each class or designation therein, including number of divisions; the steamboat service, mileage, and number of employés, and also, if convenient or practicable, the foreign mail service, mileage, and number of employés, so as to give correctly and concisely a bird's-eye view of your Department and its whole operation, domestic, and foreign.

Yours, very truly,

F. M. COCKRELL.

Hon. WM. F. VILAS, *Postmaster-General.*

Mr. Vilas to Mr. Cockrell.

POST-OFFICE DEPARTMENT,
OFFICE OF THE POSTMASTER-GENERAL,
Washington, D. C., June 15, 1887.

MY DEAR SIR: In response to your communication of the 18th of March last, desiring on behalf of the Select Committee of the Senate, appointed in pursuance of the resolution adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report the causes of the delay in transacting public business said to exist in some of the Departments," a detailed statement showing the amount and character of business pending in each division of this office and this Department on the 1st day of January, 1884, and the amount and character of business received and also transacted and disposed of since that time by successive calendar years, until the 1st day of March, 1887, and also showing the average amount and character of busi-

ness performed and disposed of by the employes in each division of this Department during that period; also the maximum and minimum amount of business transacted and disposed of by the employe doing the most and the employe doing the least in each division; and if no account has been kept of the business performed by each employe, the reasons why, and a statement of the average number of days, the time and attention devoted to the consideration and transaction of the business by the employes in each division, and whether in person or by proxy, during each of the said calendar years, and also the maximum and minimum number of days during each of said years so devoted to business by the employe in each division present the greatest number of days, and also for the least number of days; and suggesting that if the data cannot be furnished by calendar years it may be given by fiscal years.

And in response also to your communication of the same date on behalf of the same committee, requesting a detailed statement of the methods of transacting business in each division of this office and this Department, including one or more of the items of principal business matters transacted in each of such divisions, beginning with the receipt of the business matter in the Department, and then showing in successive order the various steps taken by each of such business matters through the various Bureaus of the Department through whose hands the same passes, and by whom it is considered and acted upon, the action taken thereon had and taken by each, until the same is finally disposed of and notice thereof duly given to the proper party, I have the honor to submit herewith statements which have been prepared in the different offices and divisions of this Department, in response to these requests. There is prefixed a general statement of the manner in which the duties of this Department are distributed; and a statement from each of the several offices then follows in the order in which the work is distributed as so stated.

The whole is preceded by a series of tables showing the number and classification of persons employed in the postal service of the United States, so far as it is within the reach of the Department to furnish these figures. These tables include all persons directly paid by the United States under authority of the Department. In addition, it should be stated that postmasters of the third and fourth classes are compensated at a sum designed to cover all the cost of clerical labor in their offices, except in a few separating offices, as well as the recompense of their own services, and that such postmasters employ their clerical force without returning to the Government an account of the expenditures thereof or of the names and number of persons employed. Heretofore, no steps have been taken to obtain an accurate report of the names and numbers of such persons from postmasters of these classes, for the reason that there has appeared to be no sufficiently strong object to induce the maintenance of these statistics. Yet every such clerk must, under the laws and regulations, be sworn into the service of the United States, and may properly be considered as within the category of persons within the postal service of the Government.

It has been impossible in many cases to fully comply with the specific requirements of the committee in regard to the statistical information of the past. The force of the Post-Office Department has never been, so far as I am able to learn, sufficient to maintain nice and accurate statistics of the daily performance of the offices, or to keep nice and accurate statistics of the work received and done. It is of a heterogeneous character, which ought to be dispatched quickly, and for the most part the papers, outside of the accounts of the service, are not of sufficient value to justify preservation, and it has therefore happened that the labor has been transacted without care to maintain account of it. It is the rule of the Department, enforced with as much stringency as possible, that the day's business must be dispatched with the day, and no accumulation of unfinished business suffered. This rule meets with exceptions only where the nature of the business is such that time is required for its satisfactory discharge.

In the several statements which have been prepared by the chiefs of the divisions, herewith accompanying, reasons and explanations for any failure to meet the exact requirements of the committee will be found, in accordance with the circumstances of the particular division affected.

I have the honor to be, very respectfully,

WM. F. VILAS,
Postmaster-General.

Hon. F. M. COCKRELL,
Chairman Select Committee of the Senate.

REPORTS.

THE CHIEF CLERK.

WASHINGTON, D. C., April 13, 1887.

SIR: In response to your request to ascertain the number and classification of all employes connected in any manner with the postal service of the United States and in its administration, I have the honor to report that to a certain extent it is not possible, within the time limited for the presentation of your report to the Senate Committee, to arrive at the full number who are actually employed. In the third and fourth class post-offices I am unable to state the number of assistant postmasters and clerks employed, for the reason that no roster of the employes of these offices is required to be filed in the Department. Upon the appointment of an assistant or clerk at any of the above-named offices, the oath of such person is filed in this Department. When, for any cause, a vacancy occurs, the person retiring from the office does not withdraw his oath from the files. To ascertain the actual number employed in these offices would necessitate the investigation of the files of the bond division and the examination of the papers in about 53,000 offices, and would require a force of six clerks for a period of at least three months, to present accurately the information asked for. The same difficulty exists in regard to ascertaining the number of mail-carriers on star routes.

The tables herewith submitted, numbered 1 to 9, show the numbers and classification of all employes connected with the postal service of the United States on March 1, 1887, with the exception of assistants in third and fourth class post-offices and carriers on star routes, above referred to.

All of which is respectfully submitted.

Very respectfully,

JOS. ROY, *Chief Clerk.*

To the POSTMASTER-GENERAL.

TABLE 1.—Showing numbers and classification of persons employed in the Post-Office Department of the United States, at Washington, D. C.

	Postmaster-General.	Assistant Attorney-General.	First Assistant Postmaster-General.	Second Assistant Postmaster-General.	Third Assistant Postmaster-General.	Superintendent Money-order business.	Superintendent Foreign Mails.	Superintendent Dead-Letter Office.	Chief Inspector.	Topographer.	Superintendent and disbursing clerk.	Totals.
Chief clerks	1	1	1	1	1	1	1	1	1	1	1	11
Chiefs of divisions	1		1	1	1	1	1	1	1			8
Superintendents in bureaus			3	1	2							6
Stenographers			2	1								3
Law clerks	1	1	1	1								3
Appointment clerk	1											1
Clerks class 4		1	1	10	4	6	1	1		*3		27
Clerks class 3		2	22	34	16	8	3	3	1	*3		93
Clerks class 2		1	8	18	21	5	1	11	2	†4	1	73
Clerks class 1		3	23	18	26	10	1	24	5	‡5	1	116
Clerks class C		2	15	7	6	6	£	4	2			44
Clerks class D			2	2	2	5		52		4		67
Clerks class E								6		§1		7
Messengers	3		4	3	2	1	1	1	1	1		17
Laborers			7	1	6	11		6			23	54
Watchmen						4				2		30
Elevator conductors						1						2
Engineers						1						3
Firemen						2						4
Plumber												1
Awning-maker												1
Carpenters												2
Charwomen						4					18	22
Copyists	1			1								2
Totals	16	5	90	99	87	66	11	110	13	24	79	600

* 1 assistant skilled draftsmen.
† 3 skilled draftsmen and 1 clerk.

‡ 3 skilled draftsmen, 1 examiner, 1 map-mounter.
§ 1 map-mounter.

TABLE 2.—Showing number and classification of employes in office of the Auditor of the Treasury for the Post-Office Department.

Clerks of—	No.	Clerks of—	No.
Class \$2,250	1	Class \$840	16
Class \$2,000	11	Class \$720	13
Class \$1,800	15	Class \$660	25
Class \$1,600	62	Class \$500	1
Class \$1,400	82	Class \$2 per day	1
Class \$1,200	84	Auditor	1
Class \$1,000	68		
Class \$900	24	Total	404

TABLE 3.—Showing number and classification of post-offices and number and classification of employes therein in the United States.

Number of—	Class 1.	Class 2.	Class 3.	Class 4.	Totals.
Post-offices	75	400	1,884	52,415	54,774
Postmasters	75	400	1,884	52,415	54,774
Assistant postmasters	75	309			384
Clerks	4,404	1,377			5,781
Messengers	28				28
Janitors	41	10			51
Laborers	136	7			143
Total number of persons	4,759	2,103	1,884	52,415	61,161

TABLE 4.—Showing the number and classification of the employes at the stamp agency, New York; envelope agency, Hartford; and postal-card agency, Castleton, N. Y.

Agency and class of clerks.	No.	Agency and class of clerks.	No.
STAMP AGENCY.		ENVELOPE AGENCY—continued.	
Class \$2,500	1	Class \$700	1
Class \$1,500	1		
Class \$720	4	Total	14
Class \$630	1		
Total	7	POSTAL-CARD AGENCY.	
ENVELOPE AGENCY.		Class \$2,500	1
Class \$2,500	1	Class \$1,600	1
Class \$1,800	1	Class \$1,400	1
Class \$1,200	7	Class \$1,200	3
Class \$1,000	1	Class \$900	1
Class \$900	2	Total	7
Class \$800	1	Grand total	28

TABLE 5.—Showing the number of free-delivery offices in the United States, and carriers thereat.

Number of offices	189
Number of carriers	5,206

TABLE 6.—Showing the number of inspectors and clerks to inspectors in charge in the postal service of the United States.

Inspectors in field	72
Inspectors in charge	12
Clerks to inspectors in charge	13

TABLE 7.—Showing the number of routes and the mileage thereof, the number of contractors, subcontractors, mail messengers, special carriers, and railway postal clerks in the inland mail service of the United States.

Inland mail service.	Number of routes.	Miles in length.	Number of contractors.	Number of subcontractors.	Number of carriers.	Number of railway postal clerks.	Totals.
Star route.....	13,911	233,915	5,306	9,227	14,533
Steamboat route.....	117	10,812	112	14	126
Mail messengers.....	5,412	4,174	5,412	5,412
Special carriers.....	2,433	2,433
Railway Mail Service.....	953	121,953	*4,760	4,760
Totals.....	20,393	370,854	5,418	9,241	7,845	4,760	27,264

* Includes General Superintendent Railway Mail Service, 9 division superintendents, and 4 assistant superintendents.

TABLE 8.—Showing number and classification of employes in the United States postal service at Shanghai and Panama.

Agencies.	Number of employes.
SHANGHAI AGENCY.*	
Salary, \$100 per month.....	1
Salary, \$15 per month.....	1
Salary, \$8 per month.....	1
Salary, \$5 per month.....	1
PANAMA AGENCY.*	
Salary \$50 per month.....	1

* United States consular-general in charge.

TABLE 9.—Summary.

Post-Office Department.....	600
Auditor of the Treasury for the Post-Office Department.....	404
Postmasters, first class.....	75
Postmasters, second class.....	400
Postmasters, third class.....	1,884
Postmasters, fourth class.....	52,415
	54,774
Assistant postmasters, first class.....	75
Assistant postmasters, second class.....	309
	384
Clerks in post-offices, first class.....	4,404
Clerks in post-offices, second class.....	1,877
	5,781
Messengers in post-offices, first class.....	28
Janitors in post-offices, first class.....	41
Janitors in post-offices, second class.....	10
	51
Laborers in post-offices, first class.....	136
Laborers in post-offices, second class.....	7
	143
Carriers in free-delivery offices.....	5,206
Inspectors, in charge.....	12
Inspectors, in the field.....	97
	109
Inspectors' clerks.....	13
Contractors, star service.....	5,306
Subcontractors, star service.....	9,227
	14,533
Contractors, steamboat service.....	112
Subcontractors, steamboat service.....	14
	126

Special carriers.....	2,433
Mail messengers.....	5,412
Railway Mail Service, division superintendents.....	10
Railway Mail Service, assistant superintendents.....	4
Railway Mail Service, postal clerks.....	4,746
	<hr/>
Stamp agency, New York.....	4,760
Envelope agency, Hartford.....	7
Postal-card agency, Castleton, N. Y.....	14
Agency at Shanghai, foreign mails.....	7
Agency at Panama, foreign mails.....	4
	<hr/>
Agency at Panama, foreign mails.....	1
	<hr/>
Total.....	94,790

ORGANIZATION OF THE DEPARTMENT.

The statutes direct the Postmaster-General, in terms, to perform the functions necessary to the postal service, leaving the organization of the Department and the assignment of the parts and duties of its several officers to be fixed by regulations and orders.

That the business of the Department may be properly transacted and conveniently arranged and prepared for the final action of the Postmaster-General, when necessary, it is distributed among its several officers, as follows—

I.—THE OFFICE OF THE POSTMASTER-GENERAL.

The Postmaster-General retains within immediate personal direction—

(1) The superintendence and government of the Department; its miscellaneous correspondence not specially connected with other offices; the appointment of Department clerks and employes, their payment and granting of leaves of absence; the keeping of the journals and order-books and the recording of all orders relating to the Department and the postal service made in the name and by the authority of the Postmaster-General; control of the advertising; the execution of all contracts, except for mail transportation, and the management of all departmental business not otherwise specially assigned.

(2) The general direction of the postal service in all its branches; control of its discipline and inspection; general government of its finances and disbursement of appropriations; the submission of cases to the President relating to appointments to be made by him; the appointment and removal of officers and clerks of the Railway Mail Service; the provision and supply of post-route maps; the consideration of claims of postmasters for credit or reimbursement for losses by fire, burglary, or other unavoidable casualty; the publication and distribution of the Official Guide, and the making of regulations.

(3) The performance of all duties specially enjoined by law upon the Postmaster-General, including the fixing of rates annually for the transmission of Government telegrams; approval of estimates and plans made by the Supervising Architect of the Treasury Department for public buildings, and the consideration of complaints of the misuse of the mails in furtherance of schemes to defraud the public.

Immediately attached to the office of the Postmaster-General, to assist him in these functions, are the chief clerk of the Department, the appointment clerk, the superintendent of the Department buildings and disbursing clerk, the Assistant Attorney-General, the chief of Post-Office Inspectors, and the topographer.

The chief clerk of the Post-Office Department has, under the direction of the Postmaster-General, the general superintendence of the clerical force of the Department; the assignment of clerks to offices and divisions; the consideration of applications for leaves of absence by clerks and departmental employes; general care of requisitions upon the Treasury for and the expenditure of the appropriations for departmental service, including requisitions upon the Public Printer for printing; supervision of the preparation of estimates for the departmental and postal service; the miscellaneous business correspondence of the Postmaster-General's office; general care of the keeping of the journals and order-books; supervision of the advertising; preparation of contracts for the publication of the Official Guide, compilation of the matter therefor, censorship of the advertisements therein, and supervision of its publication and distribution; the consideration of applications for post-route maps and supervision generally of their issue and sale; furnishing information for settlement of Government telegraph accounts; the charge of bringing to the Postmaster-General's attention such duties as are to be performed by him at stated times, and such other duties as may be from time to time required by the Postmaster-General.

The appointment clerk is charged with the duty of keeping a roster of all Department officers, clerks, and employes appointed by the Postmaster-General; all papers, applications, recommendations, and files relating thereto; the preparation of all orders for appointment, removal, or acceptance of resignation; and all communica-

tions by the Postmaster-General to the officers of the Department and to the Civil Service Commission relating thereto, and of bringing to the attention of the Postmaster-General notices of all vacancies. All papers relating to such appointments and promotions are to be filed in his office.

The superintendent of departmental buildings and disbursing clerk is charged with the care of the Department, and other buildings rented for use in connection with it, and of furniture and public property within them and appertaining to their use, including repair and purchase of new furniture; with the provision of supplies for fuel, light, and other necessities; with the direction of the force of laborers and charwomen, and general assignment of the watchmen to their posts and superintendence of that force, through the captain of the watch; with the preparation of the annual contracts for supplies in the Department buildings; with the making of the pay-rolls and the payment of salaries to all departmental officers, clerks, and employes; and with the making of all expenditures for rent of Department buildings, for contingent expenses, for the topographer, for the publication of the Official Guide, and for postages on the Department's foreign correspondence, also with the sale of waste paper and unserviceable property; the keeping of accounts of expenditures; and such other duties as may from time to time be required of him by the Postmaster-General.

The Assistant Attorney-General is charged with the duty of giving opinions to the Postmaster-General, or the heads of the several offices of the Department, upon questions of law arising upon the construction of the postal laws and regulations or otherwise in the course of business in the postal service; with the consideration and submission (with advice) to the Postmaster-General of all claims of postmasters for losses by fire, burglary, or other unavoidable casualty; and of all certifications by the Sixth Auditor of cases of proposed compromise of liabilities and forfeitures under the statutes; keeping and preparation of all correspondence with the Department of Justice relating to prosecutions and suits affecting or arising out of the postal service; and with the consideration of applications for pardon for crimes committed against the postal laws, which may be referred to the Department; with the preparation and submission, with advice, to the Postmaster-General of all appeals to him from the heads of the offices of the Department depending upon questions of law; with the hearing and preparation of cases relating to the misuse of the mails in furtherance of schemes to defraud the public; with the examination and, when necessary, drafting all contracts of the Department; with the negotiation and correspondence for leases of buildings for use as post-offices and the preparation of leases, and with such other like duties as may from time to time be required by the Postmaster-General.

The law clerk and the lease clerk are assigned to the office of the Assistant Attorney-General for the performance of such functions as he may direct.

The chief of Post-Office Inspectors is charged with the supervision of the division of mail depredations, the government and assignment to duty of all the inspectors employed in the postal service, and supervision of the business of that force; with the preparation and issue of cases for investigation, and with all matters relating to depredations upon the mails or losses therein; with the keeping of the records and preparing statistics of the inspective force; with the examination for allowance of accounts of inspectors and the keeping of the Department accounts of expenditure in this service; with the safe custody of money and property collected or received by inspectors, and the preparation of cases for submission to the Postmaster-General for orders for the restoration thereof to the proper parties or owners, and with the performance of such other duties as may from time to time be required of him by the Postmaster-General.

The topographer is charged with the superintendence of his office and the draftsmen, clerks, and employes assigned thereto; with the preparation and revision of the post-route maps, the superintendence of their printing, their issue, distribution, and sale according to orders and regulations; the preparation of specifications, advertisements, and contracts for their manufacture; the general care of the stores and property in the hands of the contractors and other property of the Government relating to this business, and the performance of such other duties as may from time to time be required by the Postmaster-General.

II.—THE OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL.

To this office is assigned the general care of post-offices and postmasters; their instructions; the duty of preparing all cases for the establishment, discontinuance and change of name or site of post-offices, and for the appointment of all postmasters, together with the safe keeping of all papers and files, and the conduct of correspondence incident thereto; of notifying appointees, and directing their qualifications, instruction, and taking possession of their offices; of recording their appointment, examining, approving, and keeping their bonds; preparing and issuing their commissions; of adjusting salaries of Presidential postmasters, and the consideration of allowances for clerk hire, rent, fuel, light, furniture, and miscellaneous expenditures;

of supplying postmasters with blanks, canceling ink, marking and rating stamps, and stamping pads, twine, wrapping paper, and facing slips, letter-balances, and scales, and the supply of twine and facing slips to the Railway Mail Service; and supplying stationery, ink, and blanks for the Department; or the establishment of free-delivery service in connection with post-offices; the appointment of letter-carriers; miscellaneous allowances for this service, and the general superintendence of the free-delivery system; and of conducting the correspondence of the Department with postmasters and the public in relation to the character and classification of mail matter and the rates of postage, and giving general information concerning the postal service, its laws and regulations.

For the performance of these duties, the clerical force of this office is organized in six divisions, to which duties are distributed, respectively, as follows:

The division of appointments, under the superintendence of a chief of division, has the custody of all papers and files, and prepares all cases for the establishment, discontinuance, change of name or site of post-offices, and appointment of postmasters; and prepares such correspondence relating thereto as may be required. It is the duty of each of the section clerks to properly indorse, file, and brief for consideration all papers relating to any office within the section of national territory assigned to him, and promptly bring to the notice of the First Assistant Postmaster-General, through the division chief, any information of deaths, resignations, or other changes, or other facts apparently requiring action in relation to any such offices.

The bond division, under the superintendence of a chief of division, is required to record in proper form and books, the appointment of all postmasters, and the establishment, discontinuance, and change of name of post-offices; to prepare and transmit letters of appointment and instruction, with blank bonds and oaths for execution by newly-appointed postmasters; to carefully examine the oaths and bonds when returned, and, if found correct, to submit the bonds to the First Assistant or the Postmaster-General for approval; after approval to record the names of the sureties, to file in proper order approved oaths and bonds; to prepare postmasters' commissions for signature and sealing, and when complete, to transmit the same to the appointees; to keep correct statistics of all transactions of this division; and to prepare and cause to be transmitted to the Sixth Auditor reports of transactions and changes, of the character mentioned, required by law and regulations to be made to him; and also to make a daily report to the stamp division of the Third Assistant's Office of all changes in post-offices and postmasters.

The division of salaries and allowances, under the superintendence of a chief of division, prepares the computations for annual adjustment of the salaries of Presidential postmasters; examines the quarterly returns of postmasters of the first and second classes before being finally passed by the Sixth Auditor; considers all applications and prepares cases for allowances of clerk hire, rent, fuel, light, furniture, miscellaneous and incidental expenditures at post-offices, keeps supervision and prepares orders for regulation of box-rent rates and deposits for keys of lock-boxes in post-offices; and prepares the correspondence incident to the transaction of the duties of the division.

The division of post-office supplies, under the management of a superintendent of division, is charged with the duty of ordering and receiving from contractors, and of carefully inspecting on their receipt, and, under direction of the First Assistant Postmaster-General, of purchasing in the open market, when the exigency of the service so requires, the articles, except blanks, required to be furnished to post-offices and for the use of the Department, including twine and facing slips for the Railway Mail Service; of preparing requisitions on the Public Printer for, and receiving and inspecting on receipt, all blanks required in the postal service and the Department; of carefully examining all requisitions of postmasters and departmental officers for supplies and making proper allowances thereupon; and of issuing, packing, and transmitting the same; of keeping accurate books of account with the several contractors, postmasters, and others, and of all expenditures under appropriations; of preparing specifications and advertisements for supplies; and, when contracts have been ordered by the Postmaster-General, of preparing the same for execution.

The free-delivery division, under the management of the superintendent of free delivery, is charged with the general supervision, under the direction of the First Assistant Postmaster-General, of the free-delivery service at the various post-offices where it is established, and the appointment and promotion of letter-carriers upon the nomination and report of postmasters; with the consideration of allowances for carrier-delivery furniture, boxes, wagon service, other equipments and incidental expenses of that service; with the consideration and preparation of regulations for the government of the service and the improvement of its methods; with the preparation of cases for submission to the Postmaster-General for the establishment of new service at offices or the extension of existing service; and with the preparation of correspondence relating to the business of this division.

The division of correspondence, superintended by a clerk of the fourth class, pre-

prepares for signature by the First Assistant Postmaster-General letters to postmasters and other persons, in answer to inquiries relating to the classification of mail matter and rates of postage, the performance of official duties, the proper construction of postal laws and regulations, and other points of general information.

No authority to make orders or contracts, or in any way to impose an obligation pecuniary or otherwise on the Department or the United States, is delegated to any officer or clerk in the office of the First Assistant Postmaster-General, except to that officer as herein provided.

The First Assistant Postmaster-General is authorized to direct the entry of orders in the journals for the appointment of postmasters of the fourth class, for the establishment, discontinuance, and change of name or site of fourth class post-offices, for the appointment of letter-carriers, and for the adjustment of the salaries of Presidential postmasters; to approve in the name of the Postmaster-General, pursuant to the statutes, the bonds of all postmasters; to grant leaves of absence to postmasters, to fix the allowances to postmasters, and regulate the issue of supplies to the Department, post-offices and the Railway Mail Service; to fix the allowances for the free-delivery service, and to sign all correspondence on the part of the Department incident to the duties of his office, subject in all cases to the review or special direction of the Postmaster-General.

The chief clerk to the First Assistant Postmaster-General may sign all circulars and routine correspondence of the office.

III.—THE OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL.

To this office is assigned generally the care of the transportation of the domestic mail, embracing the employment of railroads as mail-carriers, direction of weighing the mails, and the adjustment of their compensation; the employment of special facilities on trunk lines, for which special appropriations are made, and the making allowances therefor; the consideration of applications for and establishment of all steamboat, star-route, and mail-messenger service or changes thereof; the determination of the frequency of trips, schedules of arrivals and departures, the mode of conveyance, the points of mail distribution, and the course of mails between the different sections of the country; the preparation of advertisements and notices required of mail-lettings; the reception of proposals therefor; the preparation of orders of award thereon by the Postmaster-General and the execution of contracts accordingly; the preparation of advertisements for proposals to supply the necessary mail pouches and sacks, mail locks and keys, and mail catchers for the service, the receipt of proposals and preparation for execution of contracts therefor when awarded, the receipt and issue of such mail equipment for the use of the service; the receipt of monthly registers kept by postmasters of arrivals and departures, in which are reported the performance of mail service; the inspection of such performance; the preparation of orders to be signed by the Postmaster-General imposing fines or deductions for failures or delinquencies therein; the consideration of claims for mail transportation; the reporting to the Sixth Auditor, weekly, of all contracts executed and orders made affecting the accounts for mail transportation; and, at the close of each quarter, by certificate of inspection, the fact of performance or non-performance of mail service, noting therein such fines or deductions as may have been imposed; the authorizing of payment of all employés of the Railway Mail Service by postmasters, and credit therefor in their accounts; the preparation of statistical exhibits, and the making of reports required to be made annually to Congress of mail contracts, new service, curtailments, &c., required by law, and the correspondence incident to these various duties.

In the performance of these duties, the clerical force of this office is organized in four divisions, to which duties are distributed, respectively, as follows:

The contract division, under the immediate supervision of the chief clerk of the Second Assistant Postmaster-General, prepares all advertisements inviting proposals for star, steamboat, and mail-messenger service, indorses and records the proposals received; prepares orders for the award of contracts, and cases for the establishment of new service, changes of existing service or of frequency of trips, or fixing schedules of departure and arrival, keeps the records and files pertaining to the same, and prepares orders for the journal of the Postmaster-General, in which are entered all orders affecting the service and pay, and prepares the statistics and reports of mail service required by law, and prepares for signature all correspondence relating to the duties thus assigned.

The division of inspection, under superintendence of a chief of division, is charged with the examination of monthly and special reports of postmasters as to the performance of service by contractors; the preparation of cases and orders for deductions for non-performance of service, and for the imposition of fines for delinquencies of contractors and carriers, of authorizations for the payment of railway postal clerks,

of certifications to the Sixth Auditor of service, and the correspondence relative to the non-performance of contract requirements for carrying the mail.

The railway adjustment division, under the supervision of a superintendent of railway adjustment, prepares the cases for the authorization of new railway mail service, of changes in existing service, or of railway postal-car service for which payment is allowed by law, and fixing the rate of pay for the same; prepares orders and instructions for the weighing of the mails; receives and examines the returns and computes the basis of pay therefrom; prepares cases for the adjustment of allowances to railroads for carrying the mail and for postal cars, and to certain trunk lines for special facilities, and all correspondence pertaining to these several subjects.

The mail equipment division, under the superintendence of a clerk of the fourth class as principal clerk, is charged with the preparation of advertisements inviting proposals for the furnishing of mail bags, mail locks and keys, label cases, mail-bag cord-fasteners, and mail-bag catchers; the receipt of proposals, and the preparation of contracts on award therefor; the inspection of all such articles of equipment, except mail bags and catchers which are not delivered at the Department; the issuing of such articles upon approved requisitions for the use of the service; the keeping of records and accounts of receipts and issues and of the number of each key issued; the examination of accounts relating to the purchase or repair of mail equipment; and the preparation of all correspondence incident to these duties.

IV.—THE RAILWAY MAIL SERVICE.

This system is appurtenant to the Second Assistant Postmaster-General's office and the Superintendent makes his annual report to that officer.

The office of the Superintendent has charge of the railway mail service and the postal clerks in the employment thereof; prepares for the consideration of the Postmaster-General all regulations for the government of this service, cases for the appointment and removal of postal clerks, their promotion or reduction, and for all officials in this service; conducts the correspondence, and makes the orders relating to the moving of the mails on railroad trains; has charge of the direction, distribution, and separation of mail matter in the principal post-offices and upon railway post-offices; makes appointment of weighers, and conducts the weighing of mail at the quadrennial weighings, or when specially ordered; prepares and issues the official daily bulletin, showing changes in the post-offices, postmasters, routes, and other matters affecting the carrying and distribution of the mails from day to day, and generally has supervision over the discipline of the officials and postal clerks and the performance of their duties.

The clerical force of this office consists entirely of postal clerks assigned to duty there. Nine division superintendents are appointed and stationed for the government of the railway mail service in the several districts in which the country is divided, respectively, as follows:

- (1) At Boston, for the New England States.
- (2) At New York, for New York, New Jersey, Pennsylvania, Delaware, and the Eastern Shore.
- (3) At Washington, for Maryland and Virginia (except the Eastern Shore), West Virginia, North Carolina, and the District of Columbia.
- (4) At Atlanta, for South Carolina, Georgia, Florida, Alabama, Mississippi, and Louisiana.
- (5) At Cincinnati, for Ohio, Indiana, Kentucky, and Tennessee.
- (6) At Chicago, for Wisconsin, the Michigan peninsula, Illinois, Iowa, Nebraska, Minnesota, Dakota, and Wyoming.
- (7) At Saint Louis, for Missouri, Kansas, Arkansas, Texas, Colorado, New Mexico, and Indian Territory.
- (8) At San Francisco, for California, Nevada, Oregon, Alaska, Arizona, Idaho, Utah, Montana, and Washington Territory.
- (9) At Cleveland, for the through line from New York via Buffalo Suspension Bridge, Toledo, and Detroit, and lines of the Lake Shore and Michigan Southern Railroad and Michigan, except the peninsula.

To each of the division offices are assigned postal clerks sufficient to enable the performance of the duties. The division superintendents regulate the duties of the mail service and discipline of the clerks under orders of the general superintendent.

V.—THE OFFICE OF THE THIRD ASSISTANT POSTMASTER-GENERAL.

To this office is assigned the general care of the collection of the revenues of the postal service and its financial operations, involving the collection and deposit of postal revenue from all sources, the preparation of correspondence and instructions

relating thereto, the receiving and recording of certificates of postal deposits, the keeping of accounts of postal receipts and of payments from the Treasury and the several subtreasuries and depositories, the transfer of postal moneys from one depository to another, the drawing of warrants for the payment or indebtedness of the Department and for covering into the Treasury moneys derived from the service; the enforcement of prompt rendition of returns and accounts by postmasters and others, and the general examination of such accounts, and the preparation of orders by the Postmaster-General for the correction of false returns and the adjustment of compensation. Also supervision of the collection and returns of newspaper and periodical postage, and of receiving and authorizing credits for redeemed damaged and unsalable supplies returned by postmasters. Also the care of the manufacture of adhesive stamps, postal cards, stamped envelopes, and newspaper wrappers, of official and penalty envelopes, registered-package envelopes, and other supplies of the kind for the postal service and its officers; providing postmasters with supplies of the same, and superintending their use and sale thereof; keeping accounts of such supplies, the settlement of the bills of contractors furnishing them, and the control of the Government agencies for their inspection and issue. Also the supervision and management of the registry system in all its parts, both foreign and domestic; the collection and recording of statistics relating thereto, the preparation of instructions to postmasters and other officers, and of all correspondence relating to the subject. Also the supervision and direction of the special-delivery system, the preparation of instructions to postmasters, the direction of investigation of complaints, and the preparation of all correspondence and the receiving and recording of statistics relating thereto.

The chief clerk, under the direction of the Third Assistant Postmaster-General, has supervision of the performance of the work of the office by its clerks and employés, and especial care of the business of the special-delivery system, and otherwise assists the Third Assistant Postmaster-General as directed by him.

The clerical force of the office is organized into four divisions and its duties distributed to them as follows:

The division of finance, under the superintendence of a chief of division, receives and makes prompt deposit or other proper disposition of all moneys coming directly to the Department; attends to the collection of all checks, drafts, and bills of exchange covering amounts due to the Department, and sees to the immediate deposit of the amounts realized; prepares, upon proper reports from the Sixth Auditor, all drafts and warrants for the payment of such postal indebtedness as is not settled through the instrumentality of postmasters, after making all necessary calculations, and a thorough examination of accounts, contracts, and other papers, to see that the warrants and drafts thus drawn are in all respects correct; prepares all warrants for covering postal moneys into the Treasury; keeps proper record of all such drafts and warrants, as well as accounts with the Treasury and the several subtreasuries and designated depositories; keeps accounts of expenditures under the several heads of postal appropriations; attends to the prompt collection and deposit of postal revenues from whatever source derived, and prepares all necessary instructions and correspondence relating thereto; receives and records certificates of postal deposits; looks after the prompt rendition of returns relative to accounts; attends to the correction of irregularities and false returns of business by postmasters; makes up cases for special investigations concerning such false returns and other delinquencies affecting the postal revenue; analyzes reports of post-office inspectors in all such matters, and prepares all papers that may be necessary in any of such cases for the special attention or action of the Postmaster-General. This division also attends to any other business that may be assigned to it by direction of either the Postmaster-General or the Third Assistant Postmaster-General.

The division of postage stamps, stamped envelopes, and postal cards, under the superintendence of a chief of division, receives all requisitions from postmasters for supplies of postage stamps, special delivery stamps, stamped envelopes, postal cards, and registered package and other official envelopes; examines such requisitions and regulates the amount and kind of supplies to be sent; prepares orders on the contractors for furnishing the various articles of supply; keeps accounts of all such supplies sent; enforces prompt returns of receipts for same; causes investigation to be made in all cases involving the loss, miscarriage, or detention of supplies; examines, adjusts, and verifies prior to their payment all bills of the contractors for furnishing stamped paper and official envelopes; looks after the management of the Government agencies at the several places of manufacture, including the operations of the manufactories; sees that work under the several contracts for stamped paper and official envelopes is properly performed, and that the obligations of the contractors are faithfully adhered to; prepares instructions to postmasters as to the manner of obtaining and disposing of supplies; sees to the proper collection of newspaper and periodical postage, and keeps record of the same; examines and adjusts returns of such postage, including a count and destruction of newspaper and periodical stamps attached to

returned receipt books; receives, destroys, and reports proper credits for redeemed, damaged, and unsalable stamped paper returned by postmasters to the Department; and makes estimates in cases of postmaster's claims for losses incurred by fire, burglary, or other unavoidable casualty, under the act of Congress of March 17, 1882. It also attends to any other work that may be regularly assigned to it.

The division of registration, under the superintendence of a principal clerk, prepares correspondence relating to the registry system, instructs postmasters, and gives information relative thereto; corrects irregularities, keeps records of statistics of the registry business of all post-offices; makes provision for the establishment and control of all through exchanges of registered mails, and has a general oversight of things affecting the interests of the registry system.

The division of files, records, and mails, under the superintendence of a principal clerk, receives and opens all mails coming into the office; distributes them among the several divisions, under the direction of the chief clerk; copies and mails all letters and packages sent from the office, and keeps systematic files and indexes of correspondence.

Besides the divisions above named, the three Government agencies established at the places where postage stamps, stamped envelopes, and postal cards are made, the business of which is to superintend the manufacture and issue of the several kinds of stamped paper and official envelopes, and see that the contracts for furnishing these supplies are in all respects faithfully carried out, though governed by general instructions given by the Postmaster-General, come within the jurisdiction of the office of the Third Assistant Postmaster-General, and are subject to its control and direction.

VI.—THE OFFICE OF THE SUPERINTENDENT OF THE MONEY-ORDER SYSTEM.

To this office is assigned the general supervision and control of the postal money-order system, including the domestic money-order business and the postal-note business and the superintendence of the international money-order correspondence with foreign countries, as well as the preparation of postal conventions for the exchange of money orders therewith, and the conduct of correspondence relating to these subjects. The clerical force of the office is organized as follows:

The examining division receives, in the first instance, the money-order weekly statements of postmasters, and subjects the same to critical examination, that it may be ascertained whether they are in proper form, and whether the postmaster has promptly deposited, in accordance with regulation, the surplus money-order funds received by him.

The blank division is charged with ordering from contractors supplies of blanks and blank books for the money-order business; of caring for the same, and of filling requisitions therefor from postmasters.

The duplicate division disposes of applications for the issue of duplicate money-orders and postal notes, and all such duplicates are prepared therein, and, after being signed by the Superintendent, are transmitted to postmasters.

The division of domestic correspondence prepares replies to inquiries from postmasters and the public in cases involving construction of postal laws and regulations relating to the money-order business, and relating also to disputes between postmasters and the public as to the payment of money-orders or postal notes; and to it is assigned the preparation of the annual list of post-offices to be established as money-order and postal-note offices.

The division of drafts, credits, and transfers prepares for transmittal to postmasters, upon their application, blank drafts to supply them with funds for the payment of money-orders and letters of credit upon the postmaster at New York for the same purpose, and keeps a record thereof; it also records all transfers made, for a similar purpose, by the postmasters from their postal funds to their money-order funds.

The international division conducts correspondence between postmasters and this office, and between this office and foreign post-office departments relating to international money-orders; it also issues duplicates of and authorizes repayment of international money-orders.

The postal-note agency acts as an intermediary between the Post-Office Department and the contractors for inspection and furnishing supplies of blank postal notes; has custody of the stock of distinctive postal-note paper; receives from the contractors' books of postal notes, and transmits the same to postmasters; and, in general, serves as the representative of the Postmaster-General at the place of business of the contractors.

The chief clerk of the money-order system reviews all correspondence and papers prepared in this office; distributes the duties of the clerks therein according to law; supervises, under the direction of his immediate superior, the duties of the other clerks therein; and performs such other duties as may be required by the superintendent.

VII.—OFFICE OF THE SUPERINTENDENT OF FOREIGN MAILS.

This office has the supervision of all details connected with the exchange of mails, both ordinary and registered, with foreign countries, including arrangements for the ocean transportation of all mails from the United States, and the preparation of postal treaties and conventions, except those relating to international money-orders; the preparation of special instructions to postmasters at the United States exchange post-offices in regard thereto; preliminary consideration and preparation of cases arising on questions touching foreign mail matter, and for the remission of erroneous or excessive postage charges on matter for or from foreign countries, and the adjustment of the rates to be paid by foreign countries for transportation through the United States of their mails for other countries. Also the general correspondence with foreign countries, except that relating to the money-order system; the translation of letters and documents in foreign languages received by the Department; consideration of inquiries relating to our international postal service; the charges for United States customs duties made on articles received in the mails, whether from foreign postal officials or from private citizens at home or abroad; and application for the return to senders or change of address of articles contained in the mails exchanged with foreign countries; preparation of the blank forms for use in exchange of mails and their issue to postmasters on their requisition; preparation of monthly schedule of the sailings of mail steamers; the examination of the accounts of each vessel or line carrying mails from the United States, and preparation of recognitions by the Postmaster-General for payment of sums due for such service; and performs such other duties as are from time to time required by the Postmaster-General.

VIII.—THE DEAD LETTER OFFICE.

This office, under direction of the superintendent thereof, is charged with the treatment of all unmailable and undelivered mail matter, which is sent to it for disposition; the enforcement of the prompt sending of such matter according to regulations; the duty of noting and correcting errors of postmasters, connected with the delivery or withholding of mail matter; the investigation by correspondence of complaints made with reference thereto; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undelivered matter; the examination and forwarding or return of all letters which have failed of delivery; inspection and return to country of origin of undelivered foreign matter; recording and restoration to owner of letters and parcels which contain valuable inclosures; care and disposition of all money, negotiable paper, and other valuable articles found in undelivered matter, and correspondence, both foreign and domestic, relating to these subjects.

Its clerical force is distributed into six divisions, with duties assigned as follows:

The opening division, in charge of a principal clerk, receives all returns of unclaimed matter, keeps count of the same, verifies the returns from and keeps account of unpaid postage with free-delivery post-offices, records date and character of returns from other offices, notes and reports errors of treatment on the part of postmasters, assorts and delivers to the proper divisions all foreign and third and fourth class matter and such as requires special disposition, opens all unclaimed letters and distributes them to the appropriate divisions for final treatment according to the character of their contents. It also receives, records, and distributes all registered matter reaching the office.

The opening and property division, under the supervision of a principal clerk, receives and verifies all returns of unmailable, hotel, and fictitious letters, and parcels of third and fourth class matter; corrects and forwards misdirected and illegibly-addressed letters; opens all such letters which cannot be otherwise treated; records the address, contents, and disposition of parcels of the third and fourth class, and first-class matter containing articles of merchandise; restores to owner such matter, as far as practicable; keeps, classifies, and prepares for sale such articles as are eventually unclaimed.

The money division, under the direction of a principal clerk, deals with all letters and parcels found to contain money and negotiable paper, properly records and returns them to postmasters for delivery to owner, the receipt for the same being preserved; files, subject to reclamation, such letters as cannot be delivered after separating the money contents, an account of which is kept and the money delivered to the proper officer of the Department for deposit in the Treasury; receives and accounts likewise for money realized from the auction sale of undelivered articles.

The minor division, in charge of a principal clerk, is employed in recording and treating all letters which contain inclosures of minor value, not of a negotiable character, including letters which contain photographs and postage stamps, and the return of unmailable, hotel, and fictitious letters without inclosures.

The returning division, under the supervision of a principal clerk, receives from the opening division all ordinary letters without inclosures of value, counts and examines them, and returns such as can be returned to the writers, taking note of the number received, returned, transferred to other divisions, or destroyed.

The foreign division, directed by a principal clerk, receives, examines, and returns unopened to the respective countries all registered and ordinary mail matter of foreign origin; keeps a record of all registered articles and parcels of obvious value; corrects and forwards misdirected foreign letters; verifies and keeps account of mail matter of domestic origin returned as undeliverable by foreign countries, and makes such translations as may be necessary.

IX.—THE OFFICE OF THE SIXTH AUDITOR OF THE TREASURY.

This office is charged with auditing the accounts of all the officers of the postal service, and keeping the Department's accounts of expenditure under the appropriations. It is the auditing and book-keeping office of the Department, and the quarters for its force are provided by the Post-Office Department. The report of its transactions, under the resolution in question, constitutes a part of the report of the Treasury Department.

POST-OFFICE DEPARTMENT,
OFFICE OF THE CHIEF CLERK,
Washington, D. C., June 1, 1887.

SIR: In accordance with your verbal request I have the honor to transmit herewith a report of the chief clerk, showing the amount and nature of the work done in this division of the Post-Office Department, known as the office of the Postmaster-General, in so far as the same can be ascertained.

I include in this report the statements received from the different persons connected with this division, which are as follows:

- The topographer.
- The superintendent and disbursing clerk.
- The appointment clerk.
- The journal clerk.
- Clerks of files and records.

The duties performed by the chief clerk are of such a varied nature that no record is kept of the same and from which a tabulated statement could be formulated. In the office of the chief clerk all mail directed to the Postmaster-General is received, opened, and inspected, and is given the proper direction to reach the different divisions to which the correspondence relates; the orders relating to advertisements which are signed by the Postmaster-General are prepared in this office; the orders appointing committees to open bids and examine samples which are received under such advertisements, and the orders awarding the contracts for furnishing the articles called for under all advertisements, are all prepared in this office. To the chief clerk is assigned the duty of the supervision of the issue of all post-route maps, the supervision and inspection of the accounts of the disbursing clerk; the examination for approval and allowance of requisitions for all miscellaneous supplies for the Post-Office Department; the examination and approval for allowance of all bills presented for furnishing miscellaneous supplies; the general supervision of the clerical force of the Department, and the preparation of the matter published in the Official Postal Guide, published monthly, and the annual guide published on the 1st day of January of each year, and such other duties in the preparation and tabulating of information requested by the Postmaster-General as he may require to aid him in the administration of the affairs of the Department.

TOPOGRAPHER'S OFFICE.—The operating or working force of this branch of the service consists of twenty-one persons, classified as follows:

One topographer and two assistants—one acting as corresponding clerk, the other as computer of mileage distance, and assists the topographer in the distribution of work, takes an active part in the general correspondence, and if necessity demands can be utilized as a draughtsman. There are eight skilled draughtsmen (male) and five female, the latter not so highly proficient and practical as the former, there being a special class of work reserved for them which they execute in a very competent manner. Two draughtsmen, excellent letterers, are specially engaged in preparing sheet drawings for the purpose of having the latter (when ready) photolithographed. One projector and compiler of maps is at all times reserved for this very important business; though a highly finished draughtsman, his scientific knowledge on projections warrants his continuance on this branch of the work which is the root and basis of the post-route maps. Two persons are steadily engaged in the occupation of mounting sheets on cotton, attaching rollers, strips, and moldings to the latter. In addi-

tion to the above force there is employed in this office one office messenger, and two watchmen, alternately on duty day and night. In addition to performing the duty of watchmen they jointly co-operate in keeping nine rooms in a clean and tidy condition. The black plan-work of the present of the sixty-three sheets of the post-route maps is now on the faces of thirty-seven lithographic stones, which base stones are the property of the Post-Office Department. These stones (with one additional spare stone-making thirty-eight in all) are now with Messrs. A. Hoen & Co., Baltimore, Md., the contractors for the year ending June 30, 1887. The production of successive revised editions of the sheets of the post-route maps (now sixty-three in number), by means of prints from these lithographic stones, are furnished under contract in bimonthly editions, the stones during the intervals between each edition being brought up or corrected to the latest possible exhibit of the existing postal service by means of corrected sheets prepared by the draughtsmen having that special class of work in hand. Pending the issue of an edition correction sheets and proofs are from time to time interchanged between the topographer and lithographer.

A reserve of skilled and competent draughtsmen have charge of three sets of correction sheets; one is preserved as an office record; the remaining two are from day to day fully corrected and revised, and at the proper time and occasion are sent to the lithographer to prepare his addition.

Besides the duty of keeping up their correction sheets and Department maps (herein again referred to) there are various reports to be attended to, viz: Reports from the appointment office; monthly returns from corresponding clerks of the contract office; special returns and reports from railway adjustment division concerning additional and charged railway service; route and mail messenger books; location papers; new county boundaries to be inquired after; daily reports (printed bulletins). All of the items herein reported are promptly transferred to the correction sheets for the lithographer.

Again, all of the foregoing items referred to are likewise transferred monthly to twelve sets of maps reserved specially for Department rooms, and in the sequence of this report is specially referred to.

In order to locate correctly the lines of railway upon the maps, letters of request have been (and continue to be) addressed to chief engineers and other officers of the railways, inclosing a special tracing of the section of country through which the railway passes, to have marked thereupon the correct line, with intermediate distances, for transferral to the maps of this Department.

The exigencies of the service demand that from day to day special circular queries be forwarded to postmasters in order to obtain the correct location of their offices. Letters and replies bearing directly on the adjustment of telegraphic rates for Government messages and settlement of mileage accounts of officers of the public service, as well as certificates of distances, are daily attended to.

Twelve of the Department rooms have each a map-case, the latter holding 25 maps, making an aggregate of 300 maps. The latter are taken down in seriation order, brought to the topographer's office (monthly) and are thoroughly corrected and revised up to the date of our recent bimonthly edition, and returned to the proper officers having the same in charge.

Taking a general view of the operations carried out and business transacted in this branch of the Post-Office Department for the past six months, I respectfully submit the following facts, viz:

A new map of Kansas and Nebraska, embracing four sheets, has been projected, compiled, drawn, and photolithographed; and a new map of Kentucky and Tennessee, in four sheets, has likewise been projected and compiled. The latter is now in the hands of two draughtsmen and when ready will be photolithographed.

There have been received from Messrs. Hoen & Co., Baltimore, Md., 7,500 post-route sheets, forming when in juxtaposition 2,865 complete sets of first-class maps.

For the general superintendent of the railway mail service there were received 26,400 special sheets (printed on light tough paper) of the several States, showing specially the railways and their connections with star routes.

Referring to the former, the following distribution took place, viz:

There were sold to private individuals and business firms 237 maps in sheets and 176 mounted on rollers; furnished to officers and clerks of the Post Office Department in Washington, postmasters, railway mail service, post-office inspectors, &c., 943 maps in sheets and 272 mounted on rollers; Senators and Members of the House of Representatives, 101 maps in sheets and 42 mounted on rollers; War Department, 31 maps in sheets and 30 mounted on rollers; miscellaneous, such as scientific and educational institutions, 54 maps in sheets and 74 mounted on rollers—the entire lot resulting in the aggregate as follows:

Sold: maps in sheets, 237; maps on rollers, 176. For official use by the Department: maps in sheets, 943; maps on rollers, 272. Complimentary disposal by the Department: maps in sheets, 155; maps on rollers, 16.

The voluminous correspondence attending the various duties to be executed in

this branch of the Department for the past six months has caused the sending out of 2,726 letters, and received in reply 2,707 letters. In the request for distances by letters and telegrams, there were received for the former 425 letters covering 705 queries, or, in other words, answered by 501 certificates covering 790 queries.

On the 9th instant a return was sent from this office to the chief clerk of the Post Office Department, giving the name, rate per annum, and date of appointment of each employé.

DISBURSING CLERK AND SUPERINTENDENT OF BUILDING.—Under the following heads are shown the duties performed by the disbursing clerk and superintendent, and under his supervision:

1. *Disbursing.*—Making out the pay-rolls and paying the employés of the Department. There are 599 employés paid. The pay-rolls are made out and the employés paid twice a month. The roll for the end of the month has to be in duplicate and includes the payments made on the middle of the month. The dates of changes in the way of promotions, appointments, removals, &c., are received from the appointment clerk, and the amounts of time lost, for which deductions are to be made, are received from the chief clerk, and the amounts to be paid are calculated from tables furnished by the Treasury Department.

Collecting and depositing in the Treasury all money from the sale of waste paper, condemned material, &c., and also from the sale of post-route maps as prescribed by law.

Amount disbursed for the fiscal year ending June 30, 1886, \$91,094.25 for items pertaining to the care of the buildings, &c., and \$697,675.50 for salaries. The disbursing clerk is under bond for \$40,000 and his salary is \$2,100

2. *Superintendent of building.*—Has charge of main building, annex and two rented buildings, and the Department stable, and is custodian of all furniture and property therein contained. Purchases, and issues on requisitions all the furniture and supplies.

The cleaning and care of rooms, halls, water-closets, and outside of building; the watering of the streets, and all heavy work of lifting and moving is done by the laborers, and they have to be on duty nine and ten hours a day. The charwomen come at 4 p. m., and sweep and dust the rooms.

The two carpenters are constantly employed in repairs and making cases, &c.

The awning maker puts up and repairs all the awnings and curtains, and does a large amount of upholstering.

The plumber does a large amount of work, renewing and repairing. Before he was added to the force of the office all work was done by outside employment from different firms, at great expense for material and per diem work, and it has been clearly shown that more than double the amount of his salary has been saved by his employment.

The engineer and his assistants run the engines, heating apparatus, and elevators, and do a large amount of repair work.

The watchmen have the constant guarding, care, and custody of the buildings and property, and the two watchmen at the topographer's office, one of the rented buildings, have to perform the duties of laborers and charwomen in addition to their own duties.

Two carriages and an express wagon are kept and stabled by the Department, which employs three drivers and a stable man.

3. *Accounts.*—Keeping a monthly account of expenditures under the various appropriations, and of moneys received on account of sales of property, and an account in detail of the property contained in each room and division of the Department. The watch force keeps an account of all supplies and furniture going in and coming out of the buildings.

4. *Reports.*—Making a monthly report to the chief clerk, showing the balances under the various appropriations.

Transmitting quarterly to the accounting officers of the Treasury accounts-current and vouchers pertaining to disbursements under the appropriations, and of sales of property. Reporting annually to Congress the names of all persons employed in the Department, the time actually employed, and the amount paid to each, and a detailed statement of expenditures under the appropriations for contingent expenses.

APPOINTMENT CLERK.—The first duty of the appointment clerk is the preparation of all orders for the appointment, reappointment, promotion, transfer, removal, and acceptance of resignation of employés of the Department, both in the classified and unclassified service, of the post-office inspectors, superintendents and assistant superintendents of the railway mail service, and employés in the postage stamp agency, stamped envelope agency, and postal card and postal note agencies.

These orders, after being signed by the Postmaster-General, are taken to the journal clerk of the Department for record in that office. They are then returned to the appointment clerk, by whom they are placed permanently on file in such order as to be easy of reference.

It is further the duty of the appointment clerk to keep a record of all employés in the Department, of post-office inspectors, superintendents and assistant superintendents of the railway mail service, and of the employés in the agencies named above, showing the dates of their appointment, reappointment, promotion, transfer, removal, death, or resignation. It shows also the rate of pay to which each officer or employé is entitled, and in the case of employés in the Department, the bureaus and divisions in which they are employed.

In addition to this a record is kept of all employés in the Department classified by the States from which they were respectively appointed. This record shows the name of the employé, the date of his appointment, his position and pay, and, in the case of those in the unclassified service, the names of the persons upon whose recommendation they were appointed and their war record, if they have any.

The work of this office includes the writing of a large number of letters. In the appointment of employés in the classified service there is, first, the call upon the Civil Service Commission for a certificate of four names from which to make a selection. The selection being made the Civil Service Commission is advised by letter of the name of the person who has been selected and appointed, and the appointee is advised of his appointment. When the appointee enters upon his duties the Civil Service Commission is informed of the fact and of the date on which his probationary term of service began, and the disbursing clerk and superintendent of the Department is also informed by letter of the class to which the appointee was appointed and the date on which his pay began. The Civil Service Commission is informed at the end of the probationary term of the result of the appointee's probation, and also of all changes by promotion, removal, transfer, resignation, or death that occur among those in the classified service who were appointed subsequent to July 16, 1883.

When appointments are made in the unclassified service in the Department the appointees are notified by letter of the positions to which they have been appointed and the rate of pay to which they will be entitled, and the disbursing clerk is advised on what date to place the appointees on the pay-roll and at what rate of pay. The disbursing clerk and superintendent is also informed from this office of all changes that take place in the unclassified force by removal, resignation, or death.

Post-office inspectors, superintendents and assistant superintendents of the railway mail service, and employés in the agencies of the Department hereinbefore named are advised by letter of their appointment and rate of pay, and in cases of transfer, removal, resignation, or increase or reduction of pay in any of these classes, the officer or employé affected thereby is notified thereof by letter.

A weekly report is made to the Auditor of the Treasury for the Post-Office Department, the Third Assistant Postmaster-General, and the chief clerk of office of mail depredations, showing all orders that were made during the preceding week in relation to the appointment, transfer, removal, resignation, or increase or reduction of pay of post-office inspectors, superintendents and assistant superintendents of the railway mail service, and employés in the before-named agencies.

This office is charged with the further duty of keeping the time reports of all employés in the Department and in the agencies heretofore named. Monthly reports of all absences from duty are made by chiefs of divisions in the Department and superintendents of agencies to the Postmaster-General. These reports are recorded in a general ledger in this office, in which a separate time account of each employé is opened. By reference to these accounts the time lost from duty by an employé can be ascertained in days and hours at any time during the year. This required the keeping of five hundred and eighty-six accounts for the year 1886.

An additional duty of the appointment clerk is to examine and certify to the correctness of the pay-rolls on which the disbursing clerk and superintendent makes monthly payments of salaries to the employés and officers in the Department.

In this office are filed all applications for appointment as post-office inspectors, watchmen, messengers, laborers, and other positions in the unclassified service of the Department. These applications are jacketed, indorsed with the name of the applicant, the State in which he resides, the date of filing, the position applied for, and the names of those who recommend the appointment. They are then placed in pigeon-holes alphabetically arranged, applications for the various positions being pigeon-holed separately.

And last, but not least, of the work that devolves upon the appointment clerk is the hearing of personal applications for positions in the Department made by persons who mistakenly suppose that he is intrusted with the responsibility of making appointments. Notwithstanding they are told that the appointment clerk has no discretion whatever in the matter, these applicants persist in going through the story of their claims and their necessities, and thus much valuable time is almost daily consumed.

During the year 1886 the number of orders prepared in this office for the Postmaster-General's signature was 618. This number included all orders of appointment, reap-

pointment, transfer, promotion, removal, acceptance of resignations, and increase and deduction of pay.

The total number of letters written was 828.

While a large amount of other work was done it was not of such a nature as to be accurately set forth in figures.

CLERKS OF FILES AND RECORDS.—Upon receipt of a letter addressed to the Postmaster-General, by the chief clerk, it is referred to this division, when it is read sufficiently to get an intelligent idea of the subject, and one or more slips then made containing a brief of the contents with further particulars of its identity. The letter is then referred to the proper division of the Department for action.

The slips or briefs are indexed and entered upon the records, showing the name of the writer, post-office and State address, date of the letter, date of its receipt at the Department, the brief of the subject, and place of its reference for treatment with corresponding date.

Registered letters and letters of money value are receipted for by the division to which they are referred.

During the years 1884 and 1885 there were from two to three clerks employed on this work, the following statement showing the number of entries made for that period and for the years 1886 and 1887:

January 1 to December 31, 1884	36,396
January 1 to December 31, 1885	41,167
January 1 to December 31, 1886	28,198
January 1 to March 1, 1887	5,140

All letters signed by the Postmaster-General are press copied, and from these press copies they are transcribed into permanent records, dimensions of pages 8½ by 14 inches. The number of letters and number of pages copies for the years 1884, 1885, 1886, and to the 1st of March, 1887, are shown in the following statement.

Date.	No. letters copied.	No. pages in letter book.
January 1, 1884, to December 31, 1884	1,450	933
January 1, 1885, to December 31, 1885	1,069	918
January 1, 1886, to December 31, 1886	1,260	828
January 1, 1887, to March 1, 1887	185	134
Total	3,964	2,813

Each letter is indexed under several headings or subheadings, the number of slips for each letter depending upon the character thereof. Each slip shows the name of the person addressed, the date, volume, and page of the permanent record on which the letter is copied, and a brief summary of its contents. No record has been kept of the work done during any given period until October 15, 1885, when the work was assigned to this desk, and it is therefore impossible to tabulate by periods the number of index slips made. The total number of letters indexed is as follows:

From October 17, 1883, to April 15, 1887:

Number of letters indexed	4,262
Number of index slips	13,918
Number of pages	3,014

In addition to above, the letter book and brief books of the Assistant Attorney-General of the Post-Office Department relative to the claims of postmasters under act of March 17, 1882, have been indexed, total number of letters and briefs as follows:

Date.	No. briefs indexed.	No. letters indexed.
January 1, 1884, to December 31, 1884	747	1,688
January 1, 1885, to December 31, 1885	508	1,345
January 1, 1886, to December 31, 1886	703	1,656
January 1, 1887, to March 1, 1887	84	301
Total	2,042	4,990

No record has been kept of miscellaneous work, and it is therefore impossible to make a detailed statement.

JOURNAL CLERK.—The principal duties of the journal clerk (as one of the Department journal clerks) are to spread upon the records of the Post-Office Department for the official signature, daily, of the Postmaster General:

(1) All general orders emanating from the office of, and signed by, the Postmaster-General.

(2) All orders making appointments and changes in the clerical force and other employés of the Department.

(3) All orders making appointments and changes in the clerical force and employés of the railway mail service.

(4) All orders making appointments and changes in the letter-carrier force and other employés of the free-delivery system.

(5) All orders from salary and allowance division relative to rent, fuel, and light; fixing salaries of postmasters; designating "separating offices;" authorizing the employment of clerical assistance, &c.

(6) All orders appointing postmasters of the fourth class.

(7) All orders discontinuing post-offices.

(8) All orders establishing new post-offices.

(9) All orders changing name, site, and name and site of post-offices.

A tabulated statement of the number of each of the above-named classes of orders recorded by the journal clerk, individually, during the period from January 1, 1884, to March 1, 1887, inclusive, is herewith presented:

Class.	1884.	1885.	1886.	1887.	Total.
General orders	90	90	300	50	530
Department changes	303	393	618	73	1,387
Railway-mail service changes	3,737	4,221	4,470	677	13,105
Free-delivery system	1,135	1,584	2,172	305	5,200
Salary and allowance	1,818	563	1,290	110	3,781
Postmasters appointed	7,369	6,798	18,266	6,260	38,693
Post-offices discontinued	1,260	868	1,120	970	4,236
Post-offices established	3,114	2,120	3,284	1,914	10,432
Changing name, &c., of post-offices	912	563	589	425	2,489
Total number of orders	19,742	17,218	32,109	10,784	79,853
Number of holidays	7	10	8	2	27
Record pages required	1,995	2,542	2,692	406	7,735

His duties also require him, from time to time, to search the records for official information; to make copies of orders for court and other purposes; and, when necessary demands, to assist his room-mates with their work.

All of which is respectfully submitted.

Very respectfully, your obedient servant,

JOS. ROY,
Chief Clerk.

Hon. WILLIAM F. VILAS, *Postmaster-General.*

ASSISTANT ATTORNEY-GENERAL.

POST-OFFICE DEPARTMENT,
OFFICE OF THE ASSISTANT ATTORNEY-GENERAL,
Washington, D. C., — — —.

The duties devolved upon the Assistant Attorney-General are so various in character and nature as hardly to admit of systematic classification or routine methods. So far as possible the business referred to this office is conducted systematically, and at present may be classed under the following heads:

(1) The preparation of opinions, advising the head of the Department, or its officers, upon questions of law arising in conducting the postal service.

(2) The preparation of memoranda of facts or law, in the nature of briefs, for the assistance of the Postmaster-General, on such matters connected with his labors as require such collation for his ready reference.

(3) The preparation of a statement of the facts, circumstances, and evidence for the Attorney-General touching claims arising out of contracts or transactions with this Department, in which suit is brought in the Court of Claims; such statements being required by section 188 of the Revised Statutes.

(4) The preparation of statements of evidence, cumulative or otherwise, on which to base motions for new trial, when judgment is obtained against the United States in postal suits in the Court of Claims, under section 1088 of the Revised Statutes.

(5) The supervision of the preparation of statements or copies, when called for from this Department, by the Court of Claims, under section 1076 of the Revised Statutes.

(6) The preparation of briefs and arguments, and assistance in the trial of postal cases in court, when such assistance is requested by Attorney-General.

(7) Examination of facts, law and evidence, and preparation of a memorandum thereof, in cases where application is made for the dismissal of criminal prosecutions upon which the Attorney-General requests an expression of the views of the Postmaster-General.

(8) The like examination and action in cases of applications for pardon, on conviction, for violation of the postal laws.

(9) The examination and like action in cases of proposed compromise certified by the Auditor of the Treasury, as for the probable interest of the Department, under section 409 of the Revised Statutes.

(10) Similar examination and procedure in cases where compromise of judgments is proposed under section 295 of the Revised Statutes.

(11) The preparation of a brief of the facts and law and collection of the evidence in cases in which action is to be brought by the direction of the Postmaster-General under section 4057 of the Revised Statutes, for the recovery of moneys wrongfully or by mistake paid out of the postal revenues; such statements being for the guidance of the United States attorneys, who may be instructed to institute the suits.

(12) The investigation of "frauds," so called, or cases of alleged use of the mails in furtherance of schemes to defraud, and preparation of orders to be issued by the Postmaster-General, under sections 3929 and 4041 of the Revised Statutes, for the withholding of the registered letters addressed and non-payment of money orders sent to the persons engaged in such fraudulent schemes.

(13) The investigation of claims of postmasters, arising under the act of March 17, 1882, for losses of postage stamps, &c., and money-order funds, resulting from fire, burglary, or other unavoidable casualty, and for money-order funds lost in transit.

(14) The drafting of forms for contracts for supplies furnished to the supply division and for purchases by the superintendent of the buildings.

(15) The examination of contracts and bonds after execution and certification of their execution in due form.

(16) The negotiations, examination, and correspondence for, and preparation of, leases of buildings for the use of post-offices.

In the examination of legal questions, the preparation of opinions and memoranda of facts and law, and drafting of communications on legal matters the work is of a character that must be done by the Assistant Attorney-General, with some few exceptions hereafter noted. The only clerical assistance valuable in such work is in the copying of extracts or papers and the copying upon the type-writer of the finished draft.

This office had no regular clerical organization prior to the act of July 31, 1886, such clerical assistance as was needed being furnished by the detail of clerks borne upon roster of other offices. But by that act (24 Stats., 205) provision was made for direct assignment to this office of the law clerk, one clerk of class 4, one clerk of class 3, and one clerk of class 2. The assignment of duties to each will be mentioned further on.

The investigation of claims arising under the act of March 17, 1882, for losses by fire, burglary, &c., was assigned to this office upon the passage of that act. A large number of claims of that character were then pending in the Department, or before Congress, and to dispose of them an extra detail of clerks were in 1883 and part of 1884 assigned to the principal work of examination and preparation for action. The work is now, and for the last four years has been, conducted by the fourth-class clerk (W. A. Knapp), assisted from time to time by other clerks of this office or detailed from others. The method of procedure in these claims is as follows:

By arrangement with the different Bureaus and divisions of the Department, this office is notified by the Bureau or division which first receives notice thereof, of any fire, burglary, or other casualty which from its nature is likely to involve the loss of money-order funds, postage-stamps, stamped envelopes, postal cards, or newspaper wrappers. Immediately upon receipt of such notice at this office, either from another Bureau or from the postmaster, the fact is communicated from this office, by letter, or written notice upon a blank used for the purpose, to the other branches of that Department, in order that, in case of loss, the office suffering the loss may be supplied without delay with the articles necessary for the transaction of the public business. If no loss of such kind is distinctly specified, a letter of inquiry, on a printed form, is immediately sent to the postmaster, requesting a specific statement of the loss which he may have suffered.

If the reply to this inquiry shows that a loss has occurred for which the postmaster

appears to be entitled to claim credit or reimbursement, a printed form and the necessary instructions for preparing such claim are sent to him, and the original notice of loss is placed in an envelope properly indorsed and filed to await further action. This method reminds the postmaster to present his claim before the three months' limitation fixed by the statute for its presentment has run; and it is pursued to enable the postmaster to obtain the credit to which he is fairly entitled, without the expense of an attorney to prepare his proofs of the loss and attending circumstances.

Upon receipt of such claim it is inclosed, together with the notice of loss and other papers relating thereto which may have been received in the mean time, in another envelope or "jacket," upon which are indorsed the particulars of the loss, the amount claimed, &c., which are also entered in a book kept for the purpose. For this book two indexes are kept, in one of which, in alphabetical order, the names of claimants are entered, and in the other, in like order, the names of the post-offices where the losses occurred.

When the claim has been properly recorded, its receipt is acknowledged, and a letter of inquiry, for which printed forms are used, is addressed to the Third Assistant Postmaster-General, the superintendent of the money-order system, the chief post-office inspector, or all of them, if necessary, requesting such information relative to the accounts of the postmaster, and all the circumstances relating to such accounts for stamps and money-order funds, as will enable this office to determine the amount of the loss, and whether it resulted from fault or negligence on the part of the claimant. As replies are received to such inquiries the date of receipt is entered on the "jacket" of the claim; and when all the information called for in any particular claim has been received, the case is entered in a memorandum book, thus insuring the examination of the claims according to the chronological order in which they are completed.

When a case is taken up for adjustment, the evidence in the case is carefully examined by the clerk in charge of this work immediately, and if it appears as complete as can be obtained, and to be conclusive for or against the claim, a brief or summary of the evidence is made and submitted, with all the papers, to the Assistant Attorney-General for the Department, who examines it. If he deems the proofs incomplete or inconclusive, he writes, or causes to be written, the necessary letter of inquiry calling upon the postmaster or Bureau for further information or evidence upon the points in doubt. Quite often the case is referred a second time to an inspector for further investigation on the matters not sufficiently explained in former reports. When all needed proofs are in, the Assistant Attorney-General writes an opinion as to the merits of the claim and his recommendation of the action to be taken. The case is then presented to the Postmaster-General. In novel or peculiar cases, or those involving large amounts, he examines the evidence and reports carefully, and allows or disallows the claim as to him, in all cases, upon the case presented, seems proper.

If the claim is allowed, a letter is addressed to the Auditor of the Treasury for this Department directing the credit of the amount allowed in the account of the postmaster. If the case is disallowed, the Auditor is informed of the fact, and a letter is addressed to the postmaster, informing him of the action taken and the reasons therefor. In cases involving the loss of money-order funds the superintendent of the money-order system is also notified of the action taken.

After the proper notices have been sent, as above indicated, the record of final action is made in the books above referred to, and the matter is finished, so far as this office is concerned.

In case no reply is made to the letter of inquiry sent to the postmaster within three months from the date on which the loss occurred, and if no claim is made within that time, or if a reply is received from which it appears that no loss has occurred for which the postmaster is entitled to credit, no further action is taken, except to file the papers in alphabetical order, so that they may be readily referred to in case a claim should be made in future to the Department or to Congress.

In many cases of these claims the evidence furnished by the claimants is, owing to the loss or destruction of records, quite meager, especially as to the amount of loss, and in others there are discrepancies between the statements or estimates of the claimants and those of the different officers of the Department, and in such cases personal examination of the weekly statements, monthly reports, or quarterly accounts filed in the Department from these offices is necessary. No account has been kept of the time occupied in each case or of the amount of work done by any one clerk thereon, and the nature of the work is such as not to suggest the keeping of a record showing the number of cases disposed of by each one who has performed labor upon these claims.

The time elapsing between the presentment of a claim and its final disposition varies so much that no definite statement can be made. In all cases of delay it is caused by the failure to obtain satisfactory evidence from the postmasters or sufficiently definite reports from the inspectors in the field. The latter, I am able to say, come in much more promptly than formerly, as the inspective force is now able to give almost immediate attention to all cases referred to it from this office.

The following cases are given, as desired by the Senate committee, to illustrate the procedure in each class of these claims:

(A).—*Claim of W. McKenna, postmaster, Shreveport, La., for a credit of \$550, alleged to have been abstracted from a package of money-order funds remitted from that office to Saint Louis, Mo., depository office, mailed August 7, 1886, and containing \$920.*

- August 18, 1886. This office notified of loss by chief post-office inspector, to whom the postmaster had reported it.
- August 18, 1886. Mailed letter to postmaster at Shreveport, La., instructing him that if he claimed credit to forward proofs on form which was inclosed.
- September 22, 1886. Affidavit of loss returned alleging remittance of \$920 August 7, 1886, in registered letter, and showing compliance with Sec. 1099, Postal Laws and Regulations, in making the remittance; that receipt of this letter had been acknowledged at Saint Louis, but that the letter contained on its arrival but \$370.
- October 4, 1886. Referred to the superintendent of the money-order system, and request made that this office be informed as to the amount of money-order funds shown by the postmaster's weekly statement for the week to have been on hand at close of business August 6, 1886.
- October 4, 1886. Referred case to inspector for investigation and report.
- October 5, 1886. Received report from chief post-office inspector, the same having been investigated by an inspector.
- October 6, 1886. Received statement as to money-order account August 6, 1886.
- October 22, 1886. Case reached in order and taken up for examination. Found that inspector's examination was not sufficiently searching, nor his opinion that postmaster had not made remittance apparently well supported.
- October 22, 1886. Case referred to the chief post-office inspector with request that investigation be made, affidavits taken at Shreveport office, the package traced through, and affidavits as to its condition obtained, and proofs as to the shortage of the package when it reached the Saint Louis post-office.
- January 31, 1887. Report returned accompanied by four affidavits from parties at the Shreveport office, and affidavits of all persons who handled the registered package, except that of one clerk at an intermediate office where the package had been detained some twenty-four hours without necessity.
- February 7, 1887. Case again examined by Assistant Attorney-General. Opinion given that postmaster was entitled to credit.
- February 8, 1887. Case submitted to Postmaster-General, who examined evidence and signed direction to allow claim.
- February 9, 1887. Auditor and superintendent of the money-order system directed to allow credit. Same day postmaster notified of action taken.

(B).—*Claim of F. M. Jackson, postmaster at Los Gatos, Cal., for credits of \$95.30 on account of money-order funds, and \$554.43 on account of postage-stamps lost by burglary August 7, 1886.*

- August 29, 1886. Received a letter from the postmaster, requesting that he be furnished with such blanks as were necessary, in order to claim credit on account of loss resulting from burglary, and on the same date mailed blank form for the purpose specified; also informed chief post-office inspector of the burglary.
- September 7, 1886. Received formal claim for credit and referred it to the Third Assistant Postmaster-General, the superintendent of the money-order system, and chief post-office inspector for reports concerning the fact of the burglary and estimates of the loss.
- September 8, 1886. Received report of inspector.
- September 10, 1886. Received report and estimate of Third Assistant Postmaster-General.
- February 4, 1887. Received report from superintendent of the money-order system. The case being completed, made a brief of the evidence, and submitted it to the Assistant Attorney-General for opinion.
- February 22, 1887. Submitted case to Postmaster-General for final action.
- February 23, 1887. Received claim from Postmaster-General, with instructions to allow credits of \$554.43 for stamps and \$95.30 for money-order funds. On same date, instructed Auditor to credit the postmaster's account in the amounts named, and notified the postmaster and superintendent of the money-order system of the action taken. Entered final action on the records, and filed the claim with adjusted cases.

(C).—*Claim of J. W. Patterson, late postmaster at Humboldt, Kans., for credits of \$180 on account of money-order funds, and \$235 for postage-stamps, &c., lost by burglary September 21, 1871.*

- August 22, 1882. Claim received and filed.
- December 7, 1882. Referred case to Third Assistant Postmaster-General, chief post-office inspector, and superintendent of the money-order system for reports and estimates of loss.
- January 10, 1883. Received report from Third Assistant Postmaster-General.
- November 2, 1883. Received report from chief post-office inspector.
- November 26, 1883. Received report from superintendent of the money-order system.
- December 12, 1883. Took case up for examination and adjustment, and wrote claimant for explanation of discrepancies between the statements as to the amount and character of the loss as made in his affidavit, and those made in previous letters and reports.
- November 28, 1884. Wrote claimant again on same subject.
- August 19, 1886. Called attention of claimant to previous letter, and requested him to furnish affidavit, for which blank form was inclosed, showing condition of the money-order business during the week in which the loss occurred.
- November 16, 1886. Requested Auditor to furnish copy of claimant's quarterly account of September 30, 1871, with any memorandum filed therewith relative to the loss.
- December 30, 1886. In reply to inquiry of Hon. S. R. Peters, called attention to the discrepancies above referred to, and asked for explanation.
- February 7, 1887. Received reply to letter of December 20, 1886, made under oath.
- March 17, 1887. Case taken up for final action, and disallowed on account of inadequate proof of loss, within the terms of the act of March 17, 1882. On the same date, notified the claimant, the Auditor of the Department, and superintendent of the money-order system of the action taken.

NOTE.—It appeared in this case that the amount claimed on account of money-order funds lost by the burglary was more than the amount reported on hand at the time, and that the amount claimed for stamps alone was stated in the claimant's original report of the loss to have been the amount of "stamps and stamped envelope funds."

The methods of procedure in fraud cases are conducted in each case somewhat according to its peculiar circumstances. Usually complaint is made or inquiries come in as to some concern whose advertisements or schemes appear suspicious. The case is entered on a docket kept for that class of cases; letters of inquiry are written to postmasters and others, when necessary. If the case seems to bear indicia of fraud, it is referred to an inspector (through the chief post-office inspector) for examination at the place where the parties are operating. The inspector makes a report, sending in such evidence and such facts as disclose the character of the scheme. The whole case is then briefed and submitted to the Postmaster-General. If the evidence is satisfactory to him that the concern is fraudulent as defined by the statute, he directs the preparation of an order, based upon sections 3929 and 4041 of the Revised Statutes, directing the postmaster at the office where the letters addressed to the fraud arrive to withhold registered letters and payment of money orders.

A large amount of matter accumulates in this office relating to the subject of frauds. Letters from postmasters, from the public, making inquiry or complaints (many groundless, some malicious, and nearly all vague and indeterminate), come to this office in ceaseless flow. All must be examined, some must be answered, and others filed away for further action. Much time is consumed in the examination of this matter, which bears no fruit in results.

In the same category are the lottery cases. Numerous schemes, from that of great lotteries, foreign and domestic, down to a village raffle, are constantly devised, and their use of the mails calls for an investigation here. If found to be conducted in violation of Revised Statutes, section 3894, the cases are referred to the inspective force for collection of evidence necessary to sustain a prosecution, and turned over to the United States attorney for the proper district. The duties of postmasters in the case of actual or suspected lottery correspondence are the subject of constant correspondence.

The circulation of obscene matter in the mails, and the proper distinction between that which is obscene and that which is not, casts upon this office much labor and correspondence.

In addition to the work of which an exhibit is presented herewith, there is much oral consultation, and much time devoted to advice, to disposal of business, and suggestions as to the answers to be made to letters sent out from other offices of the Department.

The following case illustrates the treatment of a "fraud case":

- April 2, 1886. Received at this office communication from Superintendent of the Money-Order System, relative to fraudulent use of the mails by a concern doing business as "Haley Booth," "Mrs. Ebeth West," and other aliases, with report of inspector thereon.
- April 3, 1886. Prepared notice in triplicate for service on the parties, to show cause why the order should not issue.
- April 3, 1886. Transmitted notices to Superintendent Money-Order System with request that same be sent to Boston, for service on each person named, and suggesting investigation as to certain points. The notice gave the parties fifteen days from service thereof to show cause.
- April 16, 1886. Notice served and proof returned of service.
- April 18, 1886. Same received.
- April 18, 1886. Received answer of Haley Booth admitting receipt of notice.
- May 14, 1886. Received report from inspector in charge at Boston as to facts.
- May 21, 1886. Submitted case and reports, correspondence, and proofs to the Postmaster-General.
- May 21, 1886. Order issued under Revised Statutes, Sections 3929 and 4041.
- May 22, 1886. Same mailed to postmaster at Boston, Mass.

The office of the law clerk is now, by the appropriation acts and the assignments made thereunder, deemed a part of the office of the Assistant Attorney-General. The regular business assigned to this office is that which relates to the leasing of post-offices at the various places throughout the country, where buildings are leased by the Department for post-office uses. This labor is performed by the law clerk, assisted by the lease clerk (third class), both of whom render some assistance to the Assistant Attorney-General when their duties in the lease department will permit.

The method of transacting business in this office is as follows:

All papers relating to the subject of leases of buildings for post-office purposes received at the Department are referred or directly addressed to this office. They chiefly comprise letters setting forth the condition and needs of post-office premises, applications to lease rooms or buildings or notices of the approaching expiration of leases, offers of premises, communications complaining of or advocating the continuance of the office at its present site, &c. These papers are examined, briefed, "cased," and disposed of under the supervision of the law clerk. After considering the case upon the various papers presented in a particular instance, correspondence ensues with the postmaster or parties interested, and, if deemed of sufficient importance, a case is prepared and sent to the chief inspector for an investigation and report. The instructions to inspectors furnish hints, generally for their guidance in such investigations, and in each case special directions or points are usually suggested on which the inspector is to report. Upon the return of the report, the Department is generally fully advised as to the advantages of each site offered, the rental value

and other facts necessary to a proper decision. The case is then examined and a brief prepared by the law clerk summarizing the correspondence, reports, and showing the revenues and allowances of the post-office under consideration, and the case is then presented to the Postmaster-General, who personally examines it and gives directions as to its disposition. If, upon a review of the case, the Postmaster-General is satisfied, from all facts presented and the business and revenues of the office, that it will be for the interest of the service to accept any one of the several propositions usually made, he gives directions accordingly, or suggests such modification, in the interests of the service, as he deems advisable. Negotiations are then completed, and a lease, on forms carefully prepared in duplicate and providing for the protection of the Government, is made out and is sent to the postmaster with instructions for its execution by the lessor. On its return it is examined by the law clerk, and if found to be correctly executed by the lessor, the leases in duplicate are submitted to the Postmaster-General for completion of execution by his signature, after which one copy is sent to the lessor and the other filed in this office.

The office of the First Assistant Postmaster-General is then notified of the lease and the rental to be paid, and he notifies the Auditor of the Treasury for this Department, and the case is then, as to this office, deemed closed.

The following illustrative cases present the several steps, under ordinary circumstances, taken in the matter of leasing a post-office:

Statement showing the action taken in the matter of the leasing of premises for post-office purposes at Beverly, Mass.

This being a sample case, the object is to show the methods employed by the Department, and the action taken, step by step, from the commencement to the closing of the case.

[Beverly, Mass. Salary of postmaster, \$2,000 per annum. Office of the second class.]

The Department has not heretofore held a lease of the premises occupied by the Beverly post-office, there being simply an annual allowance of \$250 per annum made by the First Assistant Postmaster-General for rent.

Under date of August 23, 1886, Jeremiah Murphy, the recently appointed postmaster, addressed a communication to the First Assistant Postmaster-General, stating that the business of the town had outgrown the facilities of the present location, and called for more room.

He inclosed a proposition and plans from the trustees of the Odd Fellows' Hall, wherein they agreed to lease the western end of the lower story of said building to the United States Post-Office Department, to be used as a post-office at Beverly, for a term of five years, at the annual rent of \$375, including heating and lighting, and putting in fixtures and office furniture satisfactory to the Department, at the annual rent of 10 per cent. on the cost of the same.

In submitting this proposition the postmaster requested that an inspector be sent at the earliest possible moment, with instructions to lease a suitable place, which he thought could then be done to a very decided advantage both to the community and the Department.

The receipt of the proposition and the accompanying letter from the postmaster were duly acknowledged by a clerk in the office of the First Assistant Postmaster-General, and the papers sent to this office, as they referred to the matter of a lease.

Later on, September 7, the postmaster called the attention of the First Assistant Postmaster-General to the matter, and wished to hear from him at the earliest opportunity. This communication having been also referred to this office, its receipt was acknowledged by the law clerk, informing the postmaster that an inspector would visit Beverly as soon as practicable to examine and report in the matter of post-office location, facilities, &c.

Thereupon the law clerk made an examination of the status of the Beverly post-office, and being of the opinion that an examination by an inspector would be advisable, a case was made up, and under the date of September 7 referred to the chief post-office inspector, with an appropriate letter of instructions, requesting that an inspector visit Beverly, Mass., as soon as practicable, and examine and report as to the needs of the post-office, and whether or not the proposition submitted by the postmaster should be accepted. The inspector was instructed to advertise, if thought proper, in order that a suitable proposition might be secured, if possible, at the most reasonable rent obtainable. He was further instructed to state in his report which propositions, if any, were within 80 rods of the depot, as a location within that limit, if suitable and central, would save the Department from the expense of mail-messenger service.

Pending the receipt of the inspector's report, a petition of 486 names was sent to the First Assistant Postmaster-General by Mr. Francis J. Crowell, of Beverly, remonstrating against a change of location.

October 28, Post-Office Inspector Henry Chase, then at Boston, Mass., made a report on this case to the inspector in charge at that point, which report was duly forwarded to the Department and referred to this office by the chief post-office inspector October 29, reaching this office October 30.

A review of the inspector's report sets forth the following facts:

The post-office in Beverly, Mass., is located in the Masonic building. The entrance to the post-office from the main street is through a long and narrow corridor, which during the busy hours of the day and evening is completely blocked with passers in and out. There are also two entrances to the office on a side street.

The room, at present, is too small for proper dispatch of the business of the office, while the boxes and office furniture are in poor condition. The trustees of the Masonic Hall block propose to make some slight alterations in the office and to add a few boxes, but the inspector does not think that the proposed alterations will fully meet the requirements of the office, and will in no way obviate the objections to the long passage way and poor entrance. They have fixed their annual rental at \$480, without light, the cost of which is estimated at \$100 extra.

The trustees of the Odd Fellows' Hall, which is situated about 400 feet from the present post-office and in quite a central location, propose to furnish a room, 76 feet by 26 feet, on the lower floor of the building, and propose to fit it up with a complete Yale outfit in the latest improved manner. This room is admirably well adapted for post-office purposes, and if accepted by the Department will make a magnificent office. The building is of brick and stone and has wide streets on all four sides.

The annual rental for this building, including light and heat and a fire-proof safe, is \$600, which is nearly as low as the proposal of the trustees of the Masonic Hall building, while the building is much better adapted to post-office purposes.

He therefore recommended that the proposal of the trustees of the Odd Fellows' Hall be accepted, including the light and heat, for a term of five years.

In returning the case with his report, the inspector submitted two propositions, one from the Liberty Masonic Association, agreeing to lease, for the use of the Beverly post-office, a room, 23 feet 9 inches by 28 feet 5 inches, &c., furnishing 300 lock-boxes and satisfactory heat, for a term of five years, at \$480 per annum; the other from the trustees of Odd Fellows' Hall, agreeing to lease a room, 76 feet 6 inches by 27 feet 6 inches, at an annual rental of \$600, and include the furnishing of lock and call boxes and drawers, in sufficient number, together with all the necessary fixtures and furniture, &c., and also the furnishing of heat and light and a fire-proof safe; or, excluding the item of light, at the rate of \$550 per annum.

As will be observed by reference to the inspector's report, the Odd Fellows' proposition was recommended.

The law clerk not being satisfied with the propositions, and having before him the petition against a change of site, wrote to the postmaster, under date of November 9, to submit his views and also to see if parties would not reduce their demand.

The postmaster replied, in substance, November 12, that he was decidedly in favor of making a change; that the move would be both popular and profitable; present quarters overcrowded and no chance to better matters, &c.; that the trustees of Odd Fellows' Hall would not reduce their bid unless the character or quality of fixtures are modified, a proceeding he would not advise.

A brief of the case was then made by the law clerk, setting out the character and amount of the existing allowances and the amount of box-rents and commissions, together with the gross receipts at the Beverly office, as follows:

Box-rents and commissions	\$3,799 00
Allowed for clerk-hire	600 00
Allowed for rent	250 00
Allowed fuel and light	90 00
Postmaster's salary	2,000 00
Total salary and allowances	2,940 00
Showing a surplus of	859 00
Amount of gross receipts	\$8,652

Then follows the substance of the two propositions offered, the inspector's report, concluding with a summary of the case and the views of the law clerk.

At this juncture a copy of the petition, dated back in 1881, favoring the Odd Fellows' Hall location for use as a post-office, was sent to this office.

The case now being ready for action, it was duly presented to the Postmaster-General, who, after reviewing it, ordered the acceptance of the Odd Fellows' Hall proposition; and, under date of November 26, the postmaster was notified of the acceptance and directed to inform the trustees. A copy of the proposition accepted was sent him for his guidance, with instructions to occupy the room when ready and notify this office, when "lease queries" and other instructions would be sent him.

January 17, 1887, the postmaster advised the law clerk of his having moved to the Odd Fellows' building on January 15, and that everything was to his entire satisfaction.

The room was to have been completed by January 1, 1887, but was not completed on that date owing to the delay in the arrival of the boxes from the Yale and Towne Company; but the trustees paid the owners of the old quarters the rent demanded for the fifteen days' occupancy of the same, and the Department's lease was prepared to take effect from the first of the year with the Odd Fellows' Hall people.

January 19, a series of questions, styled "lease queries" were sent to the postmaster, to be answered and returned, in order that a full description of the building about to be leased might be had. February 1, the postmaster returned the "queries" and sent a plan of the room, which he thought might be of service.

A copy of a vote of Bass River Lodge, No. 141, I. O. O. F., was sent to this office, bearing on the matter of the trustees being connected with the matter of the lease, &c.

February 3, the law clerk notified the First Assistant Postmaster-General of the fact that under the terms of a lease the rent at Beverly, Mass., was fixed at the rate of \$600 per annum, heating and lighting included, for a term of five years from January 1, 1887.

February 9, the lease in duplicate was prepared and forwarded to the postmaster, to be properly executed by the lessors and returned.

February 22, the trustees returned the leases to the postmaster, unexecuted, who forwarded them to this office for correction in the matter of the description of the premises and also in relation to the manner of describing the lessors.

The corrections were made and the leases again sent forward to the postmaster, March 1, who had them properly executed and returned.

March 23, they were signed by the Postmaster-General, and, after being recorded and approved by the law clerk, the duplicate lease was forwarded to the postmaster for presentation to the lessor under date of March 25, after which the original lease was placed on file in this office and the case closed.

Statement of action taken by the Department in the matter of the cancellation of a lease of post-office premises at La Fayette, Ind. (this being another sample case).

In the matter of the lease of the post-office premises at La Fayette, Ind.

A lease for post-office premises at La Fayette, Ind., was made January 17, 1866, between James P. Luse, postmaster, representing the United States, and J. K. Snyder and Irene Snyder, representing themselves as owners of the property, leasing the premises therein described, 25 feet by entire breadth of Opera House and room, 10 by 15 feet, adjoining, and two basement rooms, to the United States for a term of ten years from April 1, 1866, at an annual rental of \$750.

The lease on file has the following indorsement, "Approved January 27, 1866. (Signed) W. Dennison, Postmaster-General."

There is nothing on file showing any application on the part of James P. Luse as postmaster, or any one in his behalf or on behalf of the lessors, to make said lease.

On the 4th day of February, 1870, a lease was executed by James Montgomery, lessor, and Hon. J. A. J. Creswell, Postmaster-General, for the Post-Office Department, lessee, leasing said premises for a term of twenty years, commencing May 1, 1870, at an annual rental of \$1,500, which lease set out the fact that the post-office premises had been conveyed and assigned by said Snyders to said Montgomery, and that on the 24th day of December, 1869, the said post-office building had been destroyed by fire, and said lease, executed January 17, 1866, had thereby become canceled.

There is nothing on file showing any proposition of said Montgomery to make said lease.

A proposition is found among the files from James Spears, dated February 4, 1870, offering to lease premises quite as eligible for a term of ten years at an annual rental of \$500.

The premises leased were afterward transferred to Hiram W. Chase, and subsequently the lease was extended until July 1, 1890, a term of twenty years.

In April, 1885, it came to the knowledge of the Postmaster-General (the postmaster having asked that an inspector be sent to examine the premises, February, 1885, which request had not been acted upon), that the expenses of the post-office at La Fayette, Ind., were in excess of the box-rents and commissions, and an inquiry made under his direction developed the fact that the annual rental for said post-office premises was excessive, which is shown by status herewith exhibited:

[La Fayette, Ind. Lease expires May 1, 1890. Rent, \$1,500.]

Status of office April 27, 1885.

Allowed for clerk-hire.....	\$4, 106
Allowed for rent.....	1, 500
Allowed for light.....	250
Total allowances.....	5, 850
Postmaster's salary.....	2, 700
Total salary and allowances.....	8, 550
Box-rents and commissions.....	8, 396
Total salary and allowances.....	8, 550
Excess.....	154
Gross receipts.....	25, 495
Population.....	14, 860

Thereupon, the law clerk was directed to make a brief of the law and the facts concerning said lease with a view to determining whether the Department was bound for the full term of twenty years, or whether the same could be canceled if in the discretion of the Postmaster-General it was deemed best to do so.

April 30, 1885, the law clerk submitted to the Postmaster-General a brief, setting out a statement of the execution of the lease and all the facts in connection therewith, and said brief contained a reference to authorities bearing on the question of the power of the Postmaster-General to make a lease for a term of years.

The Postmaster-General deemed the matter of sufficient importance to submit to the Attorney-General of the United States, whereupon, under his direction, the law clerk prepared a statement showing the number of twenty-year leases in the United States, viz, La Fayette, Ind., commencing May 1, 1870; Augusta, Me., commencing July 1, 1870; Quincy, Ill., commencing April 1, 1873.

A copy of each, and a statement of the annual appropriations for the payment of rent for post-offices of the first and second classes from March 3, 1868, two years prior to the execution first named of said leases until June 30, 1874.

June 29, 1885, said statement of facts together with a reference to the authorities were transmitted to the Attorney-General of the United States by the Postmaster-General.

July 1, 1885, Hon. A. H. Garland, Attorney-General, delivered an opinion to the Postmaster-General, upon the question, "Whether a lease of a post-office by the Postmaster-General on behalf of the United States, executed prior to the act of the Forty-eighth Congress approved March 3d, 1885, specially authorizing leases of post-offices for a term not exceeding five years, is of any binding obligation upon the Government; and, whether, if of obligation only from year to year, it may be terminated upon notice by the Postmaster-General to the lessee, and if so, upon what notice?"

The Attorney-General held that in none of the acts cited, or in any acts, was authority given to the Postmaster-General to make leases for premises to be occupied as post-offices, until the act approved March 3, 1885, which authorized the Postmaster-General to make leases for a term not exceeding five years; and he further held that, "in the absence of express authority the leases as leases for a term of years are invalid."

He further held, citing *McCullom vs. United States* (17 Court of Claims, 92), that a lease for a term of years founded on an annual appropriation is binding on the Government only until the end of the year, with a future option from year to year to the end of the lease.

He said further: "It would appear that these several premises have been occupied by the Government for the purpose and under the terms expressed in the leases; and presumably that the rents have been paid under appropriations available for that purpose, and that for the current year there is a proper appropriation.

"The Court of Claims under a similar state of circumstances decided that the effect of such a contract was to give the Postmaster-General each fiscal year thereafter, when a new appropriation should be made, the option to adopt and ratify the contract for another year. This he might do upon express notice to that effect, or by entry and occupation of the premises after the commencement of the year."

And he, therefore, held that the statutes and decisions of the courts in each of the States where leases were to take effect were to determine the character of the tenancies, and where a lease was made for a term of years and an annual appropriation was made and the Department held over beyond the year that the tenancies must be terminated in accordance with the laws of the several States and the notice of termination given as the several statutes provide.

According to the laws of Indiana the Department was a tenant from year to year, and to terminate the same a three months' notice was necessary.

The tenancy of the post-office at La Fayette, Ind., according to above opinion, ex-

piring July 1, 1886, the end of the current year, the Postmaster-General, deeming the rent exorbitant, directed the law clerk to give legal notice of the termination of said tenancy and to send an inspector to La Fayette, Ind., to receive propositions for post-office premises.

January 13, 1886. The law clerk prepared and forwarded a notice to the postmaster terminating said lease May 1, 1886, that being the end of the current year, so far as the records on file showed, and directed the postmaster to have it served on Hiram W. Chase, lessor.

January 15, 1886. Notice was served on Hiram W. Chase.

January 19, 1886. Received a letter from Hiram W. Chase, lessor, dated January 15, 1886, acknowledging receipt of notice, stating he had purchased the property in question supposing the contract between the Government and his assignors to be valid; that he had expended large sums of money; acquiescing, however, and accepting the notice to terminate the tenancy either May 1, 1886, or July 1, 1886.

January 13, 1886. The law clerk, by direction of the Postmaster-General, asked of the chief inspector that an inspector be sent to La Fayette, Ind., to at once advertise for proposals to lease to the Government premises properly fitted up with boxes, fixtures, and furniture for a term of five years from May 1, 1886, subject to Department's form of lease, and directed that he would confer with the citizens as to most suitable place, and after a full investigation to report his views and recommendations. Said letter also set out the status of the office.

March 11, 1886. Inspector Kirkwood, to whom the case had been intrusted, submitted a report to the chief inspector, which was received at the office of the law clerk March 18, 1886.

He submitted two propositions, one from William Dell, proposing to lease a room on Columbia street, one-half square from the public square, 44 by 100, 4,400 square feet, fitted up with lock-boxes and drawers of latest improved pattern, together with furniture and fixtures and additional boxes that increase of business might demand, at an annual rental of \$1,500; and one from Hiram W. Chase, site then occupied, 40 and 48 by 63, about 2,600 square feet, properly fitted up with boxes and drawers, fixtures, and furniture, and additional boxes, if necessary, at a rental of \$1,200, or would add additional room of 954 square feet for \$300 additional rent. He subsequently modified said proposition giving furniture, boxes, &c., at \$750, and additional room for \$250 more; in all, \$1,000.

Synopsis of report is—

At first found it impossible to get proposals from anybody. Suitable rooms all occupied at high rent. For awhile it seemed as though only present site could be obtained, but Mr. Dell was induced to make a proposition for new three-story brick, fitted up with boxes, &c., at \$1,500. Site satisfactory and a little nearer business center.

Believing Mr. Chase's proposition too high, wrote him asking him to modify his proposition, which was done as set out above. He stated that citizens of La Fayette took but little interest in the premises, as they were anticipating a Government building. Recommended acceptance of proposition of Mr. Chase.

The law clerk then prepared and briefed the case for submission to the Postmaster-General, setting out the status of the office, the propositions received, the synopsis of the report of the inspector, and all the facts bearing upon the subject.

Before final determination Mr. Dell modified his proposition, first to \$1,200 in writing, then authorized Mr. Ward, M. C., to modify to \$1,100, and his building being larger, more modern and nearer the business center, the law clerk submitted his modified proposition and his brief, together with all the papers, to the Acting Postmaster-General, who, on the 29th day of April, 1886, directed the acceptance of Mr. Dell's proposition.

April 30, 1886. The law clerk addressed a letter to the postmaster at La Fayette, Ind., directing him to notify Mr. Dell of the acceptance of his proposition, and to also notify him to provide temporary quarters if his building was not completed by July 1, 1886, that being fixed by Mr. Chase and accepted as the termination of his tenancy.

May 22, 1886. Received letter from postmaster dated May 20, 1886, stating that building would be completed in four or five days, and would have furniture in place and have everything ready by June 30, 1886.

June 24, 1886. Postmaster wrote a letter to law clerk that he would, according to instructions dated April 30, 1886, take possession of new office on Sunday, June 26, 1886.

July 1, 1886. Lease queries were forwarded to postmaster at La Fayette, Ind., which are in substance, with answers, as follows:

1. Give full name of person or persons proposing to lease.—Ans. William Dell.
2. State whether person has full legal authority to execute lease.—Ans. Yes; has full title and authority.
3. State whether they act for themselves or as officers or trustees.—Ans. For himself.
4. How and where is property located; give metes and bounds.—Ans. Annexed plat of La Fayette building on parts of lot 95 and 96, fronting on Columbia street.
5. Give dimensions.—Ans. 44 by 100.
6. Of what material constructed?—Ans. Brick and stone; doors and windows wood.
7. State when lease commences.—Ans. July 1, 1886.
8. Is, or will building be fire-proof?—Ans. Not strictly.
9. Height of building; how many stories?—Ans. Height, 47 feet; 3 stories.
10. Will fire-proof vault be in premises?—Ans. Yes; one built for post-office purposes.
11. How many boxes, of what description, and by whom owned?—Ans. 210 call, 240 lock-boxes, and 24 drawers; built by Yale and Towse Manufacturing Company; by lessor.
12. How is post-office heated and lighted, and at whose expense?—Ans. Heated by a furnace; lighted by electric light and gas; at expense of Department.
13. How many tables, desks, &c.? Give full description and by whom owned.—Ans. 1 desk in postmaster's room; 1 desk in money order and registry department; 1 desk in carriers' department; 2 desks and tables in postal clerk's division; 1 desk for public in lobby; 2 carrier tables; 1 paper case for carriers; 1 distributing case; 1 desk, small, for general-delivery clerk.
14. If only a portion of building to be used will post-office be separate from all other apartments?—Ans. Yes.

July 1, 1886. The above queries were returned duly answered.

July 2, 1886. Law clerk notified First Assistant Postmaster-General that the Department occupied new premises July 1, and that rental for same was \$1,100 per annum from July 1, 1886, for five years.

Aug. 5, 1886. Leases prepared in duplicate and forwarded to Wm. Dell, at Indianapolis, Ind.

Aug. 10, 1886. Wm. Dell executed and acknowledged execution before a notary public.

Aug. 12, 1886. Leases received at Department and found by law clerk to be in due form. It was then executed by Postmaster-General whose signature was witnessed by the law clerk.

Aug. 12, 1886. Entered on register at Department.

Aug. 13, 1886. Duplicate of lease was forwarded to lessor, and First Assistant Postmaster-General notified. This case was then closed.

In addition to the duties above classified, others of a miscellaneous character have devolved upon this office. By the direction of the Postmaster-General the Assistant Attorney-General has, during the past two years, performed the following special service:

(1) The preparation and conduct through the press of a volume entitled "Instructions to post-office inspectors," being a manual for their guidance in their various duties.

(2) Preparation of a scheme for examination and service on a commission to examine candidates for the office of post-office inspector in 1885.

(3) The edition of the instructional portion of the annual Official Postal Guide for 1887, much of which was rewritten and condensed, and making index thereto.

(4) The preparation of the index and table of contents to the Postmaster-General's report for 1885.

(5) Preparation for a scheme for examination and service in a commission to examine candidates for office of post-office inspector in 1886.

(6) The edition of the instructional part of the Official Postal Guide for 1887, the index for which was also written in this office.

(7) The preparation of an index and table of contents for the Postmaster-General's report for 1886.

(8) The annotation of a volume of the Postal Laws and Regulations bringing down all changes in laws, regulations, or rulings since the edition of 1879.

(9) A compilation of the laws relating to the Railway Mail Service since its establishment.

(10) A compilation of the laws relating to the salaries of postmasters and allowances to post-offices since the establishment of the Government.

(11) A complete revision of the Postal Laws and Regulations for publication under the act of March 30, 1886, on which the Assistant Attorney-General is now engaged, the work being nearly ready for the press.

(12) A complete draft of a compilation of the postal laws, rewritten with suggested amendments of the present law and proposed changes being presented in juxtaposition.

These various duties have compelled the Assistant Attorney-General and law clerk to work without regard to office hours, and as a rule they have seldom left the Department before 6 o'clock p. m., and frequently have devoted several hours of the evening to official labors with a view to expedite the business pressing for action in the office.

The clerks in this office have also willingly remained after the regular hours when the condition of the work necessitated extra labor.

The following detailed statement shows, as far as practicable, the amount of business in the office of the Assistant Attorney-General of the Post-Office Department, pending and undisposed of, January 1, 1884; the amount received and disposed of during the calendar year, 1884; the amount pending and undisposed of January 1, 1885; the amount received and disposed of during the calendar year, 1885; the amount pending and undisposed of January 1, 1886; the amount received and disposed of during the calendar year, 1886; the amount pending and undisposed of January 1, 1887, and the amount received and disposed of in 1887 (to March 1):

I.

Number of opinions prepared by Assistant Attorney-General in 1884 on various topics.....	33
Number of opinions on claims under act March 17, 1882 (fire and burglary, &c., cases).....	747
Total of written opinions in 1884.....	780
Number of opinions written on general topics in 1885.....	146
Number of opinions on claims under act March 17, 1882.....	508
Total of opinions written in 1885.....	654
Number of opinions on general topics in 1886.....	110
Number of opinions on claims under act of March 17, 1882.....	708
Total of opinions written in 1886.....	818
Number of opinions written on general topics in 1887 (to March 1).....	16
Number of opinions written on claims under act of March 17, 1882.....	84
Total of written opinions in 1887 (to March 1).....	100

REMARK.—Opinions are prepared as speedily as possible after request therefor is made, unless the consideration of the case requires an inquiry as to facts, &c., from some other office or Department. They are then given as soon as examination can be made and a conclusion reached.

II.

Memoranda prepared by Assistant Attorney-General for use of Postmaster-General:

Number prepared in 1884, unknown.....	40
Number prepared in 1885, estimated	10
Number prepared in 1886, estimated	50

III.

Number of statements prepared concerning suits brought in the Court of Claims:

In 1884	4
In 1885	8
In 1886	27
In 1887 (to March 1)	1
Total	40

Number of statements made in like manner for suits against postmasters:

In 1884	2
In 1885	5
In 1886	5

NOTE.—This does not refer to all cases brought by or against the Government, but only those in which the statement was prepared in this office.

IV.

Statements prepared on requirement of the Attorney-General under sec. 1088, R. S.:

Number in 1884	1
Number in 1885	1
Number in 1886	3
Number in 1887 (to March 1)	0

V.

Preparation of statements and copies, &c., called for by the Court of Claims under R. S., sec. 1076:

Number in 1884, unknown.....	
Number in 1885	2
Number in 1886	3
Number in 1887 (to March 1)	0

REMARK.—One of these cases involved in its preparation about eight weeks of constant clerical labor.

VI.

Preparation of briefs and arguments for use in the trial of postal cases:

Number in 1884, unknown.....	
Number in 1885	2
Number in 1886	4
Number in 1887	0

VII.

Examination and preparation of memoranda in cases where dismissal of criminal prosecution is sought:

Number in 1884	6
Number in 1885	2
Number in 1886	12
Number in 1887 (to March 1)	4
Total	24

VIII.

Applications for pardons examined and cases briefed:

Number in 1884, unknown.....	
Number in 1885	1
Number in 1886	17
Number in 1887, (to March 1)	6
Total	24

IX.

Cases examined for compromise of liabilities, fines, penalties, &c., under R. S., sec. 409:

Number in 1884	51
Number in 1885	32
Number in 1886	23
Number in 1887 (to March 1)	11
Total	117

Cases examined for compromise of suits pending :

Number in 1884	1
Number in 1885	1
Number in 1886	4
Number in 1887 (to March 1)	1
Total	7

X.

Examinations and applications for compromise of judgments :

Number in 1884	1
Number in 1885	1
Number in 1886	4
Number in 1887 (to March 1)	1
Total	7

XI.

Preparation of cases examined for action under R. S., sec. 4057 :

Number in 1884	3
Number in 1885	7
Number in 1886	8
Total	18

XII.

Fraud cases examined :

Number reported and examined in 1884	80
Number reported and examined in 1885	83
Number reported and examined in 1886	69
Number reported and examined in 1887 (to March 1)	3
Total	235

Of the above cases 104 were referred to inspectors, and reports made thereon, and many of them prosecuted. No record has been kept in this office of convictions under the same.

Orders issued forbidding delivery of registered letters and payment of money-orders :

Number in 1884	2
Number in 1885	9
Number in 1886	8
Total	19

Two fraud cases reported in 1882 were not finally disposed of till 1884; 19 cases reported in 1883 were not disposed of till 1884. The others were disposed of in the same year that they were received.

In addition to the above numbered cases there have been from 100 to 150 fraud cases reported to this office during these years, which were not deemed of sufficient importance to put on the docket, and of which no record has been kept, but which have necessitated more or less correspondence, and the use of time for filing, jacketing, &c.

XIII.

Statement of claims investigated and adjusted, &c., under the act of March 17, 1882 (fire, burglary, and losses in transit, &c.).

Number pending, undisposed of, January 1, 1884	852
Received in 1884	469
Total	1,321
Adjusted in 1884	747
Undisposed of January 1, 1885	574
Received in 1885	514
Total	1,088
Adjusted in 1885	508
Undisposed of January 1, 1886	580
Received in 1886	484
Total	1,064
Adjusted in 1886	703
Undisposed of January 1, 1887	361
Received from January 1, 1887, to March 1, 1887	102
Total	463
Adjusted in 1887 to March 1	84
Total	376

RECAPITULATION.

On hand unadjusted January 1, 1884	852
Received from January 1, 1884, to March 1, 1887	1,569
Total	2,421
Adjusted from January 1, 1884 to March 1, 1887	2,042
Total unadjusted	379

XIV.

No record has been kept of the forms drafted for contracts. In 1885 and 1886, prior to letting of contracts for the fiscal year, drafts have been prepared by the Assistant Attorney-General for the contracts for stationery and other supplies purchased by the supply division; also, for the coal, fuel, ice, repairs of furniture, sale of waste paper, &c., in the Department.

XV.

No record kept in this office, but the contracts executed in the Department, except mail contracts, are submitted to the Assistant Attorney-General for approval as to form, and all bonds except those of postmasters.

XVI.

Cases examined in law clerk's office for leasing of post-offices:	
In 1884, number examined and referred to inspector	113
Leases prepared	74
In 1885, number examined and referred to inspectors	138
Leases prepared	65
In 1886, number examined and referred to inspectors	164
Leases prepared	101
In 1887 to March 1, number examined and referred to inspectors	35
Leases prepared	26

XVII.

Statement of letters written from the office of the Assistant Attorney-General (including law clerk's office) exclusive of printed circulars, of which no record is kept, and exclusive of written opinions elsewhere accounted for.

1884. Miscellaneous letters from office of Assistant Attorney-General	811
Letters concerning claims	1,688
Letters relating to leases	658
Total	3,157
1885. Miscellaneous letters from office of Assistant Attorney-General	885
Letters concerning claims, &c.	1,345
Letters relating to leases	1,001
Total	2,731
1886. Miscellaneous letters from office of Assistant Attorney-General	817
Letters concerning claims, &c.	1,656
Letters relating to leases	1,025
Total	2,998
1887 (to March 1). Miscellaneous letters from office of Assistant Attorney-General	73
Letters relating to claims	301
Letters relating to leases	359
Total	713

RECAPITULATION.

1884. In manuscript	3,128
On type-writer	29
	3,157
1885. In manuscript	2,347
On type-writer	384
	2,731
1886. In manuscript	2,141
On type-writer	857
	2,998
1887 (to March 1). In manuscript	435
On type-writer	278
	713
Total for whole period	9,599

REMARK.—Except as to matters of claims under act of March 17, 1882, and leases, this office is a corresponding office only with the other offices of the Department. The greater part of letters received are referred to the proper Bureaus to which they relate. Hence the general correspondence of the office with the public is limited.

Letters, in addition to the above, were prepared in this office for the signature of the Postmaster General, or other officers, as follows:

In 1884	100
In 1885	121
In 1886	174
In 1887 (to March 1)	31
Total	426

CLERICAL FORCE.—The clerical force employed in this office is constantly engaged in the various work above specified.

The law clerk is engaged upon the correspondence in respect to the leases of post-offices. He is, and during the time covered by this report has been, assisted by the third-class clerk assigned to this office.

The fourth-class clerk assigned to this office is engaged upon the work relating to claims under the act of March 17, 1882; is and has been constantly employed thereon since 1884 and prior thereto. The assistance he has received during that time upon that work is stated in the table below.

The second-class clerk employed in this office acts as amanuensis; files, classifies, or refers papers; keeps records, indexes, and docketts; copies letters, briefs, and other documents, and being very skillful as a type-writer is called upon frequently to do such work for other offices of the Department.

Each of the clerks of this office, in his or her peculiar work, is unremittingly employed during office hours. As the duties of each are unlike, no comparisons can be drawn as to efficiency.

List of clerks employed in the adjustment of claims under the act of March 17, 1882, showing the character of work on which each has been employed, and, approximately, the length of time so employed.

- *Knapp, William A. From January 1, 1884, to March 1, 1887, in correspondence with claimants and with the different branches of the Department, preparing, examining, and briefing evidence, and certifying allowance or disallowance to Auditor for the Post-Office Department.
- *Slemmons, William B. From January 1, 1884, to about April 1, 1885, same as above.
- *Vose, James A. From June 1, 1886, to March 1, 1887, same as above.
- *Hughes, Arthur L. From March 10, 1885, to April 12, 1885, same as above.
- *Livingston, Miss M. H. From January 1, 1884, to March 1, 1887, during a small portion of each day, recording and indexing claims, notifying different branches of the Department of the filing thereof.
- *Vincent, Miss Emily. From January 1, 1884, to March 1, 1887, during a small portion of each day, indexing correspondence and briefs of evidence, copying notices to the Auditor of allowances and disallowances.
- *Tucker, Charles C. Occasionally, from April 1, 1886, to November 15, 1886, briefing evidence.

OFFICE OF MAIL DEPREDATIONS.

REPORT OF WILLIAM A. WEST, CHIEF POST-OFFICE INSPECTOR.

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., April 22, 1887.

SIR: In accordance with your verbal request and in compliance with the request to you, for information as to the condition and workings of your Department, by Hon. F. M. Cockrell, representing a committee of the United States Senate, I have the honor to herewith hand you reports and samples of work performed by the several clerks in the office of mail depredations and post-office inspectors. These reports fully set forth and explain the workings of this office, and show the condition of the business in the several offices on the dates called for by the letter of Hon. F. M. Cockrell.

A perusal of these documents will show that each and every one of the clerks employed have ample work to occupy their whole time, and that their duties are promptly performed. The business of the office is not in arrears. The business of each day is dispatched and disposed of on the date of its receipt.

The duty of the chief inspector is to direct and supervise the performance of the duties set forth in the accompanying reports, and, in addition, to direct the work of the post-office inspectors and their division offices, located in different parts of the country. For convenience in the dispatch of business the country is divided into twelve inspection districts, offices located, clerks employed, and a certain number of inspectors assigned to each district, and under the supervision of an inspector, designated, in charge. All cases, correspondence, and business relating to the different divisions and subordinate inspectors are sent and received through the inspector in charge or division inspector.

Exhibit A, hereto attached, shows the territorial divisions of the country for inspection purposes, the number of inspectors and clerks assigned to each division, and condition of work in each division on March 1, 1887.

*Continuously during the period indicated, except when absent with leave.

Table showing the division of the United States into inspection districts March 1, 1887, number of inspectors and clerks employed in each division, number and class of cases awaiting attention, and estimated time required to dispose of same.

Name of division.	Names of States and Territories composing divisions.	Number of inspectors employed.		Number of clerks employed.		Number and class of cases awaiting attention.*				
		A.	B.	C.	F.	Total.				
Atlanta, Ga	Georgia, Alabama, Florida, South Carolina, and Tennessee.	11	1	61	303	929	4	1,297		
Austin, Tex	Texas.....	6	1	107	270	287	5	669		
Boston, Mass	Massachusetts, Maine, New Hampshire, Rhode Island, Connecticut, and Vermont.	5	2	13	479	340	10	842		
Chicago, Ill.....	Illinois, Indiana, Iowa, Michigan, Minnesota, Dakota, and Wisconsin.	15	3	127	1,710	2,034	36	3,907		
Cincinnati, Ohio.....	Ohio.....	3	1	17	1,043	394	1	1,455		
Denver, Colo	Colorado, New Mexico, Nebraska, Idaho, and Wyoming.	5	1	76	220	320	3	619		
New York, N. Y....	New York	5	2	59	4,535	360	36	4,980		
Philadelphia, Pa....	Pennsylvania and New Jersey.....	4	1	34	955	360	16	1,365		
Portland, Oreg	Oregon, Washington Territory, Montana, and Alaska.	3	1	12	30	104	3	149		
San Francisco, Cal.	California, Arizona, Nevada, and Utah ..	5	1	35	1,580	210	15	1,840		
Saint Louis, Mo....	Kansas, Missouri, Mississippi, Louisiana, Arkansas, Indian Territory, and Kentucky.	12	2	184	1,084	1,293	24	2,485		
Washington, D. C .	District of Columbia, Maryland, North Carolina, Virginia, West Virginia, and Delaware.	9	2	47	439	332	7	825		
	Totals	†83	18	772	12,648	16,903	160	20,543		

* Estimated time required to dispose of same: The "B" cases are disposed of by correspondence, and charged to arrest of persons for depredations on the mails, leaving for personal investigation by inspectors 772 "A," 963 "C," and 160 "F" (1,895). On an average each inspector will dispose of one of these cases each day (83); 1,895 divided by 83 would show that in 23 days all work on hand would be disposed of.

† Mail depredation inspectors, 66; money-order inspectors, 12; free-delivery inspectors, 5; total, 83.

‡ Six thousand cases class "C," inspection of fourth-class post-offices, were made up and sent to inspectors during January and February; this number should be deducted from total number of cases on hand (6,963) to get the true number on hand of current work, leaving 963 "C" cases.

As shown by Exhibit A, it would require twenty-two days to dispose of all cases in the hands of inspectors on March 1, 1887. Really, the work is up to date, as this number of days is usually required to complete the necessary correspondence before assigning cases to inspectors for personal investigation.

It is not practicable to designate the inspector performing the greatest or the least amount of work, the circumstances and time required to dispose of cases being different in almost every case. The average number of days' service performed by each inspector for the past eighteen months has been twenty-eight days per month.

I have not entered into details as to the duties of the chief inspector. In a general way he supervises and directs the work of the division and subordinate inspectors, and his time is fully occupied in the service of the Government. I have been absent from duty twenty-five days since October 1, 1885. The salary of chief inspector is \$3,000 per annum. The salary of nine division inspectors is \$2,500 per annum each. The salary of subordinate inspectors is \$1,600 per annum. The 18 clerks in the offices of division inspectors are paid salaries from \$40 to \$100 per month each, as follows: 1 at \$40 per month, 2 at \$50, 2 at \$60, 6 at \$83.33, and 7 at \$100 per month.

Very respectfully,

WM. A. WEST,
Chief Inspector.

Hon. WM. F. VILAS, Postmaster-General.

REPORT OF JAMES MAYNARD, CHIEF CLERK.

[Room No. 20 "B," mail deprecations.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., April 18, 1887.

SIR: In compliance with your direction I have the honor to transmit herewith statements of the several clerks showing the amount of work done in the office of mail deprecations, Post-Office Department, since July 1, 1884. The routine method of each class of work is also stated very fully, so much so that an intelligent person, with a little attention, could, I think, take up the work and carry it on. Of course you will understand that there are many details which seem trifling, but which occupy time and require labor, with which it has not been thought proper to burden the reports.

There are submitted rosters for the calendar years 1884, 1885, 1886, and for the months of January and February, 1887, showing the annual pay of each employé, the number of working days absent and the reason for such absence, for each month of the year, also the total number of days employed. The tables show, also, the average number of persons employed during the year, the average number of days absent by each employé, and the average number of days absent from sickness and on leave.

The showing is very gratifying, as the averages are quite small. Fortunately there have been only one or two long illnesses, and no absence without cause. Permit me to add here that this showing is only to cover the official seven hours' daily attendance required, from 9 a. m. to 4 p. m. With one or two exceptions all the clerks have worked enough over hours to make up for their absences by sickness, and a number have worked extra hours enough to more than cover the absence from all causes. This extra labor has been performed in the evenings and on Sunday, and has been absolutely necessary to keep certain branches of the work well in hand. It has been voluntarily performed in order that no discredit should come upon the office. No record has been kept of this extra time, as it has been impracticable to do so. The nearest approach to one is the record of arrivals and departures kept in the office of captain of the watch. But this is only approximate. The time rosters are appended, marked Exhibits A, B, C, D.

There has also been prepared by me a table showing the number of each class of cases on hand July 1, 1884, the number received and the number treated during the fiscal year beginning at that date; the same for fiscal years beginning July 1, 1885, and July 1, 1886, respectively, and also showing the number of each class of cases on hand March 1, 1887. This table appears as Exhibit E. To more fully explain this table the detailed reports of the clerks in charge of each class of work have been prepared, and follow this statement in the order named. The work of the office is divided into A, B, C, and F cases. The first deals with complaints of deprecations in the registered domestic mails. This has been performed by Mr. W. A. MacNulty in the manner set forth in his report. He has been assisted from time to time by Mr. N. T. Miller, the arrest clerk, when the latter could be spared from his own desk (which is also an important one), until April last, when Mr. F. A. Preston was regularly assigned as the assistant in this work. The two, I think, will be able to keep it in creditable shape.

The second class, or class B, referred to relates to losses and irregularities in the ordinary domestic mails. This work has been substantially in charge of Mr. H. H. Clapp since July, 1884. His report of his work and its methods, as well as those assisting in it, is also appended. There are five clerks engaged in this work, and their time is fully occupied, as the large number of this class of complaints requires constant attention in order that they may be properly treated. In this connection I would state that there is an immediate need of additional file space for these cases, as the present facilities for preserving and handling them is largely overcrowded. I think there should also be one additional clerk to assist in arranging these files for a time at least. The present file clerk, Mr. Moulton, is really overworked; he, to my knowledge, coming to the office and remaining from one and a half to two and a half hours at night, and generally three to four nights in each week. These cases must be indexed in order to be identified, and this is the work of a young lady, Miss Cranston. Complaints are acknowledged and complainants advised of the result of investigations by Mr. S. J. McCarthy. The cases are letter-press copied, and mailed by the assistant messenger, Mr. B. L. Braselman. For more complete detail, please see Mr. Clapp's report.

The third class, or class C, pertains to nearly every conceivable subject upon which the different branches of the Department desires information, and to violations of law which are not strictly mail deprecations, and to miscellaneous complaints of the public which cannot be included in or referred to either of the other classes. This work is in charge of Mr. Lucien Jones, whose account of his methods and other details is

full and complete. For a time he performed this work alone, but by reason of new orders of the Postmaster-General and yourself it began to increase beyond the capacity of one person to carry it on successfully. Mr. F. A. Preston was first detailed to assist, and he was succeeded by Mr. E. H. Boelter, and he is now rendering efficient aid. At times even two clerks are insufficient, and they are assisted by Mr. C. R. Stephenson. This branch of the work has grown to be second in numbers only to class B.

The fourth class, class F, relates to all sorts of inquiries and complaints touching the foreign mails; that is, mail going to foreign countries from this, and *vice versa*. This I think a very important branch of the work, as it requires careful correspondence such as should reflect credit on the Department, as it goes abroad into the hands of the trained officials of foreign administrations.

Mr. C. P. Archibald has had charge of this work since it was assigned to this office, and it gives me great pleasure to testify to the very creditable manner in which he has dealt with it. I regret that he has sometimes been embarrassed for want of sufficient help, but he has endeavored to overcome this obstacle as well as others. There are now two clerks regularly engaged besides Mr. Archibald, and a third has rendered assistance when he could do so. The two are Mr. W. E. Nye and Miss S. W. Norvell. They are assisted at present by Mr. C. R. Stephenson at the times he is not required at the C desk. Mr. Preston has also assisted, and so has Mr. Miller. I think four clerks should be constantly engaged on this work. Mr. Archibald, in addition to his other and regular duties, does nearly all the type-writing for the office, and is frequently called upon to assist other branches of the Department in this particular.

Mr. N. T. Miller, who is charged with keeping the records of arrests, gives an accurate statement of his duties. He might, without impropriety, be termed the "general utility" man of the office, as he is always willing to assist others and to turn his hands to many things that help on the general work.

Mr. N. W. Leonard, a post-office inspector, detailed to work in this office, has given a minute description of his very responsible and important duties. In addition to what he has written I would remind you that at times he has added to his work the very important and very laborious task of examining applicants for post-office inspectorships. You know what this is, and I am sure appreciate Mr. Leonard's efforts to aid the Postmaster-General and yourself in this matter.

I have spoken of the present working force of the office on March 1, 1887. It has varied but little from that of previous fiscal years. Clerks who have left the service have been succeeded by others who perform the same work. The exceptions are two additional clerks on the C desk and one on the B.

It would be a difficult matter for me to state which clerk does the most work, as the work on the several desks varies so from time to time. An extraordinary deprecation may occur in the registered mail that will increase the A work for the time. A new order from some branch of the Department will redouble the C work temporarily. The sinking of an ocean steamer will pour complaints on the F desk; the acts of an dishonest employé in some great post-office will give an impetus to the B desk. So that it is an exceedingly difficult matter to state with precision the clerk doing the most work. But, without prejudice to any of the others, I think I may say that Mr. Leonard's desk is the most exacting and Miss Cranston's the least so.

Finally, a word as to my own duties. Primarily I am supposed to exercise general supervision of the office work; to answer the questions of the other clerks; to deal with persons who have business with the office. In addition, I receive, open, read, and distribute the official mail, a task which is not always a light one. I receipt for and record the registered mail. Since July 1, 1884, I have handled and accounted for no less than 4,789 registered letters and packages; besides, every paper or letter sent to the office from any source passes over my desk and through my hands.

I trust that what I have written, together with the reports of the other clerks, will prove satisfactory to you, and be sufficiently intelligible to aid the Postmaster-General and yourself to prepare an answer to the resolution of the Senate of March 3 1887 calling for the information.

I am, air, very respectfully,

JAMES MAYNARD,
Chief Clerk Office Mail Deprecations.

W. A. WEST, Esq., Chief Post-Office Inspector.

EXHIBIT A.—Calendar year 1884.

Name.	Annual salary.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Cause of absence.		Days employed.
														Leave.	Sickness.	
Archibald, C. P.	\$1,400	1 [†]	0	4 [‡]	1	4	3	1	18 [§]	29 [¶]	4	274
Braselman, B. L.	720	1 [†]	18	2	18 [§]	20	6	282
Clapp, H. H.	*1,400	1 [†]	19 [¶]	3	275
Clark, H. S.	1,400	1	12	13	30 [¶]	0	162 [¶]
Cranston, Miss C. W.	1,000	16	6	2	1 [†]	23 [¶]	3	281 [¶]
Devens, Richard †	1,600	3 [¶]	1	127 [¶]
Grigsby, Miss V. S. §	1,000	24	13 [§]	22	13	94
Jones, Miss A. G.	1,200	3	5	20	1 [†]	1	3 [†]	26	14	268
Jones, Lucian	*1,200	1	1	7	1	11	11	26	6	276
Leonard, N. W.	1,600	0	0	133
McNulty, Wm. A.	*1,600	27	0	281
Maynard, J.	2,000	9 [¶]	0	298 [¶]
Miller, N. T.	1,200	1	29	278 [¶]
Moulton, J. B.	1,200	19 [¶]	0	288 [¶]
Nye, W. E.	1,200	1 [†]	1	1 [†]	11	6	1	21 [†]	2 [†]	284
Total	307	54	3,604

* After June 26.

† Resigned August 15.

‡ Promoted June 5.

§ Transferred from Dead Letter Office August 1.

|| Post-office inspector reported; for duty July 26.

RECAPITULATION.

Number of working days in the year	308
Average number of employes in the division during the year	11.7+
Average number of days absent by each employe during the year from all causes	30.8+
Average number of days absent by each employe during the year from sickness	4.6+
Average number of days absent by each employe during the year on leave	23.6+

EXHIBIT B.—Calendar year 1885.

Name.	Annual salary.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Cause of absence.		Days employed.	
														Leave.	Sickness.		
Archibald, C. P.	\$1,400	1	1	2	2	8	7	19 [¶]	2 [¶]	282	
Braselman, B. L.	720	5 [†]	2 [‡]	3	2 [‡]	1	19 [¶]	5 [¶]	288	
Clapp, H. H.	1,400	1 [†]	4 [†]	17	1 [†]	11 [†]	5	283 [¶]	
Cranston, Miss C. W.	1,000	2	2	1	1	16	3	19	6 [¶]	287 [¶]	
Grigsby, Miss V. S. *	1,000	15	10 [†]	1	26	11 [†]	11 [†]	52 [†]	125	
Jones, Lucian	1,200	1	3	1	18	4	1	26	277	
Jones, Miss A. G. †	1,200	26	26	0	0	
Leonard, N. W.	1,600	25	26 [¶]	0	276 [¶]	
Mac Nulty, Wm. A.	1,600	2	6	22	0	281	
Maynard, James.	2,000	1	5	10	3	1 [†]	13 [†]	0	289 [¶]
Miller, N. T. †	1,200	1	1 [†]	15	17	37	1 [†]	264 [¶]	
Moulton, John B.	1,200	2	6	1	1	13	0	290	
Norvell, Miss S. W. §	1,200	11	6	19	0	279	
Nye, Wm. E.	1,200	2	9	1	13	2 [†]	287 [¶]	
Preston, F. A.	1,000	1	1	4	5	9	0	89	
Total	259	99	3,600	

* Promoted and transferred to office First Assistant Postmaster-General, August.

† Resigned January 31.

‡ 32 days' absence due to sickness and death of wife.

§ Promoted and transferred from dead letter office February 1.

|| Reported for duty September 4, 1885.

RECAPITULATION.

Number of working days in the year	303
Average number of employes in the division during the year	11.5+
Average number of days absent by each employe during the year from all causes	30.1+
Average number of days absent by each employe during the year from sickness	8.6+
Average number of days absent by each employe during the year from leave	22.5

EXHIBIT C.—Calendar year 1886.

Name.	Annual salary.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Cause of absence.		Days employed.
														Leave.	Sickness.	
Archibald, C. P.	\$1,400			3	3		3	1			1	5	2	11	0	295
Boelter, E. H.*	900													0	0	198
Braselman, B. L.	720		1	3	2	3	3			8	10	12		25	13	267
Clapp, H. H.	1,400				3	3				10	16			25	0	280
Cranston, Miss C. W.	1,000					1	1	1	5	16		1	1	25	1	279
Jones, Lucian	1,200										25			25	0	281
Leonard, N. W.	1,600		12	2					3	19	13	3		3	46	256
Mac Nulty, W. A.	1,600				2	2				19		6		28	0	278
Maynard, James.	2,000		3					3			1	1		8	0	298
Miller, N. T.	1,200		12					1	12	1				27	0	278
Moulton, John B.	1,200											2		3	0	302
Norvell, Miss S. W.	1,200		1		1	1			1	5		16		23	6	276
Nye, Wm. E.	1,200				1	1				10	6		3	19	3	283
Preston, F. A.	1,000						1				4	20	2	29	0	276
Total														254	70	3,841

* Reported for duty May 10.
 † Promoted to \$1,200 December 21.

RECAPITULATION.

Working days in year	306
Average number of employes in the division during the year	12.6
Average number of days absent for the year by each employe from all causes	25.5
Average number of days absent for the year by each employe from sickness	5.05
Average number of days absent for the year by each employe from leave	20.17

EXHIBIT D.—January and February, 1887.

Name.	Annual salary.	Jan.	Feb.	Cause of absence.			Days employed.
				Leave.	Sickness.	Total.	
Archibald, C. P.	\$1,600	2		2		2	46
Boelter, E. H.	900		1		1	1	46
Braselman, B. L.	720		1				47
Clapp, H. H.	1,400			0	0	0	48
Cransten, Miss C. W.	1,000		1			1	47
Jones, Lucian	1,200			0	0	0	48
Leonard, N. W.	1,600			0	0	0	48
McCarthy, S. J.*	900			0	0	0	33
MacNulty, W. A.	1,600			0	0	0	48
Maynard, James	2,000			0	0	0	48
Miller, N. T.	1,200			0	0	0	48
Moulton, John B.	1,200						47
Norvell, Miss S. W.	1,200						47
Nye, William E.	1,200			0	0	0	48
Preston, F. A.	1,200						47
Stephenson, C. R.†	1,200						37
Total				5	2	6	137

* Reported for duty January 20.
 † Reported for duty January 14.

RECAPITULATION.

Number of working days for the two months	48
Average number of employes in the division for the two months	15.3
Average number of days absent by each employe during the two months, from all causes	0.42
Average number of days absent by each employe during the two months from sickness	0.13
Average number of days absent by each employe during the two months from leave	0.35

EXHIBIT E.—Table showing number of each class of cases on hand at beginning of fiscal years 1885, 1886, and 1887; number of cases received during year and number of cases treated during year; also number of cases on hand March 1, 1887.

Cases.	July 1, 1884, to June 30, 1885.					July 1, 1885, to June 30, 1886.				
	A.	B.	C.	F.	Total.	A.	B.	C.	F.	Total.
On hand July 1	4,389	3,930	2,711	1,400	12,430	4,742	9,074	2,911	1,613	18,340
Received during year..	4,912	36,410	6,604	8,344	56,269	4,281	39,028	13,544	7,773	64,626
Treated during year...	4,559	31,266	6,404	8,130	50,359	8,130	38,331	14,574	7,856	68,891

Cases	July 1, 1886, to March 1, 1887.					Cases on hand March 1, 1887.				
	A.	B.	C.	F.	Total.	A.	B.	C.	F.	Total.
On hand July 1	993	9,771	1,881	1,530	14,175	772	12,613	6,962	1,800	22,147
Received during year..	3,403	26,469	12,780	5,552	48,204
Treated during year...	3,624	23,627	7,699	5,282	40,232

REPORT OF WILLIAM A. MACNULTY.

[Room 18 B, mail depredations. Class A, domestic registered mail.]

Division of mail depredations, domestic, Class A.—Complaints of irregularity in the registered mails.

WASHINGTON, D. C., April 12, 1887.

SIR: Complaints under the above caption embrace the various classes of irregularities in the registered mail, the principal classes being loss of letters from various causes, rifling of same, and tampering, wrong delivery, improper dispatch, and detention.

In compliance with your instructions of the 24th ultimo, I have the honor to explain in detail the treatment of the complaints referred to, when received by me in the regular course of official business.

The complaint, or report, of any irregularity, under any of the above-mentioned classes, is first received by the chief clerk of the division, and its date of receipt stamped thereon with the office stamp, and is then sent to my desk for treatment, which consists of briefing the main facts connected with the complaint upon a jacket. The particulars embrace number of case, date of the mailing of the letter or parcel, name of post-office from whence it was mailed, with county and State, name of writer or sender of the registered letter or parcel, number of letter or parcel, name of addressee, name of post-office addressed, with county and State, description of the contents of the letter or parcel, and number of the registered-package envelope covering the letter or parcel; also the name of complainant, date of complaint, designation of the classification of complaint, and the name of the inspector to whom the case is referred for investigation, with the date of such reference. The complainant is then notified of the receipt of the complaint, and informed that same will receive attention, and such action is noted on the margin of the jacket, which is then copied in a press copy letter-book, with the file number thereon, and sent to the inspector having charge of the territory, or division, in which the complaint originated.

Complaints or communications received from the various Bureaus and divisions are recorded by another desk, by file number of the office referring same, with date of reference; and the file numbers of all such cases referred to this desk, is in turn handed to the clerk keeping said record, to be duly entered against such references of other Bureaus and divisions.

An account is kept with each of the division inspectors of the numbers of cases sent to them, also of those received from them, with a report of investigation. For convenient reference a daily record of all cases sent to and received from such inspectors is kept, the same being written up at the close of business each day.

From the press copy of the cases described, the same are indexed in a double-index book by post-offices, counties, and States, with number of case, as copied in the letter book.

It is also required that all inquiries respecting the case, pending its investigation, receive prompt attention, and the same are answered, if deemed advisable, and prop-

erly noted in the letter book against the copy of the jacket or case to which the same refer, and then sent to the inspector having the case in hand, with such additional instructions as may be deemed necessary concerning the matter.

It is the duty of the desk, under the direction of the chief inspector, or chief clerk of the division, to correspond with inspectors and others concerning the case pending the investigation. This is also applied to cases that may be the subject of inquiry after the same are returned to the Department and placed upon the files of the office, with the exception of such cases as may have been referred to other Bureaus or divisions of the Department for final action, and those cases in which collections have been made. The latter are finally settled by another desk in the division; and all correspondence relating thereto is referred to that desk, and a record made of the cases referred to said desk, with date of such reference, which is entered upon the press copy of the letter book, against the numbers of the cases so referred.

In all cases involving the loss of surplus money-order funds mailed by one postmaster for deposit with another, a notice is sent to the superintendent of the money-order system, and also to the honorable Assistant Attorney-General for the Post-Office Department, and note of such action is made upon the margin of the jacket. In cases of such losses that may be the subject of inquiry on the part of either of the above-named officials, note of such inquiry is made, and the same is sent to the inspectors who may have the cases in hand; and in case of the adjudication of claims growing out of losses of the character described, the cases are immediately sent to the honorable Assistant Attorney-General for settlement, and a record of such action is made in the letter book containing press copy of the case or cases so referred.

It should have been stated in the foregoing that in the event of the receipt of a vague or unintelligible complaint, blanks are sent to the complainant, with proper instructions as to the manner of making reports, &c.

In cases where the investigation of a case has developed the fact that the depredation did not occur in the division to which the case was first referred, and in consequence thereof the case may be returned for transfer to some other inspector for further inquiry in another locality and division, a record of such transfer is noted in the book in which such cases are charged to inspectors, the first inspector to whom it was referred is credited with its return in the daily record book, and it is charged to the inspector who becomes responsible for its further investigation.

In cases returned by inspectors, which, upon examination, do not appear to have received proper attention, and are deemed by the chief inspector as susceptible of further investigation, the same are returned with such instructions as the chief inspector may deem necessary looking to a more satisfactory disposition of the case. A record of such action is made upon the case, and in the office letter book as well as upon the press copy of the case.

In all cases returned to the Department, the result of the investigation is communicated to the complainant, unless it appears from the nature of the case that such action is unnecessary; as in cases where no loss has occurred, and the letter has been received, or no loss from it has been sustained.

In all cases where disputes arise between postal employes as to the responsibility for losses by registered mail, the cases are referred to the proper official of the Department, whose duty it may be to express an opinion upon the case, as, for example, cases relating to railway postal clerks, to the general superintendent of that service; or postmasters, to the honorable Third Assistant Postmaster-General; recommendations for removal of postmasters, to the honorable First Assistant Postmaster-General; and those cases involving the proper construction of the postal laws, to the honorable Assistant Attorney-General for the Post-Office Department. When such cases are returned by the officials named, if necessary they are again referred with the necessary instructions to inspectors for further action in accordance with the instructions referred to.

All references in reports of inspectors, showing irregularity in the money-order business, are referred to the superintendent of the money-order system.

In those cases where investigation has disclosed the fact that money (generally coin) has worked through the registered-letter envelope, and has been found loose in mail bags, having been subsequently turned into the dead letter office, the case and papers are referred after making the proper record, which has been referred to in other cases where reference is made to other divisions, to the superintendent of the dead letter office, in order that from the report and papers it may be ascertained to whom the money may belong. The cases so referred are, after action by the dead letter office, returned with report of the action taken; and note of such action is made upon the record of the case, and case placed upon the files, when entered upon the annual report.

In cases of loss to registered mail occurring through the carelessness of contractors or subcontractors, the honorable Second Assistant Postmaster-General is notified, and if the facts warrant such action, a recommendation is made that such contractor be fined in a sum sufficient to cover the amount of loss. The usual record is made of

such transaction, and also a record of the action of the honorable Second Assistant Postmaster-General, upon the return of the case; and if no further action is necessary the case is placed upon the files, and note made on the letter book of the final disposition of the case, which shows at once the various stages through which the case has passed, without taking the case off the files. In cases of the final settlement and payment of losses, the facts, with name of party to whom payment is made, is entered upon the press copy of the case, with date of such payment, and whether in full or "pro rata."

All cases finally disposed of are, before filing, entered in the annual report, under proper classification as to their character and final disposition; and all cases sent out to inspectors are likewise entered on the annual-report sheet, which enables the office at short notice to report the status of the work up to date.

In cases where arrests are made, the arrest clerk of the division is notified, if he has not already received special report of such arrest, and the name and date of arrest is noted upon the record of the cases to which the deprecations refer.

A record is also kept of the number of cases referred to the different bureaux and divisions, and also of the names of the different parties arrested, with a list of the cases chargeable to their deprecations.

In the transaction of the duties of the A or registered desk, I have, since April last, been assisted by one clerk.

I append herewith sundry exhibits, showing the amount of work performed from July 1, 1883, to March 1, 1887, viz:

Exhibit A: Showing the number and character of A (registered) cases referred to post-office inspectors for investigation from July 1, 1885, to March 1, 1887.

Exhibit B: Number and disposition of A cases investigated and closed during the fiscal year ended June 30, 1886.

Exhibit C: Number and disposition of A cases investigated and closed during the first eight months of the fiscal year ending June 30, 1887.

Exhibit D, division of mail deprecations, Class A (registered mails): Summary statement of the business done on the A desk since the beginning of the fiscal year 1883-'84.

From the table (Exhibit D) it will be seen that there are 1,004 cases which are considered as closed, but not embraced in the account as such. These cases have been investigated so far as the duties of the inspectors are concerned, and some of them have been held by the various courts to be used in the trial of different criminals charged with deprecating upon the registered mail, while the balance have been referred to the various bureaux and divisions of the Department for action, and, therefore, not finally closed upon the records of the A desk. I make the foregoing explanation in order that an apparent discrepancy may be understood.

The 993 cases actually in the hands of inspectors July 1, 1886, have been already accounted for, and are included in the statement marked Exhibit C.

The foregoing statements I believe embrace all the duties (with the exception of minor details incident to official business, which it is difficult to clearly explain) relating to the treatment of complaints of irregularities in registered mail, until same are finally placed upon the files of the Department.

Very respectfully,

WM. A. MACNULTY,
Clerk Class 3, Division of Mail Deprecations.

WM. A. WEST, Esq.,
Chief Post-Office Inspector.

EXHIBIT A.—Number and character of *A* (registered) cases referred to post-office inspectors for investigation from July 1, 1885, to March 1, 1887. (Domestic.)

Character of inclosure.	Number of cases referred.	
	From July 1, 1886, to March 1, 1887.	From July 1, 1885, to July 1, 1886.
Letters:		
Value stated	1,241	1,888
Value not stated	1,828	1,974
Packages:		
Value stated	92	192
Value not stated	242	227
Total referred in each fiscal year	3,403	4,281
Alleged cause of complaint in the above:		
Rifling	928	1,349
Loss	1,998	2,281
Loss from R. P. E.	252	311
Detention	60	76
Wrong delivery	70	111
Tampering	29	67
Carelessness of postal employes	33	33
Improper dispatch	25	23
Other causes	8	30
Second total	3,403	4,281

NOTE.—A detailed statement as above can be furnished for each State and Territory, if required.

EXHIBIT B.—Number and disposition of *A* (registered) cases investigated and closed during the fiscal year ended June 30, 1886. (Domestic.)

How closed.	Referred to inspectors between July 1, 1885 and July 1, 1886.
1. Closed "O. K."	1,629
2. Closed "No loss," the cause of complaint being—	
Unavoidable delay	5
Carelessness of postal employes	51
Improper dispatch	16
Other causes	9
3. Closed "No inclosure"	50
4. Closed "Not rifled"	129
5. Closed "Not rifled in Post-Office Department"	49
6. Closed "Not registered" or "Not mailed"	18
7. Closed "No discovery"	111
8. Closed "Loss paid" by—	
Post-Office Department	450
Outside parties direct	93
9. Closed "No recovery"	597
10. Closed, being cases referred in previous years, and not classified	3,919
Total number of cases closed during fiscal year 1885-'86	7,126

In the 8th and 9th of the above classifications are the following subdivisions:

Nature of loss.	Estimated amount lost.	Amount recovered.	Referred to inspectors between July 1, 1885, and July 1, 1886.
1. Resulting from—			
Burning of postal cars.....			17
Wrecking of postal cars.....			4
Burning of post-offices.....			13
Total value in above.....	\$205 90	\$5 20	
2. Chargeable to the deprecations of—			
Postmasters.....			42
Assistant postmasters.....			69
Clerks in post-offices, &c.....			182
Total value in above.....	7,743 68	2,817 53	
3. Chargeable to deprecations of postal clerks.....	3,896 91	493 39	120
4. Lost by postal employes from other causes than theft—			
Accidental.....			52
Carelessness and other causes.....			387
Total value in above.....	6,715 01	5,849 50	
5. Lost by—			
Burglary of post-offices.....			177
Robbery of postal cars.....			5
Robbery of stages, &c.....			72
Total value in above.....	3,079 48	822 57	
Grand total.....	21,640 98	10,088 19	1,140

NOTE.—A detailed statement, showing cases in each State and Territory, can be furnished if required.

EXHIBIT C.—Number and disposition of A (registered) cases investigated and closed during the first eight months of the fiscal year ending June 30, 1887. (Domestic.)

How closed.	Referred to inspectors.	
	Since July 1, 1886.	Prior to July 1, 1886.
1. Closed "O. K".....	1,265	223
2. Closed "No loss," the cause of complaint being—		
Improper address.....	14	3
Unavoidable delay.....	29	4
Carelessness of postal employes.....	63	19
Improper dispatch.....	45	12
Other causes.....	36	4
3. Closed "No inclosure".....	25	21
4. Closed "Not rifled".....	133	112
5. Closed "Not rifled in Post-Office Department".....	24	21
6. Closed "Not registered" or "Not mailed".....	27	4
7. Closed "No discovery".....	61	110
8. Closed "Loss paid" by—		
Post-Office Department.....	168	206
Outside parties, direct.....	42	30
9. Closed "No recovery".....	255	224
Total number of A cases closed up to March 1, 1887.....	2,187	993

In the last two of the above classifications are the following subdivisions:

Nature of loss.	Estimated amount lost.	Amount recovered.	Referred to inspectors.	
			Since July 1, 1886.	Prior to July 1, 1886.
1. Resulting from—				
Accidents to postal cars.....			12	5
Burning of post-offices.....			7	13
Accidents to steamboats.....			1	
Total value in above.....	\$349 50	\$15 30		
2. Chargeable to the deprivations of—				
Postmasters.....			24	51
Assistant postmasters.....			15	12
Clerks in post-offices.....			15	46
Mail messengers, mail carriers, &c.....			16	38
Total value in above.....	6,337 99	1,656 50		
3. Postal clerks, and value in same.....	1,328 56	208 88	37	21
4. Lost by postal employes from other causes than theft—				
Accidental.....			55	18
Carelessness and other causes.....			126	180
Total value in above.....	5,977 62	4,300 13		
5. Lost by—				
Burglary of post-offices.....			99	35
Robbery of postal cars.....			3	4
Robbery of stages, mail wagons, &c.....			32	12
Theft.....			23	25
Total value in above.....	3,364 60	901 30		
Grand total.....	17,358 27	7,082 11	465	460

NOTE.—A detailed statement of above can be furnished for each State and Territory, if required.

EXHIBIT D.—Division of mail deprivations, class A (registered mail).—Summary statement of the business done on the A desk since the beginning of the fiscal year 1883-'84.

	1883-'84.	1884-'85.	1885-'86.	1886-'87 to Mar. 1, 1887.
Number of A cases in hands of inspectors at the beginning of each fiscal year.....	} 2,652	4,389	4,742	} *1,004 993
Number of A cases referred to post-office inspectors during each fiscal year.....				
Number of A cases investigated and closed during each fiscal year.....	4,238	4,912	4,281	3,403
Number of A cases remaining in the hands of inspectors at the close of each fiscal year.....	2,501	4,559	7,126	3,180
	4,389	4,742	1,997	†1,216

* The above table would indicate that there should be on hand July 1, 1886, 1,997 cases not investigated. The actual number on hand, however, was 993, 1,004 having been finally disposed of, so far as investigation of same by the offices of postoffice inspectors was concerned, but were in the hands of the different bureau or division officers of the Department, or of United States marshals and other officers, and many had been used as evidence in various courts throughout the United States, so they were not absolutely closed and accounted for on the books of the A desk; hence the difference or apparent discrepancy. The 1,004 cases were investigated, but not finally placed on the files.

† See explanatory note.

EXPLANATORY NOTE OF EXHIBIT D.—The number given in the exhibit referred to, as being 1216 A cases outstanding, is accounted for in the following manner: One hundred and fifty cases are in the hands of the proper officer of the division for payment, and are not closed on the books of the A desk, though closed so far as the duties of the inspectors are concerned. Likewise, 294 cases have been returned to the Department, which relate to wreck of postal car on the Northern Pacific Railroad, near Muskoda, Minn., but have not been closed on the books of the A desk, for the reason that all the cases covered by the wreck referred to have not been returned, and it is desired to retain them until the entire series are returned, in order that same may be filed together, thus expediting the work. This would leave in the hands of inspectors, March 1, 1887, 772 cases.

THE POST-OFFICE DEPARTMENT.

REPORT OF H. H. CLAPP.

[Room 23 B, mail depredations. Ordinary cases, class B.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
DIVISION OF MAIL DEPREDACTIONS,
Washington, D. C., April 15, 1887.

STR: In compliance with the letter to the honorable Postmaster-General from the Select Committee of the Senate, appointed in pursuance of the resolution of the Senate, adopted March 3, 1887, "to investigate into and examine the methods of business and work in the Executive Departments of the Government," &c., I have the honor to furnish the following statement of the work done by those employed in the B division, which you placed under my charge in February last, as requested verbally by yourself.

This division has charge of all complaints made from all sources of lost ordinary letters and packages, excepting complaints that are made direct to the postmasters at New York City, Chicago, Ill., and Boston, Mass. The jackets for these cases are made up by clerks in those offices, they affixing their own file number upon them, when they are forwarded to this office, are numbered in regular order and copied in the letter books (that all B cases are copied in), when they are forwarded to the inspector to whom they are designated to be sent, passing through the same process as all cases made up in this office as to charging them up to the inspectors to whom they are sent, closing them upon the books, when they are returned to the office, with a report from the inspector as to their investigation. A book is kept in the office, but not in this division, in which the New York case number is entered; in the next column is entered the regular number of this office, so that any additional papers in the cases, sent by the postmaster in New York, can be identified at once, and the same are forwarded to the inspector having the case in charge. These cases, or jackets as they are termed in the office, are forwarded by the postmaster at New York from two to three times per week, and from Boston and Chicago about twice each month.

The complaints that are received at this office are first examined by the chief clerk of this division, who designates the division inspector to whom they shall be made up, after which he delivers them to me to be made up.

The cases are made up as follows: Ordinary letters, packages; post-offices robbed; post-offices burned; postal cars wrecked or burned; stages robbed; mail messengers or mail wagons robbed; pouches lost; pouches stolen, cut or damaged by falling under the train, in delivering or receiving them.

Since I have occupied this desk it has been my desire to get all cases made up on the day of their receipt, so that they could be copied in the letter books and mailed; it has not been possible to do so at all times, especially after the holidays, at which time the complaints increased largely.

I forward herewith—

Exhibit A. Ordinary letters and packages.

Exhibit B. Robbery of post-office.

Exhibit C. Burning of post-office.

Exhibit D. Postal cars wrecked or burned.

Exhibit E. Stages robbed by highwaymen.

Exhibit F. Mail messengers, &c., robbed.

Exhibit G. Pouches lost.

Exhibit H. Pouches stolen or cut, &c.

These exhibits are copies of original cases which have been made up and been forwarded to division inspectors, been duly investigated, reported upon, and are now on the files of this office.

In cases of robberies and burning of post-offices I fill out form (523), Exhibit K, and furnish it to the Assistant Attorney-General for the Post-Office Department.

As fast as I make the jackets covered by the complaints of losses of ordinary mail they are taken by Mr. McCarthy, who mails to the person making the complaint form (547), Exhibit I. When the cases are returned to the office from the inspector, with his report as to the disposition of the same, Mr. M. furnishes the complainant with either form (597) or form (598), Exhibit J, whichever is applicable.

Previous to February last, no notices of this character were ever furnished complainants, excepting in cases where the complaint was forwarded through the honorable Postmaster-General, but, agreeable to your instructions, all persons forwarding complaints to this office receive them.

I find these circulars will aid materially in lessening the work of the inspectors, as the office has received responses, since the system was instituted, from the complainants of over an average of ten per day, informing the office that the letter or package, as it might be had been duly received. As fast as these responses are re-

ceived, the number of the case with the words "O. K." are marked upon them and forwarded to the inspector who has the case under investigation, when he makes his report, returns the case to be closed, thereby saving any expense to the Government in its investigation; it also gives satisfaction to those making the complaint to know that it has received proper attention. There are sent out daily some seventy or eighty of Exhibit I, and, say, twenty of Exhibit J.

Each afternoon the cases are handed to Mr. Braselman, who copies them in the letter book, incloses the original complaint in the jacket, and mails them to the inspector designated to make the investigation, forwarding with them form (595), Exhibit N, receipt for the number mailed, for the signature of the division inspector, who, if he finds that the receipt agrees with the number of cases received, signs and returns it.

The cases are then charged up daily to the several division inspectors by Mr. John B. Moulton, first by case numbers, secondly in a book in which the general account is kept of cases mailed to and received from them.

The letter book is next used by Miss Carrie Cranston, who enters in large index books, under the State or city, as it may be, where they are mailed, entering the name of the post-office where mailed, post-office addressed to, the name of the addressee, and the date of mailing; these books are invaluable, for without them it would be almost impossible to identify a case when papers are to be forwarded or inquiries are made respecting complaints made, perhaps months previously.

When the cases are returned from the division inspectors, with their report of the result of the investigation, they are first counted to see that they agree with form (594), Exhibit O, by Mr. Moulton; he then examines the reports and writes; or stamps upon the jackets how they are to be closed in the letter press-copy book he then closes them in all of the record books and letter-press books, when they are filed numerically; in addition to this he forwards the cases and reports in all robbery and burning of post-offices to the Assistant Attorney-General for the Post-Office Department, keeping a memorandum of the date of their transmittal.

In addition to my duties heretofore enumerated, I write all letters to the honorable Sixth Auditor when inspectors request for original money orders and postal notes, to be used by them in their investigation of B cases, also all letters of transmittal to the honorable the Sixth Auditor, when they are returned by the inspector, also all letters of transmittal of said money orders or postal notes to inspectors; also to refer reports in B cases to the several divisions of the Post-Office Department when instructed to do so by either the chief post-office inspector or the chief clerk.

Form (563) has also to be furnished the honorable Second Assistant Postmaster-General in cases where postmasters notify this office of the loss of mail keys, either by having been stolen, lost, or destroyed by the burning of post-offices.

The following is the number of cases made up during the fiscal years, as requested.

Ordinary cases, Class B, for the fiscal year ending July 1, 1884.

Cases made up and sent to inspectors, 33,668.

Of these there were 20,377 ordinary letters, of which 14,641 were said to have contained inclosure, and 5,736 of which no mention was made of contents; 12,078 ordinary packets fourth-class matter was reported.

Upon investigation 1,809 letters and 1,101 packets were found to have been satisfactorily accounted for; 467 post-offices were reported to have been robbed, and 278 to have been destroyed by fire; 23 highway robberies of the mail were reported, and 24 postal cars were burned; 353 pouches were lost by mail carriers on star routes, stages platforms, cranes, &c.; 7 were lost in floods; 26 pouches were cut and rifled.

Ordinary cases, Class B, for the fiscal year ending July 1, 1885.

Of this class of cases were made up and sent to inspectors during the year for investigation, 36,410.

There was returned by the inspectors, as having been investigated and finally disposed of, 31,266; this included those referred in previous years.

Ordinary cases, Class B, for the fiscal year ending July 1, 1886.

I respectfully call your attention to Exhibit L, which is a detailed statement of all cases made and sent to inspectors for investigation during this fiscal year.

The inspectors returned during the fiscal year as follows:

No discovery.....	8,413
No loss.....	7,687
Losses chargeable to carelessness or deprecations of postal employes.....	13,075
Losses chargeable to accident.....	82
Cases still in the hands of inspectors for investigation.....	9,771

Ordinary cases, Class B, from July 1, 1886, to March 1, 1887.

I refer you to Exhibit M, which is a detailed statement of all cases furnished inspectors for investigation between July 1, 1886, and March 1, 1887.

There remained in the hands of the inspectors for investigation on March 1, 1887, 12,613 cases.

I have endeavored to give you in as brief space as possible a statement of the labor performed by the five persons employed in the B division. I cannot close, however, without stating that in addition to the duties previously enumerated, the matter of getting together the statistics for the annual report takes at least four weeks' steady hard work. This time cannot be spared from the daily duties of the desk, hence it has to be done by working over hours, viz, nights and Sundays.

Respectfully submitted.

H. H. CLAPP,

Clerk Class 2, Room 23, P. O. Department.

WM. A. WEST, Esq., *Chief Post-office Inspector.*

EXHIBIT A.

ORDINARY.

Case No. 30,981 B.

Mailed Sept. 20th, 1887.

At Pittston, Luzerne Co., Pa.

Writer: Miss Lizzie Dixon.

Address: Mrs. Robert Dixon, 245½ 7th st., Jersey City, N. J.

Package.

Contents: Satchel bag.

Complaint of P. M., Jersey City.

Dated October 7, 1887.

To Barrett, inspector.

October 8, 1886.

(502.)

(Across the face:) No discovery.

ORDINARY.

Case No. 30,866 B.

Mailed June 1st, 1887.

At Highspire, Dauphin Co., Pa.

Writer: Saml. Nibling.

Address: Walton Chemical Co., No. 92 Market st., Chicago, Ill.

Contents: \$3.00 and fifty cents in P. O. stamps.

Complaint of P. M., Highspire.

Dated October 4th, 1886.

To Barrett, inspector.

October 6, 1886.

(502.)

(Across the face:) No discovery.

INSTRUCTIONS TO P. O. INSPECTORS.

1. Upon receipt of this case the inspector will enter upon its investigation, either personally or by letter, and as soon as possible will return it to the Department, with the result properly reported, together with all papers relating to it.

2. Inspectors will render their reports in each case in the form of a letter, and not indorse them upon the jacket.

3. Inspectors are not allowed to transfer cases sent to them for investigation without special instructions or permission from the Department.

4. Inspectors are expected to avail themselves of the opportunities afforded them, in visiting post-offices in their respective districts, to impress upon postmasters the importance of reporting promptly to the chief P. O. inspector every complaint of loss by mail of letters or parcels, whether registered or unregistered, made to them or coming to their knowledge. (Sections 490 and 491, Regulations, 1879.)

WM. A. WEST,

Chief Inspector.

EXHIBIT B.

ORDINARY.

Case No. 30,491 B.

Post-office, Galva, Henry Co., Ill.

Robbery of the P. O.

Date: Sept. 29th, 1886.

Hour: —.

Loss of about \$1,000.00 cash and stamps.

Report of Assistant Atty-Gen.

Dated Sept. 30th, 1887.

To Metcalf, Oct. 1, 1886.

(504.)

(Across the face:) Special. No dis.

EXHIBIT C.

ORDINARY.

Case No. 41,980 B.

Post-office, Carlisle, Nicholas Co., Ky.
 Burning of the P. O.
 Date: Jany. 11th, 1887.
 Hour: —.
 Loss of stamps and all blanks and books.
 Report of P. M., Carlisle.
 Dated July 11th, 1887.
 To Harris, Jany. 14, 1887.

(504.)

(Across the face:) Special. Full dis.

EXHIBIT D.

ORDINARY.

Case No. 18,029 B.

Post-office, Priddy's, Albemarle Co., Va.
 Casualty to mail train.
 Date: May 27th, 1886.
 Hour: —.
 Loss of: Train went through trestle near Priddy's; four postal clerks injured; mail saved, but badly damaged.
 Report of General Supt. R. M. S., 4,814.
 Dated May 27th, 1886.
 To Ryon, May 29, 1886.

(504.)

(Across the face:) Special. Full dis. No loss.

EXHIBIT E.

ORDINARY.

Case No. 37,314 B.

Post-office, Colorado, Mitchell Co., Texas.
 Highway robbery of the mail.
 Date: Dec. 6th, 1887.
 Hour: —.
 Loss of: Mail on route No. 31,377, bet. Colorado and San Angelo, Texas, was robbed; no registered matter; about 75 letters taken. Thief under arrest.
 Report of P. M., Colorado.
 Dated Dec. 6th, 1887.
 To Hollingsworth, Dec. 7, 1886.

(504.)

(Across the face:) Special.

EXHIBIT F.

ORDINARY.

Case No. 36,242 B.

Post-office, Mineola, Wood Co., Texas.
 Robbery of the mail.
 Date: Nov. 20th, 1886.
 Hour: —.
 Loss of: Mail between Quitman and Mineola was robbed about two miles Mineola.
 Report of P. M., Mineola.
 Dated Nov. 21st, 1886.
 To Hollingsworth, Nov. 25, 1886.

(504.)

(Across the face:) Special.

EXHIBIT G.

ORDINARY.

Case No. 29,954 B.

Post-office, St. Louis, Do. Co., Missouri.
 Loss of mail pouch.
 Date: Aug. 21st, 1886.
 Hour: —.
 Loss of: Mail pouch from Belmont, Mo.; train No. 606, St. Louis and Iron Mountain and Sou. Railway, not received.
 Report of Genl. Supt. E. M. S., 8,023.
 Dated Aug. 30th, 1886.
 To Harris, Sept. 27, 1886.

(504.)

(Across the face:) Special. Probably no loss.

EXHIBIT H.

ORDINARY.

Case No. 4,320 B.

Post-office, Sherman, Grayson Co., Texas.

Stealing of registered pouch.

Date: Feby. 4th, 1886.*Hour:* —.*Loss of:* Registered pouch; valuable; from Sherman; destined north; stolen from mail messenger at Sherman Feby. 4th, 1886.*Report of P. O. I. Dice.**Dated* Feby. 5th, 1886.*To* Dice, Feby. 5, 1886.

(504.)

(Across the face:) Special. No dis.

EXHIBIT I.

(547.)

No. —.

Please quote the above number in any further correspondence on this subject.

It is the duty of postmasters to report promptly to the Chief P. O. Inspector, Washington, D. C., every complaint of loss by mail of letters of value made to them or coming to their knowledge.—Sec. 490, Regulations.

POST-OFFICE DEPARTMENT, OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., —, 1887.

I am in receipt of your complaint made to —, and in reply thereto you are informed that the matter to which you refer will receive the attention of the Department. In the mean time if the — is received by the addressee, or is returned to sender, please inform me.

You will be duly advised of the final action of the Department as soon as proper inquiries are concluded.

Information furnished by the Superintendent of the Dead-Letter Office relative to treatment of dead mail matter will be found on the back of this sheet.

Very respectfully,

WM. A. WEST,
Chief Inspector.

INFORMATION RELATING TO THE TREATMENT OF DEAD MAIL MATTER.

Letters that contain money or other valuable inclosures are carefully recorded, and returned to the writer, or proper owners thereof whenever practicable.

Foreign letters are immediately returned, unopened, to the countries in which they originated.

Unclaimed letters bearing the name and address of the writer, with or without a request to return, or a post-office box, street and number, or other designation by which the sender may be identified, are returned directly from the office addressed, and not sent to the Dead-Letter Office. If any reach that office they are returned, unopened, according to the address thereon.

Letters which do not contain a remittance of some sort, such as money, draft, photograph, receipt, certificate, or other separate inclosure, are immediately returned if the writer's full address is given therein. No record is kept of them.

Valuable parcels are restored to the owners if possible, the senders being required to furnish the necessary postage; otherwise they are finally sold at auction and the proceeds deposited in the U. S. Treasury.

EXHIBIT J.

(598.)

No. —.

Please quote the above number in any further correspondence on this subject.

It is the duty of postmasters to report promptly to the Chief P. O. Inspector, Washington, D. C., every complaint of loss by mail of letters of value made to them or coming to their knowledge.—Sec. 490, Regulations.

POST-OFFICE DEPARTMENT, OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., —, 188—.

The investigation of your complaint of lost —, addressed to —, develops the fact that the loss is believed to be properly chargeable to the deprivations of —, arrested —.

Very respectfully,

WM. A. WEST,
Chief P. O. Inspector.

(507.)

No. —.

Please quote the above number in any further correspondence on this subject.

It is the duty of postmasters to report promptly to the Chief P. O. Inspector, Washington, D. C., every complaint of loss by mail of letters of value made to them or coming to their knowledge.—Sec. 490, Regulations.

POST-OFFICE DEPARTMENT, OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., —, 188—.

Your complaint of lost —, addressed to —, has been the subject of careful investigation. I regret exceedingly to state that no trace of the — has been found.

Very respectfully

WM. A. WEST,
Chief P. O. Inspector.

THE POST-OFFICE DEPARTMENT.

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EXHIBIT K.

(523.)

Case No. — B.

Please refer to above number in any future correspondence on this subject.

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., —, 188—.

SIR: It is reported to this office by — under date of —, 188—, that the post-office at —, Co., —, was — on —, 188—, with alleged loss of \$—. I have this day referred the case to an inspector for investigation, and will advise you of the result.

Very respectfully,
WILLIAM A. WEST,
Chief Inspector.

To the ASSISTANT ATTORNEY-GENERAL FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT L.

Where mailed.	Letters.	With inclosures.	Without inclosures.	Packages.	Post-offices robbed.	Post-offices burned.	Postal cars wrecked or burned.	Stages robbed.	Mail-messengers or wagons robbed.	Pouches lost.	Pouches stolen or cut, &c.	Total number of complaints received.
Alabama	132	103	29	53	8	9	2	2	2	1	209	
Arkansas	109	88	21	24	9	6	1	3	3	3	168	
California	784	501	283	386	7	8	1	1	2	1	1,189	
Colorado	242	205	37	92	1	4	5	3	2	2	349	
Connecticut	568	427	141	227	2	1	1	2	1	801		
Delaware	124	106	18	22	2	2	1	1	1	148		
Florida	306	236	70	62	4	6	1	1	379			
Georgia	279	207	72	109	6	5	2	1	401			
Illinois	2,162	1,492	670	1,766	38	16	6	4	34	4,026		
Indiana	427	352	75	244	38	12	2	5	4	732		
Iowa	415	349	66	200	28	8	1	10	662			
Kansas	407	358	54	145	27	7	3	2	595			
Kentucky	440	354	86	440	17	3	2	1	910			
Louisiana	263	205	58	143	6	8	4	2	427			
Maine	327	268	59	118	4	10	2	2	464			
Maryland	683	530	153	370	7	4	1	1	2,067			
Massachusetts	1,217	920	297	727	7	2	2	4	1,959			
Michigan	632	531	101	217	10	14	1	1	878			
Minnesota	282	234	48	130	4	7	1	3	427			
Mississippi	166	143	23	28	7	9	2	2	218			
Missouri	681	535	146	556	50	13	6	1	7	1,321		
Nebraska	238	187	51	94	14	1	2	1	353			
New Hampshire	218	175	43	74	3	2	1	2	298			
New Jersey	652	443	209	219	7	2	1	1	880			
Nevada	34	25	9	6	1	1	1	1	41			
New York	5,859	3,989	1,870	4,321	24	9	1	4	4	10,222		
North Carolina	166	144	22	26	2	4	3	2	2	205		
Ohio	1,317	1,093	224	793	39	17	7	7	6	2,186		
Oregon	53	45	8	30	1	2	1	1	87			
Pennsylvania	2,044	1,598	446	907	46	17	2	2	5	3,023		
Rhode Island	176	136	40	82	1	1	1	1	258			
South Carolina	131	91	40	37	5	5	3	1	182			
Tennessee	213	165	48	130	9	5	2	6	3	368		
Texas	326	265	61	122	20	19	6	8	4	2	507	
Vermont	181	148	33	48	2	1	1	1	231			
Virginia	399	295	104	172	12	7	1	2	5	598		
West Virginia	189	150	39	35	3	6	1	5	239			
Wisconsin	461	372	89	172	12	13	1	2	661			
Alaska	1	1	1	1	1	1	1	1	2			
Arizona	44	30	14	2	1	2	1	7	4	62		
Dakota	129	108	21	50	2	3	1	2	2	187		
District of Columbia	502	412	90	293	2	3	1	2	797			
Idaho	23	18	5	6	1	1	1	1	32			
Indian Territory	6	6	1	1	1	1	3	1	1	12		
Montana	28	22	6	2	1	1	1	1	41			
New Mexico	51	38	13	11	1	2	1	1	64			
Utah	43	26	17	16	1	1	1	1	60			
Washington	58	39	19	10	1	1	1	1	69			
Wyoming	27	23	4	5	1	1	1	1	33			
Total	24,215	18,182	6,038	13,741	487	269	76	27	7	79	127	39,028

EXHIBIT M.

Where mailed.	Letters.	With inclosures.	Without inclosures.	Packages.	Post-offices robbed.	Post-offices burned.	Postal cars wrecked or burned.	Stages robbed.	Mail-messengers or wagons robbed.	Ponches lost.	Ponches stolen or cut.
Alabama	130	99	31	75	8	4	2	2	2	2	1
Arkansas	50	38	12	19	9	8	8	2	7	4	3
California	803	488	315	306	8	8	1	3	7	4	1
Colorado	191	154	37	84	4	1	4	2	2	2	1
Connecticut	454	339	115	202	3	3	1	1	1	1	2
Delaware	43	35	8	14	1	1	1	1	1	1	1
Florida	116	98	18	44	6	6	1	1	7	1	4
Georgia	246	190	56	110	4	8	1	1	4	4	1
Illinois	1,310	891	317	1,159	26	10	4	4	3	3	15
Indiana	310	258	52	218	18	4	2	1	2	4	4
Iowa	216	170	46	114	20	10	5	1	4	4	8
Kansas	196	169	27	89	21	4	1	1	4	4	5
Kentucky	246	186	60	230	11	8	1	2	2	2	5
Louisiana	143	126	17	106	2	2	2	1	2	2	2
Maine	161	132	29	92	2	4	1	1	1	1	1
Maryland	454	363	91	221	7	2	1	1	2	2	2
Massachusetts	845	646	199	458	8	1	2	1	2	2	2
Michigan	340	286	54	174	9	6	2	1	1	1	1
Minnesota	142	103	34	85	7	5	2	1	5	4	4
Mississippi	84	66	18	30	6	3	1	2	2	2	6
Missouri	464	354	110	404	40	17	3	3	9	10	10
Nebraska	148	113	35	89	11	3	2	1	5	1	1
Nevada	23	18	5	4	1	1	1	1	1	1	1
New Hampshire	99	85	14	35	4	1	1	1	1	1	1
New Jersey	425	290	135	183	13	1	1	1	4	3	3
New York	3,615	2,473	1,142	3,004	30	8	1	1	1	2	2
North Carolina	169	89	20	24	6	2	3	1	1	1	2
Ohio	786	624	162	702	32	3	3	1	7	13	13
Oregon	31	19	12	13	2	2	1	1	1	1	1
Pennsylvania	1,687	1,309	378	843	35	9	3	1	1	10	10
Rhode Island	77	60	17	45	2	2	1	1	1	1	1
South Carolina	78	63	15	20	5	3	1	1	1	1	1
Tennessee	170	126	44	100	5	9	1	1	5	6	5
Texas	213	169	44	101	16	16	5	1	5	6	12
Vermont	82	58	24	34	3	1	1	1	1	1	1
Virginia	277	221	56	126	5	4	1	1	2	3	3
West Virginia	81	66	15	24	7	3	1	1	2	4	4
Wisconsin	248	211	37	134	9	10	6	1	1	2	2
Arizona	27	16	11	4	1	1	1	1	1	1	1
Dakota	63	52	11	20	2	4	2	1	1	1	1
District of Columbia	344	282	62	169	1	1	1	1	1	1	1
Idaho	19	16	3	4	1	1	1	1	1	1	1
Indian Territory	9	8	1	1	1	1	1	1	1	1	1
Montana	19	16	3	12	1	1	1	1	1	1	1
New Mexico	34	27	7	14	2	2	1	2	1	1	1
Utah	16	14	2	4	1	1	1	1	1	1	1
Washington	42	36	6	10	1	1	1	1	1	1	1
Wyoming	21	16	5	1	1	1	1	1	1	1	1
Total	15,585	11,673	3,912	10,049	411	111	57	15	6	97	138

EXHIBIT N.

(Form 595.)

P. O. DEPARTMENT,
OFFICE OF P. O. INSPECTOR.

Received this day, March 21st, 1887, 147 B cases, bearing date of reference, to Jas. Metcalf, P. O. Inspector in charge, Chicago, Ill.

P. O. Inspector in charge.

(Across the end :) Return to the office of Chief P. O. Inspector with date of receipt and signature.

EXHIBIT O.

(Form 594.)

POST-OFFICE DEPARTMENT,
OFFICE OF P. O. INSPECTOR,
New York, March 31st, 1887.

I return herewith 100 cases, the same having been entered on my monthly report as nailed on the above date.

CHAS. E. DOSSER,
P. O. Inspector in charge.

(Across the end:) "B" cases returned previous to these were mailed March 30th, 1887.

REPORT OF LUCIAN JONES.

[Room No. 19 B, mail depredations. Miscellaneous cases, Class C.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington D. C., April 13, 1887.

SIR: In compliance with request of Select Committee of the Senate, appointed in pursuance of the resolution adopted March 3, 1887, to inquire into and examine the methods of business and work in the Executive Departments of the Government, beginning with the fiscal year 1883-'84, and ending February 28, 1887, I have the honor to submit the following, viz:

Deeming it expedient to a thorough understanding of the subject that an account should be given as to the sources from which cases pertaining to this desk emanate, the character and nature of the same, &c., I have prepared a statement beginning with the office of the honorable First Assistant Postmaster-General, and will endeavor to enumerate the more prominent classes of reference for investigation made by the several offices of the Department, to wit:

FIRST ASSISTANT POSTMASTER-GENERAL.

Investigations relating to—

- Proper persons to receive appointments as postmasters.
- Change of site, or proper location for post-offices.
- Responsibilities of sureties on official bonds of postmasters.
- Allowances for salaries, fuel, lights, furniture, &c.
- Adjustment of box-rent accounts.
- Establishment or discontinuance of post-offices.
- Establishment of the free-delivery system.
- Establishment or discontinuance of postal stations.
- Charges against letter-carriers.
- Destruction or injury* of street letter-boxes; of mail deposited in street letter-boxes.
- Determining the admissibility or non-admissibility of matter to the mails at second-class rates, where a question arises as to its claim to said admissibility, &c.
- Violations of sections of postal laws and regulations coming to the notice of the honorable First Assistant Postmaster-General, which he may refer for investigation and report.

SECOND ASSISTANT POSTMASTER-GENERAL.

Investigations as to—

- Advisability* of establishing or discontinuing postal routes; increasing or diminishing length of same; expediting or curtailing service on same.
- Determining* of distances on routes; schedule of time most advantageous to patrons of post-offices so supplied, and the service generally.
- Equipment furnished by contractors, whether in accordance with specifications of contract, or otherwise.
- Whether contractors strictly conform to specifications of contracts in every respect or not.
- Charges against contractors, mail carriers, &c.
- Responsibility of sureties on official bonds of contractors.
- Local mail-messenger service; establishment or discontinuance of same; irregularities connected with said service.

Investigations as to—

- Complaints against postmasters for alleged interest in contracts for carrying the mails.
- Obstructing the passage of the mails.
- Misuses of mail pouches, bags, tie-sacks, &c.
- Losses of mail-keys.
- Recovery of mail-keys from discontinued post-offices, where postmasters neglect to return same to the Department.
- Inspection of leather mail-pouches furnished by contractors prior to acceptance by the Department, &c.

THIRD ASSISTANT POSTMASTER-GENERAL.

Investigations of—

- Accounts of postmasters. (Inspection of post-offices.)
- Alleged rendering of false returns by postmasters of offices of the fourth class with a view to increase their compensation. (See Sec. 1118, P. L. and R. of 1879.)
- Failure to promptly deposit postal funds. (See section 1249, P. L. and R. of 1870.)
- Use of canceled post-office stamps. (See section 1252, P. L. and R. of 1879.)
- Illegal possession and sale of United States post-office stamps.
- Illegal use of the penalty envelope. (See section 249, P. L. and R. of 1879.)
- Forging or counterfeiting post-office stamps, dies, &c., in violation of section 1227, P. L. and R. of 1879.
- Irregularities in connection with the conduct of the registry business.
- Complaints and charges against postmasters and others for violations of sundry sections of the postal laws and regulations.

SUPERINTENDENT MONEY-ORDER SYSTEM.

Investigations as to—

- Advisability of establishing or discontinuing the money-order system at post-offices.
- Complaints against postmasters for irregularities in the conduct of the money-order business.
- Inspection of money-order accounts.
- Instructing postmasters in the details of the money-order business.
- Procuring and forwarding to the Department of missing weekly statements of money-order business.
- Wrong payment of money orders. (See section 1226, P. L. and R.)
- Other violations of postal laws and regulations not above enumerated.

GENERAL SUPERINTENDENT RAILWAY MAIL SERVICE.

Investigation of—

- Charges and complaints against employes of the railway mail service.
- Also, a large number of miscellaneous complaints against postmasters and employes of the postal service for infringement of postal laws and regulations, as well as persons not connected with the postal service, are referred to the general superintendent of railway mail service by assistant superintendents in charge of divisions, and by means of general correspondence, and are by him referred to the chief post-office inspector for investigation and report.

ASSISTANT ATTORNEY-GENERAL.

Investigation of cases pertaining to the use of the mails in violation of postal laws and regulations, most notable among which are violations of sections 225 and 1246; also certain cases relating to claims for credit on account of losses sustained by postmasters on account of fire or burglary.

LAW CLERK.

Leases of premises for post-office purposes.

AUDITOR OF TREASURY FOR THE POST-OFFICE DEPARTMENT.

Collection of balances due the United States by late postmasters, as per general postal account, and adjustment of accounts of postmasters requiring investigation pending final settlement.

Also investigations relating to alleged violations of sec. 233, P. L. and R. of 1879, affecting the revenues of the postal service.

OFFICE OF CHIEF POST-OFFICE INSPECTOR.

By a provision set forth in the postal laws and regulations of 1879 it is the duty of postmasters to report to the chief post-office inspector irregularities connected with the postal service that may come within their notice. The effect is to bring to the notice of this office a vast number of complaints, not only those reported by postmasters, but also those reported by means of correspondence with the general public, who are instructed by postmasters to submit their grievances to the chief post-office inspector direct.

Communications addressed to the honorable Postmaster-General and the several Bureaus of the Department are often referred to the chief post-office inspector for his consideration and such action as he may deem most expedient in the matter thus involved. The number of cases made up from such references have amounted to 20 per cent. of the entire number made during any one year on this desk, and embrace every conceivable subject pertaining to matters coming within its jurisdiction.

Correspondence addressed to the chief post-office inspector relative to business the adjustment of which comes within the province of other Bureaus of the Department is sent to this desk for reference to its proper Bureau. In order that a complete record may be kept of the receipt and disposition of this class of matter the references are made up in the following manner, namely: A "reference" slip is made up, with subject-matter of paper (or papers) briefed thereon. This slip is copied in general letter-book, indexed, and then attached to paper (or papers) for transmittal, when same is forwarded to proper destination. (See Exhibits A, B, C, D, E, F, and G, accompanying this report.)

Telegrams and communications from inspectors and United States district attorneys relative to the accounts of postmasters and late postmasters are referred to this desk, whose duty it is to obtain the information sought from the office of the honorable Third Assistant Postmaster-General or the honorable Auditor of the Treasury for the Post-Office Department, and forward same as per request.

It is also the province of this desk to obtain from the honorable Auditor of the Treasury for the Post-Office Department such money orders and postal notes as may be needed for use in the investigation of cases where same are alleged to have been wrongfully paid.

Of necessity there is quite an extensive correspondence carried on in connection with the work pertaining to this desk with other Bureaus of the Department, as also inspectors and complainants in cases referred for investigation, which will receive consideration in due course of this report.

Before proceeding to treat of the manner in which cases are handled, I desire to make a statement explanatory of the final disposition of same, viz: As a rule, after the investigation is completed, all papers and the report of the inspector are referred to the office of the Department in which the case originated. For instance, cases referred for investigation by the honorable First Assistant Postmaster-General are returned to his office; those referred by the honorable Second Assistant Postmaster-General, to his office, &c. The exceptions to this rule are in cases originating in offices of the Assistant Attorney-General of the Post-Office Department, general superintendent railway mail service, and office of the chief post-office inspector. In the two former instances references are often made for investigation of subjects coming to their notice which are entirely foreign to the duties pertaining to their offices. In cases so referred, as also in all cases originating in the office of the chief post-office inspector, when the inspector's report is received, if the charges are sustained, the case is referred to the officer of the Department having jurisdiction over the same; if not sustained, the case is filed in the office of the chief post-office inspector.

MANNER OF PREPARING CASES FOR REFERENCE TO INSPECTORS.

The papers forming the basis of cases having reached the desk, "jackets" are made up (see Exhibits H, I, J, K, L, M, N, O, and P) with subject briefed on face thereof. These jackets are copied into a case (or letter) book, indexed, and papers placed therein, when same are ready for reference to inspectors for investigation.

After the investigation has been completed and the cases returned to the Department, they are subjected to the following process: On the reverse side of jacket is a blank form. This is filled in with the name of inspector or inspectors making the investigation, the name or title of the officer of the Department to whom the case is referred, and the date of reference. (See Exhibit Q.) The papers in the case (inclosed in inspector's report) are then removed from the jacket, a reference slip (see Exhibit R) attached thereto, and same forwarded to its proper destination. Then follows the "closing of the case" on the books of the chief post-office inspector, which consists of the transfer of an exact copy of Exhibit Q to a blank form for said purpose on same page of case book and adjacent to case. (See Exhibit S.)

The jackets are then arranged in numerical order and filed, and become a part of the archives of the office.

This is completed the history of the process through which a case passes, with one exception, viz: Occasionally additional information is desired before a final decision is arrived at relative to the merits of the case, &c. In such instances the case is returned or reopened to the inspector, going through exactly the same process (with the exception of making out jacket, copying, and indexing of same) as on its original reference.

I now proceed to a statement of business transacted in this branch of the office during the fiscal years ended June 30, 1884, 1885, and 1886; also that portion of the present fiscal year between July 1, 1886, and February 2, 1887:

Fiscal year ended June 30, 1884.—Total number of cases miscellaneous (Class C) referred to inspectors for investigation, 4,870; investigated and reported upon, including those referred in previous years, 5,223.

In the process of handling these cases there was entailed a correspondence covering 232 pages in the general letter book.

The amount of money collected from delinquent postmasters and others, on account of fines and penalties, amounted during the year to \$26,927.11.

Fiscal year ended June 30, 1885.—Total number of miscellaneous cases (Class C) referred to inspectors for investigation, 6,604; investigated and finally disposed of, including those referred in previous years, 6,404.

Pages of correspondence in the general letter book amounted during the year to 597.

In connection with the above, inspectors collected and turned in the Treasury during the year \$58,352.44.

Fiscal year ended June 30, 1886.—Total number of miscellaneous cases (Class C) referred to inspectors for investigation, 13,544; number of cases reported upon, and finally disposed of during the year, 11,663.

Pages of correspondence in the general letter book amounted during the year to 1,139.

Amount collected by inspectors on this class of cases as follows, viz:

For violations of section 118 Postal L. and Regulations of 1879	\$43,424 78
Other causes	9,194 36
Total	52,619 14
In cases originating in the office of the Superintendent of the Money Order System there was collected from defaulting and negligent postmasters	48,372 27
Making a sum total actually recovered to the Government of	100,991 41

Fiscal year ending June 30, 1887 (from July 1, 1886, to Feb. 28th, 1887).—There were 12,780 miscellaneous cases referred to inspectors between July 1, 1886, and February 28, 1887 (both inclusive). To these should be added 1881 cases remaining over from fiscal year ended June 30, 1886, which gives a total of 14,661 cases of this class to be accounted for. Of this number, there had been returned to the Department (with inspector's reports thereon) at the close of business February 28, 1887, the sum of 7,699, leaving a balance uninvestigated at beginning of business March 1, 1887, of 6,962 cases.

Explanatory of the seemingly large number of cases in hands of inspectors March 1, 1887, I will state that during the months of January and February last there were made up and referred to inspectors some 8,000 cases, of which number 5,550 related to a thorough examination of the accounts of all money-order offices of the fourth class in the United States.

Correspondence connected with that portion of the fiscal year treated of above covered 836 pages of the general letter book.

A statement as to the money collected, &c., cannot be furnished at the present date, but will be made up and incorporated in the annual report of the honorable Postmaster-General for the year 1887.

Respectfully,

LUCIAN JONES,
Clerk in Charge of Miscellaneous Desk.

Col. WM. A. WEST,
Chief P. O. Inspector.

EXHIBIT A.

Case No. —

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., April 2nd, 1887.

Respectfully referred to the First Assistant Postmaster General.

Subject: Inspector Ryon transmits communication from postmaster at Lynchburgh, Va., relative to an additional allowance for clerk hire, fuel, lights, etc.

WM. A. WEST,
Chief Inspector.

EXHIBIT B.

Case No. —

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., April 2nd, 1887.

Respectfully referred to the Second Assistant Postmaster General.

Subject: Inspector Dosser forwards communication from J. C. Banks, of Brooklyn, N. Y., complaining of delay of letters in transit from New York City.

WM. A. WEST,
Chief Inspector.

EXHIBIT C.

Case No. —

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., April 2nd, 1887.

Respectfully referred to the Third Assistant Postmaster General.

Subject: Inspector Boynton forwards papers alleging that the P. M. at Bradford, Mass. (a 4th-class P. O.) is soliciting the mailing of certain matter at his P. O., which should be mailed at P. O., Boston, Mass., with a view to increase his cancellations and thereby his compensation, which is in violation of P. L. and R.

WM. A. WEST,
Chief Inspector.

EXHIBIT D.

Case No. —

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., April 2nd, 1887.

Respectfully referred to the Superintendent of the Money-Order System.

Subject: Inspector Kirkwood forwards communication from J. C. Jones, of Sacramento, Cal., alleging the wrong payment of M. O. No. 58,326, issued at Chicago, Ill., Jan'y 1st, 1887, for \$20.00, drawn on and paid at Sacramento, Cal., January 15th, 1887.

WM. A. WEST,
Chief Inspector.

EXHIBIT E.

Case No. —

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., April 2nd, 1887.

Respectfully referred to the Auditor of the Treasury for the Post-Office Department.

Subject: Transmitting a communication from Inspector Booth, requesting to be furnished with a certified copy of the accounts current and transcript of cancellations as rendered by P. M. at Glencoe, Fla., for the 2nd and 3d quarters of 1886.

WM. A. WEST,
Chief Inspector.

EXHIBIT F.

Case No. —

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., April 2nd, 1887.

Respectfully referred to General Superintendent Railway Mail Service.

Subject: Transmitting a communication from Geo. P. Gratz, Esq., of Albion, N. Y.,
alleging the missing of mail matter in transit.

WM. A. WEST,
Chief Inspector.

EXHIBIT G.

Case No. —

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR.
Washington, D. C., April 2, 1887.

Respectfully referred to Assistant Attorney-General, P. O. Department.

Subject: Inspector Boynton transmits paper relative to an alleged violation of
§ 5480 R. S. U. S., by Smith, Brown & Co., of Boston, Mass., and requests information
as to whether, from the information submitted, the mail of said company should not
come within the provisions as set forth in § 4041 R. S. U. S.

WM. A. WEST,
Chief Inspector.

EXHIBIT H.

MISCELLANEOUS.

Case No. 53845 C.

NOVEMBER 12, 1886.

First Assistant P. M. G.
Washburn, Bayfield Co., Wis.

Subject: Alleged tampering with the mail of one Mrs. H. L. McKay, at said office.

WASHINGTON, D. C., Nov. 15, 1886.

Respectfully referred to Metcalf, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspector ———, referred to ———, ———,
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INSTRUCTIONS TO P. O. INSPECTORS.

1. Upon receipt of this case the inspector will enter upon its *investigation*, either personally or by letter, and as soon as possible will return it to the Department, with the result properly reported, together with *all* papers relating to it.
2. Inspectors will render their reports, in each case, in the *form of a letter*, and not indorse them upon the jacket.
3. Inspectors are not allowed to transfer cases sent to them for investigation without special instructions or permission from the Department.
4. Inspectors are expected to avail themselves of the opportunities afforded them, in visiting post-offices in their respective districts, to impress upon postmasters the importance of reporting promptly to the Chief P. O. Inspector every complaint of loss by mail of letters or parcels, whether registered or unregistered, made to them or coming to their knowledge.—*Sections 490 and 491, Regulations, 1879.*

WM. A. WEST,
Chief Inspector.

EXHIBIT I.

MISCELLANEOUS.

Case No. 45044 C.

FEBRUARY 9, 1887.

Second Assistant P. M. G.
Route No. 60079, from Westport to Steamboat Landing, Me.
Subject: Alleged violation of sec. 599, page 141, P. L. and R. of 1879, by S. P. Web-
ber, late P. M. at Westport, Me.

WASHINGTON, D. C., Feb'y 10, 1886.

Respectfully referred to Edgarton, P. O. inspector, for investigation and report.

 ,
Chief Inspector.

Papers and report of Inspector _____, referred to _____, _____, 188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT J.

MISCELLANEOUS.

Case No. 63921 C.

MARCH 26, 1887.

Third Assistant P. M. G.
Shenandoah, Schuylkill Co., Pa.
Subject: Alleged violation of sec. 1249, P. L. and R. of 1879.

WASHINGTON, D. C., March 27, 1887.

Respectfully referred to Barrett, P. O. inspector, for investigation and report.

 ,
Chief Inspector.

Papers and report of Inspector _____, referred to _____, _____, 188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT K.

MISCELLANEOUS.

Case No. 53843 C.

NOVEMBER 13, 1886.

Supt. of the Money-Order System.
Ogden City, Weber Co., Utah.
Subject: Alleged wrong payment of M. O. No. 1653 for \$20.00, issued at Glendale,
Mont., Feb'y 7, '85, and paid at Ogden City, Feb'y 10, '85.

WASHINGTON, D. C., Nov. 15, 1887.

Respectfully referred to Mason, P. O. inspector, for investigation and report.

 ,
Chief Inspector.Papers and report of Inspector _____, referred to _____, _____, _____,
188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT L.

MISCELLANEOUS.

Case No. 54110 C.

NOVEMBER 24, 1886.

Gen'l Supt. of Railway Mail Service.
Atchafalaya, St. Laundry Co., La.

Subject: Alleged violation of sec. 1233 P. L. and R. of 1879.

WASHINGTON, D. C., Nov. 27, 1887.

Respectfully referred to Harris, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspector _____, referred to _____, _____, 188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT M.

MISCELLANEOUS.

Case No. 54068 C.

NOVEMBER 23, 1887.

Office of Asst. Att'y Gen'l, P. O. D.
Versailles, Ripley Co., Ind.

Subject: Alleged violation of sec. 1252, P. L. and R. of 1879.

WASHINGTON, D. C., Nov. 24, 1887.

Respectfully referred to Metcalf, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspector _____ referred to _____, _____, 188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT N.

MISCELLANEOUS.

Case No. 63884 C.

MARCH 25, 1887.

Office of law clerk, P. O. D.
Waterville, Kennebec Co., Me.

Subject: Lease of premises for P. O. purposes.

WASHINGTON, D. C., M'ch 25, 1887.

Respectfully referred to Boynton, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspector _____ referred to _____, _____, 188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT O.

MISCELLANEOUS.

Case No. 54124 C.

NOVEMBER 27, 1887.

Auditor of Treasury, P. O. D.

George W. Barnhill, late P. M. Little Sugar Loaf, Bladen Co., N. C.

Subject: Collection of balance due the U. S. as per general postal acc't. Am't, \$50.74.

WASHINGTON, D. C., Nov. 29, 1886.

Respectfully referred to Ryon, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspector _____ referred to _____, _____, 188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT P.

MISCELLANEOUS.

Case No. 54095 C.

NOVEMBER 26, 1887.

Office chief P. O. inspector.

Saint Louis, Saint Louis Co., Mo.

Subject: Alleged violation of sec. 1234, P. L. and R. of 1879.

WASHINGTON, D. C., Nov. 26, 1886.

Respectfully referred to Harris, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspector _____ referred to _____, _____, 188 .

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT Q.

MISCELLANEOUS.

Case No. 62605 C.

FEBRUARY 15, 1887.

Third Assistant P. M. G.

Ewingville, Mercer Co., N. J.

Subject: Alleged violation of sec. No. 1249, P. L. and R. of 1879.

WASHINGTON, D. C., Feb'y 16, 1887.

Respectfully referred to Barrett, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspectors Barrett and Edgerton referred to Third Ass't P. M. G., April 9, 1887. Orig. cert. of dep't No. 5817, for \$28.29, issued by Ass't U. S. Treas'r, Philadelphia, Pa., Apr. 7, '87, inclosed with papers and report to Third Ass't P. M. G. Ap'l 9th, '87.

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

EXHIBIT R.

Case No. —.

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., April 2, 1887.

Respectfully referred to the First Assistant Postmaster-General.

WM. A. WEST,
Chief Inspector.

EXHIBIT S.

MISCELLANEOUS.

Case No. 62605 C.

FEBRUARY 15, 1887.

Third Assistant P. M. G.

Ewingville, Mercer Co., N. J.

Subject: Alleged violation of Sec. 1249 P. L. and R. of 1879.

WASHINGTON, D. C., Feb'y. 16, 1887.

Respectfully referred to Barrett, P. O. inspector, for investigation and report.

Chief Inspector.

Papers and report of Inspectors Barrett and Edgarton referred to Third Asst. P. M. G., April 9, 1887. Orig. certif. of Dept. No. 5817 for \$28.29, issued by Asst. U. S. Treas'r, Philadelphia, Pa., Apl. 7, '87, inclosed with papers and report to Third Asst. P. M. G., Apl. 9th, '87.

INSTRUCTIONS TO P. O. INSPECTORS.

[Same as in Exhibit H.]

REPORT OF C. P. ARCHIBALD.

[Room 17 "B," Mail Depredations. Foreign cases, Class F.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., April 12, 1887.

WM. A. WEST, Esq.,
Chief Post-Office Inspector :

SIR: In compliance with your instructions that I describe in detail the treatment given the several classes of cases or complaints coming to my desk, the number of communications in each case, and that I select a fair sample of each class by way of explanation of the work, I have the honor to furnish herewith such information as I have been able to prepare in the time afforded, and have endeavored to present it in such a way as to meet your wishes and to cover the points made in the communication addressed to the Hon. Postmaster-General by the chairman of the Select Committee of the United States Senate (Hon. F. M. Cockrell), under date of March 18, 1887, copies of which were furnished me.

The work of this room consists principally in the treatment of complaints and inquiries regarding losses, depredations, delays, irregularities, &c., in mail matter passing between the United States and foreign countries. The number of cases treated under the general head of "Foreign, Class F," for the fiscal year ended June 30, 1884, was 7,635; for the fiscal year 1885, 8,343; for the fiscal year 1886, 7,773; and for the fiscal year 1887 up to March 1, 1887, 5,552. It will be seen by a comparison of the number of cases treated of during the four years included in this statement, that an average of nearly 8,000 per annum are so disposed of, although the indications for the present year would show some increase over that estimate.

The number of communications necessary in each case will, perhaps, average from two to three in routine cases, besides the office, or record work, closing, filing, &c., while in the special cases no fair approximation of the number of communications necessary can possibly be reached. The number of such communications is, however,

much greater than in routine cases. The length of letters necessary to be written, in the treatment of special cases, may be said to vary from half a dozen lines, in addition to the routine forms used, to two pages of type-writer print, with occasional cases that require much longer communications.

The relative number of simple or routine cases, compared with the number of peculiar or special cases, is about two-thirds of the whole number routine, to one-third special. This estimate is based on the showing of the foreign letter book for the present fiscal year up to March 1, 1887, of 1,075 special cases, which, with a fair approximation for the balance of the year, and with the usual number of such cases requiring special treatment in the domestic correspondence, would reach the above estimate. In all routine cases, and also in special cases where it is practicable or appropriate, blank letter forms are used both in foreign and domestic correspondence.

The cases under treatment, Class F, are subdivided into three general classes as regards the character of the complaints, and the treatment varies materially in the consideration of each class. The largest number of complaints received pertain to registered mail matter, the next largest number to ordinary or unregistered matter, and the lesser number, but most varied class, relate to miscellaneous subjects, embracing specific complaints against postmasters and postal employés as to the matter of handling foreign mail matter, the alleged wrong payment of money orders of foreign origin or destination, complaints from the collectors of customs as to the improper handling of dutiable matter by postmasters, and return of duties collected thereon. Also the loss of large quantities of foreign mail matter by accident or depredation while in transit by steamship or railroad, or the delay or mistreatment of registered or ordinary pouches, or of the entire dispatches of mail, sent on a given date to or from the United States, frequently gives rise to a prolonged investigation in this office and extensive correspondence with foreign countries.

The Class F cases are retained almost exclusively in this office for treatment, only a few cases, comparatively, being sent out to post-office inspectors for special investigation, an average of one hundred and twenty-one such cases having been in the hands of inspectors continuously for the past six months. It was found advisable to instruct inspectors specially as to their treatment of foreign cases, in order to secure their more prompt return for the completion or continuance of the pending foreign correspondence. This was done by means of a printed paragraph of instructions on the jacket form upon which the case was briefed.

While this work embraces all branches of domestic investigation made by post-office inspectors in their cases, Classes A, B, and C, except what may be designated as "depredation" work and the inspection of post-offices, and other special branches of the miscellaneous cases, Class C, it also includes the adaptation of all information obtained through the assistance of post-office inspectors and postmasters, to the requirements of a full investigation of the cases under treatment in foreign countries, and the proper presentation of the facts by correspondence to the different postal administrations interested.

The correspondence of this office, both in inquiries and replies, domestic and foreign, is as varied as the circumstances of mailing and dispatch, the accidents in transit, and other peculiarities of handling which letters and packets may undergo while in the custody of the mails. This variety makes the work more exacting. Care must be taken that every point which has been positively established in the domestic investigation shall be presented in suitably positive terms, while on the other hand, with such peculiarities of the case as may be fairly said to remain unproven or in doubt, equal care must be taken to show just what features of the case can be certified to and what facts or conclusions are only based on the general careful treatment that mail matter is believed to receive at the hands of the employés of this service.

This becomes especially important where the facts ascertained in this service relating to the proper posting and registration of a letter and its actual contents, based on a sworn statement of the sender, and other circumstances, is to be made the foundation for a claim for indemnity at the hands of a foreign department or service, in which such registered letter is reported lost, stolen, or rifled of its contents. In this correspondence attention must also be paid to all the details of the case, and the result of investigation so fully reported as to be at once satisfactory and conclusive. The language which would be proper to use in correspondence with individuals or postmasters in the domestic service would not of course be either suitable or satisfactory, in many cases, in making replies to the head of a foreign department. And it is absolutely essential that the facts set forth in this correspondence be couched in such terms, peculiar to the postal service, as are most likely to be understood where a translation into a foreign language will be necessary in the department with which the correspondence is had.

In explanation of the manner of conducting this work from the time it is received into the Department until the result has been communicated to the proper person, I will say, that upon the receipt of the mail in this room, from the desk of the chief clerk, it is ex-

amined and classified under the heads of new cases to be treated, communications requiring translations, which are informally referred to the office of superintendent of foreign mails for that purpose, and replies received in cases already under treatment. The new cases, or complaints, are jacketed on form, of which a sample, marked Exhibit A, is annexed, together with a sample of the routine correspondence that goes to make up an entire case of the simplest form. Each jacket is given a number for permanent record in this office, under which said case is ever afterward designated. On this jacket all the essential particulars of the case are written, such as the names of the sender and addressee of the mail matter considered, their exact local addresses, the date on which said mail was posted, its contents and value fully described, the name of the person or official making the report to this office, and date when made, and if a registered article, the jacket shows the original numbers under which it was registered, and the dispatch numbers and date under which it was forwarded to or from the United States. These jackets are press copied into a book in numerical order, sample of one page of this book being attached to Exhibit A. This serves as a permanent record of said cases in this office where the jackets are sent out to inspectors for special investigation, or in case at any time the files of the Department become so burdened that the jackets must be destroyed.

The next step is to index these cases under the head of the person to whom the missing mail matter is addressed, and to further index such as are reported by foreign postal administrations, in a record book showing the country from which received, the date and communication number used by that Department and opposite such number the "F" number, under which the case is treated in this office. These two indexes serve to identify all after correspondence bearing on the same subject which may be received, and without such a system of indexing great confusion would result, and much time be wasted in "indentifying" communications received.

In jacketing these cases, many of which originate upon inquiries received from foreign countries or from foreigners resident in the United States, care must be taken to determine the correct address and to understand readily what is meant in many cases where an inaccuracy appears, founded on a misapprehension on the part of foreigners of the proper rendering of names and localities in the United States. To illustrate, in a foreign inquiry, the post-office of "Sandy Run," Pa., had been distorted into "Sandern;" in another case the locality was described as "New York, Delaware, United States," &c., but in treating these cases it is found necessary not only to trace the letter by its improper address, but also to determine, if possible, and bear in mind what locality or address was probably intended to have been written. These points require frequent use of reference books, and, with such aids, can then only be determined by an employé of experience or endowed with the peculiar faculty for guessing, which is frequently found in the "blind reader" of a large post-office, and even then the after steps to be taken upon such information must be partly experimental. The serious consequences resulting from the use of erroneous addresses is abundantly illustrated in the investigation of this class of cases, and adds materially to the volume of correspondence. In one case a slight mistake in the post-office address led to the delivery of a valuable registered letter to the wrong person, which required a special investigation by the London department, where the complaint originated, and also by this office, resulting in the recovery of the letter and its delivery to the authorized attorney of the actual addressee. Another misdirected registered letter, originating in India, intended for the Convent of San Francisco, in Italy, was, by mistake, forwarded to this country, and to the city of San Francisco, Cal. It became the subject of inquiry by the London office, was traced in this service, and found to be lying in the New York custom-house, being of a character to be dutiable, an attempt to deliver it at San Francisco, Cal., having failed. The London office was advised by this Department of the circumstances, and upon the correct address being ascertained this Department made request of the Secretary of the Treasury for its release from customs charges, and it was finally dispatched to its proper destination, having been the subject from first to last, in the London, Italian, Treasury, and Post-Office Departments, and by the postmasters of New York and San Francisco, of no less than a dozen communications.

The exact particulars of each case must be kept distinctly in view until a conclusion is reached, to avoid confusion with countless other cases of a similar kind. Where a registered letter is to be traced a slight mistake in so much as a date of dispatch or the number under which the letter has been forwarded will frequently baffle all efforts to trace the letter, as the voluminous records of an exchange office, particularly one doing such an immense foreign business as the New York office, have to be searched for evidence of its receipt, and without the proper number and date this search will be fruitless, until the error is discovered. In tracing a registered letter the first steps taken are to refer the original inquiry to the proper exchange office for the particulars under which it was received and disposed of, and this information forms the basis for the after inquiries, whether to be made of a postmaster in the domestic service, or of a foreign postal administration. Registered matter is received for by each em-

ployé handling it, and can therefore be traced from one office to another, and from one country to another, with a degree of certainty.

An ordinary unregistered letter or packet can only be traced by means of inquiries made of the interested parties direct, either the sender or addressee, and then upon information so obtained a search can be made in the larger exchange offices and in the Dead Letter Office in case of its detention for any cause, or in case its contents (if a packet), such as books, merchandise, &c., fully described in the inquiries made, have been lost from the wrapper or cover and found and identified in such offices.

In the making up of cases and entering upon their treatment it cannot be known or anticipated just what peculiarities the case may develop upon investigation, as a case of the simplest form will sometimes lead up to and be the means of discovering a theft or robbery, while on the other hand letters believed from the first to have been stolen or rifled will in the end prove to have suffered no harm, and are successfully traced and recovered.

The theory of investigation followed in the treatment of these cases is to use every clue obtained, however vague, leaving untried no experiments calculated to throw light upon the case which intelligence and experience can suggest, and the conclusions reached are not considered satisfactory unless based upon the most thorough and exhaustive inquiry.

No. 28349 F. is a sample case (Exhibit B) involving the allegation of the rifling of a registered letter mailed in New York and going to Barcelona, Spain, in which the correspondence given will illustrate the steps taken after the routine of obtaining information and the report of the inspector had been made. In this class of cases it is necessary to obtain an affidavit from the sender, as to the facts of mailing and amount and character of the inclosure alleged to have been stolen while the letter was in the custody of the mails; and if possible obtain the cover of the letter bearing such signs, if any, as may go to support the theory of tampering or rifling and resealing. This envelope, if obtained, is always inclosed to the foreign department of which investigation is requested, or if not obtained in this country, it is requested that such foreign department will take steps to obtain it, and after it has served the purposes of their investigation, forward it to this Department. It will also be seen that it is important that the addressee of the letter in question be a person of veracity, or one whose statement that the letter was received minus its contents can be fully credited; or else that he be able to show that he opened said letter in the presence of the postmaster or clerk, or some other competent witness, who will vouch for the truth of his statement. In the sample case it was finally concluded, upon what appeared to be good grounds, that the money had not actually been inclosed as at first reported.

No. 23089 F. (see attached correspondence, Exhibit C) was reported to this office by the postmaster, who complained that the registered letter mailed in Denmark, addressed to the office at Currensville, Oreg., had been taken from the addressee by his murderer, who succeeded in obtaining payment of the draft contained in said letter upon a forged signature. The authorities in Oregon were anxious to trace the letter back to its origin, in order to obtain from the sender, if he or she could be found, further information that would assist in the prosecution of the murderer. To this end the case was sent, with special instructions, to the post-office inspector in charge on the Pacific coast, and afterward to the post-office inspector at New York, in order to obtain specific information, and the further communications were sent to the post-office department of Denmark.

No. 21083 F (Exhibit D, herewith) was a peculiar case, involving the loss to the sender of a registered letter of a sum of money (\$75). The letter was mailed in Dublin, Ireland, and sent to the son of the complainant (the Rev. Dr. Craig), who was in West Virginia. The case also involved the question of the responsibility of the Post-Office Department for losses of this character sustained while the registered letter in question was within the custody of the mails of this service. In this case the letter had been carefully traced by this office from its receipt at New York to its delivery, by a postal clerk, at the office of Ronceverte, W. Va. On the same evening on which the letter arrived there, and before it could have been forwarded by the postmaster to its destination, the office was destroyed by fire, and this valuable letter among other effects of the Ronceverte office was consumed. It was pointed out to the complainant that, under the laws of the United States, the Post-Office Department or its revenues could not be held responsible for losses of this kind.

In case No. 28983 F (see Exhibit E, annexed), upon complaints of numerous persons from time to time received, it was deemed proper to correspond with the German post-office department regarding the sending of circulars concerning the Hamburg Lottery Company, Hamburg, Germany, into the mails of the United States, in order to obtain an expression of opinion from that department on the subject, which in connection with the postal regulations of this country on the same subject would form a basis for suitable replies to complainants. And upon receipt of the replies, which will be found annexed, the treatment given such cases now is to explain

that the transmission of such circulars through the mails cannot be prevented so long as they are sealed and carry letter postage, and to add the further information afforded by the German department.

No. 31840 F (see Exhibit F): This represents a class of cases quite numerous, especially between the United States and Germany, in which the inquiry is made for the specific purpose of obtaining a return registry receipt, to be signed by the addressee of the letter in question. The postmasters, not always versed in the postal regulations as to the manner of handling these receipts, which are generally printed in the German language, have to be specially instructed as to the manner of completing the receipt forwarded to them, and the reply to the Germany department includes a mention of the inclosure and the fact that it has been properly completed in accordance with the request made. These steps are necessary to be taken in addition to, or in connection with, the usual routine inquiries.

No. 29040 F (see Exhibit G): This sample case is one a class of investigations regarding fraudulent concerns in the United States which have advertised their business largely in foreign countries with a view to obtaining remittances through the mails for which no value is given or intended to be given by them in return. The correspondence shows what steps were taken in the investigation, and also the purport of the information forwarded to the postal administration in Buenos Ayres for the benefit of the complainant, who resided in that country. The investigation made on this complaint and others of a kindred nature led to the arrest and conviction of the principal of the fraudulent company.

25652 F (see Exhibit H): In this case, after the routine investigation had been made both in foreign and domestic service, and a report received from the inspector embracing all the necessary affidavits and proofs of inclosure of the money alleged to have been stolen from the registered letter, the inspector was instructed from this office regarding the collection of the money from the postmaster under a violation of the postal regulations cited, and upon the receipt of the amount collected, the preparations being made for paying the same, a proper letter of transmittal was made and the draft inclosed to the German Department to be handed to the person designated under an order of the Postmaster-General to receive the same, a proper receipt to be returned to this Department for filing in the case.

29096 F (see Exhibit I): An important investigation arose out of this case relating to a registered pouch of mail lost sight of between its dispatch from Havana and its receipt at the exchange office at New York, the same having been transmitted by the steamship City of Washington, September, 1886. This bag was never found, or its loss properly accounted for. It was reported to contain thirty-seven registered articles besides closed mails for Madrid, the traveling office of the North of Spain, and for Paris. The Mexican mail agent, or purser of the ship, who was in charge of this mail, had receipted to the Havana office for six bags of mail, but on his arrival at New York could not account for the missing pouch. A personal investigation made by the post-office inspectors at New York, in addition to the routine inquiries of this office regarding each individual lost letter, together with specific instructions given the inspectors, and several communications made to the Havana department, have still left the matter in doubt as to where or by whose fault the loss occurred.

It was discovered by repeated complaints of losses sustained by the senders of registered letters and packets originating in the United States destined for Russia, that a number of such losses were attributable to the fact that the articles so sent contained inclosures that were, under the regulations of the Universal Postal Union, unmailable, and that when such articles were received in Russia and the nature of their contents detected, they were seized. In order to be able to satisfy these complainants, special correspondence was had by this office with the director-general of posts, St. Petersburg, Russia, to ascertain just what the special regulations of that country were on this point, and this correspondence (see Exhibit J), with reply received, has since that time formed the basis of reports to those interested. It was supposed by some of the senders in such cases that upon their showing no intention on their part to violate existing regulations in inclosing these articles by mail, that a claim would be entertained, if properly presented to the Russian department, for restoring to them or the addressees the confiscated mail-matter, and accordingly this point was presented to the Russian department, but it appeared that service was not inclined to entertain such application, but dismissed the subject with the information that mail matter so forwarded was seized and confiscated to the Crown, and could not be reclaimed by the senders.

"Customs" cases (see Exhibit K): Several hundred cases annually (over 200 so far in this fiscal year) are treated in this work, which arise through reports received from the various collectors of customs at the different ports of the United States, complaining of the failure on the part of postmasters to properly collect and make returns to them of the amounts of duty levied on mail-matter imported from foreign countries. Originally this correspondence was conducted by the Postmaster-General with the Secretary of the Treasury, but to avoid the circumlocution of this system,

which necessitated the report of the inspector in charge of the case to this office, and then a report from this office to the Postmaster-General and by him to the Secretary of the Treasury, and thence to the collectors of customs, the correspondence being also accompanied by small sums of money collected, it was arranged that the collectors should report the cases direct to this office, and upon their being investigated; this office would report the result direct to the collector. When these complaints were received and jacketed it was necessary to send special instructions to the inspector who was to make the investigation, but as the complaints increased in number a circular of instructions intended to cover all the phases of the subject, so far as possible, was prepared by this office (sample annexed), so that now the principal correspondence in these cases by this office is to report the result of the investigation made to the collectors.

Some special consideration has been given in foreign correspondence to the matter of indemnity for losses sustained where said losses were clearly located and chargeable to the carelessness or dishonesty of a postal employé. Under the regulations of the Postal Union many of the foreign countries have conformed to the special indemnity clause, paying a fixed indemnity of 50 francs for each registered letter lost in their service, but the United States is not one of those countries that has by legislative enactment consented to assume this responsibility, and this circumstance is made the basis for a refusal on the part of some foreign administrations to entertain a claim made by a citizen of the United States on account of a loss sustained in that country even though said administration would otherwise have paid the claim had the sender resided in one of the countries recognizing the indemnity clause.

Where such cases have occurred, this office has been in the habit of presenting the claim in behalf of the sender, and whatever the nature of the reply received from the foreign service interested, the complainant has been advised of its purport. There has, however, been no uniformity of action on this point with foreign departments, and the cases, although not of frequent occurrence, are necessarily treated specially in this office.

Numerous complaints have reached this office regarding the transmission through the United States mails of obscene matter, pictures, &c., and circulars advertising the same, and which have their origin in foreign countries. Cases of this kind have required special treatment and foreign correspondence. The cases are generally sent to an inspector for such domestic investigation as can be made, and upon the receipt of his report the facts are presented to the foreign post-office departments where the matter originates for such action as they may deem it proper to take. The regulations of some of the foreign countries bearing on this subject, and particularly those in force in Canada, are very similar to the regulations in force in this country (Revised Statutes 3593 and section 225 of the Postal Laws and Regulations of 1879). The Canadian department has been inclined to co-operate with the efforts being made by this Department to prevent the unlawful use of the mails in this respect.

Among the subjects calling for a more general and extensive correspondence, both foreign and domestic, by this office, may be mentioned a number of losses and accidents in which a considerable quantity of mail matter, both ordinary and registered, was involved. On December 3, 1883, there was dispatched from New York to London by the steamship *Elbe* a large number of registered letters, of which sixty-four registered articles in one bundle were reported missing upon receipt of the dispatch at London. A thorough investigation was made on both sides, and correspondence by this office was had covering a period of a year and a half, and although the loss can in no way be accounted for, the matter is still kept in remembrance, and is still in the hands of inspectors in case of the discovery of a clew. Much time and care was given to this investigation, and every possible effort was made to establish the facts of the receipt of so much as one of the missing articles, which would, of course, have favored the presumption that all must have been received at London (the letters having been tied in bundles); but although a number of persons remitting money by drafts and money orders inclosed in some of these letters were firmly of opinion that the identical letters were received, it was proved in every case that such drafts and money orders, where paid, had been so paid on duplicates.

On January 30, 1886, a similar loss occurred between the exchange office of New York and Hamburg, Germany, involving eleven registered letters. This case has also given rise to repeated exchanges of correspondence between this office and Hamburg, and the matter is still in the hands of inspectors, and will eventually have to receive still further attention in the way of foreign correspondence.

An extensive correspondence grew out of the loss of the mail forwarded by the steamship *Oregon*, wrecked off Fire Island, New York, March 14, 1886. It was necessary, in the first instance, to write to the various postal administrations of Europe, from nearly all of which mail had been forwarded by this ship, to ascertain just what amount of mail had been dispatched from each, the letter bills and advices which should have accompanied the mail being included in the loss. After this such departments were kept advised from time to time of the amount and character of the

mail recovered from the wreck. Out of a total of 598 bags of mail lost 461 bags were recovered, much of it as late as July 10 following the disaster, a great portion of it being fit for delivery after this long exposure to the water. The German department at Cologne wrote to this office repeatedly for statements of the amount of German mail recovered and the amount lost, and several lengthy replies were made. The London department presented a number of peculiar cases involving the proof of loss to be furnished by an investigation of this Department, regarding a number of valuable registered letters sent by the Oregon, which had been insured. The Department was requested to furnish, as near as might be, what would be accepted as legal evidence of the loss of said letters, to enable the senders to recover the amount of their insurance. This required special instructions from this office to the inspectors working on the cases, and upon their reports a detailed statement of the results to be made to the London office. Since the date of the loss, and even up to the present time, individual inquiries have been received from all parts of the world covering mail matter forwarded by the Oregon, all of which demand special treatment.

Without going further into details I will call your attention to the similar serious losses of registered pouches, one received at New York June 23, 1886, from foreign countries and lost sight of between New York and Saint Louis, and the other dispatched from New York to the Russian Traveling Office of Alexandrov to Warsaw, and stolen while in transit through Belgium, November 27, 1886, both losses taken together covering nearly 300 registered letters and packets. The amount of foreign and domestic correspondence growing out of these two losses was greater perhaps than in any of the other special matters mentioned, unless perhaps that of the losses by the steamship Oregon, while the expense and trouble taken by this Department, in the New York to Saint Louis loss, and by the departments of London and Brussels in the Belgium loss, was almost incalculable. In this last-mentioned loss the fullest possible details that could be obtained in this country as to the nature and value of the contents of the missing registered letters and packets that could be of any possible assistance to the police working on the case in Europe were furnished from this office to London from time to time, both by mail and telegraph; and also, by request of the State Department, copies of all papers obtained giving full statements of the details were furnished for the use of the British Minister in Washington, and although the matter has so far baffled all efforts of the police, the work of this office in connection with the cases is not yet finished. In evidence of the importance of this investigation and in acknowledgment of the efforts of this Department, the London department communicated in a detailed statement of 38 manuscript pages, the history of the investigation made abroad on this important case. As you will readily see, it would be impossible to furnish samples of this kind of correspondence which would give a proper idea of its character or volume.

Outside of routine correspondence many special matters have come up as to the manner of conducting this character of inquiry and investigation, in which lengthy communications have been exchanged with the departments of London, St. Petersburg, Cologne, and Bremen in Germany, Mexico, and other foreign countries. Investigations have also been made through this office regarding the manner of dispatching mail from the different exchange offices in order to secure the greatest safety and avoid delays. Special topics of this kind have been referred to this office by the superintendent of foreign mails and the Third Assistant Postmaster-General.

The correspondence of this office in transacting the business in hand has been so largely with postmasters, and has depended in so great a degree upon the promptness of their replies and reports, as to lead to special instructions being given postmasters from time to time as to the kind of treatment this correspondence should receive. Where postmasters delayed their replies, this office was unable to afford the foreign countries making inquiries that prompt attention which courtesy and a proper regard for the business required. This fact led to the preparation in this office of the suggestions embraced in order number 8, issued by the Postmaster-General and published in the Monthly Guide for February, 1886 (see Exhibit L), which was so worded as to be of great assistance to post-office inspectors, in their correspondence with postmasters, as well as a great assistance to this office.

In addition to the various matters mentioned in connection with the foreign or Class F cases treated in this work, it is perhaps proper that a mention be made of the fact that the greater portion of the type-writing of the division has been done in this room, embracing the preparation of orders issued by you in manifold copies to the division inspectors, and the occasional copying of letters, &c., for yourself and the chief clerk of this division. This of course amounts to but little work in the aggregate.

In this statement my chief aim has been to show the variety and scope of the work in hand, as well as the character of the investigations made, and the correspondence belonging thereto. I am fully satisfied, however, that the details of the work cannot be properly indicated without going into a statement far beyond the space of this report. The illustrations, though taken from the actual cases in point, have been

selected at random, and do not cover the variety of cases that would be necessary to represent fully every class of cases, and each subdivision or phase of such class. Most of the space herein has been given to the consideration of registered matter and miscellaneous cases, but the variety and special character of the cases relating to unregistered matter, not only as regards their treatment in this Department, but if measured by the degree of interest and consideration which they receive in all foreign departments, makes their investigation deserving of much greater notice than has been given them in this paper.

The inquiry system for lost mail matter, so firmly established with all the postal departments of the civilized world, undoubtedly has its origin in the fact that a more than passing value is placed upon letters intrusted to the mails, which is by no means confined to the intrinsic value of their contents, and it is observed that the older postal administrations, in their communications to this Department, will often lay great stress upon the matter of the loss, delay, or non-delivery of a simple, unregistered letter, with no stated valuable contents. In treating these cases in this office, therefore, it would be less than courtesy to such departments and would show a disregard for such complaints not felt in this or other countries, if less care and time were given to the complaints received, merely because they relate to unregistered mail matter.

A very common phase of the unregistered mail losses, which affects the patrons of the mails, is one in which inquiry is made to this office by a foreign department, for a letter containing a money-order. In these cases it is found necessary to add to the routine inquiries of this office made to postmasters full directions to report the details of the issue of the money-order in question its date and number and amount for which issued, name of remitter and payee. These facts being furnished to the postmaster in New York, he is able to afford the further particulars under which it was advised to the foreign money-order exchange office, with the international numbers, &c. Having this information, upon the completion of the inquiries made for the letter itself, this office is able to report to the inquiring service data as to the lost money-order, which at once facilitate its payment by duplicate. The same method of treatment, with a slight difference, also applies to letters containing drafts, bills of exchange, &c.; and of these two classes of cases a large number are specially treated annually in this office.

There are probably not less than three hundred cases treated yearly, which become special on account of the distance traversed by the mail matter under consideration, and the fact that it passes through the mails of several different countries of the postal union, or beyond the limits of the union, and is necessarily handled by employes of several distinct nationalities and languages. These cases relate in a great measure to registered letters (and not unfrequently ordinary letters also) mailed in distant parts of Europe, destined for countries of the southwest, like Mexico, United States of Columbia, and Peru. As this matter passes through the United States, and is entered upon the records of this service, it becomes the province of this Department to take up the inquiries made to us by the countries of origin, and after tracing the registered letter from its receipt in the United States, until it has passed out of the custody of this service, to make suitable inquiry of the country to which it was dispatched. Upon these inquiries being completed, and the final disposition of the letter reported upon to us, it becomes the duty of this office to communicate the result to the administration first making inquiry. These cases are exacting, and the work has to be done over again and again, in some cases, owing to the inaccuracies which arise in the matter of recording the names, dates, and numbers, when the matter is handled by so many different employes, and by those in widely distant portions of the earth. For instance, a registered letter originating in Russia, or Hungary, may be easily traced to New York, or any point in the United States, as the interchange of mails between those countries and this are frequent, and cover a large amount of mail, but tracing like matter in its course beyond the United States, and far into the interior of Mexico or Peru, is quite another matter. The original superscription of the letter in the language peculiar to Russia would be almost equal to a Chinese puzzle to the postal employe of Peru, who should attempt to make a permanent record of it on the registry books of that service. The result frequently experienced in inquiries of this class is, therefore, quite unsatisfactory when reported to the country making inquiry of this office, and renewed requests from them lead to a further effort of this office to get better reports from the departments of the southwest.

The current work of the day or month at this desk grows out of the large number of cases necessarily kept on hand, most of which have been the subject of correspondence and are awaiting replies in order that the further steps may be taken. The number constantly on hand under treatment cannot vary far from 1,500. On the 1st of March, 1887, there were over 1,800. The replies due each day upon such a mass of cases, together with the new cases daily added to the list, and those closed each day, by a final reply, make a considerable work in the matter of handling the papers alone, and identifying each and classifying it with the case jacket, to which

it belongs. Then comes the careful consideration of each case, and its present condition and state of progress, taking note of the steps already taken, the information obtained, and the further action proper. The more correspondence that may have accumulated in the jacket, the more care must be taken that no points are overlooked. These features of the work, taken together with the peculiarities of foreign work, as compared with domestic, or cases where the English language, or English names predominate, make it impossible to turn off as many cases in a given length of time, as might be done with a different character of work. These varied phases and peculiarities of the work upon Class F cases have led me to explain some of the most prominent features, but if other or different details are desirable I shall be glad to prepare them as you may direct.

Very respectfully,

C. P. ARCHIBALD,
Clerk Class Two.

No. 31253 F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., January 22, 1887.

SIR: In reply to your communication, No. 56088, of November 10, 1886, respecting a registered letter, No. 15, addressed to M^{lle} Charlotte Kraus, care of Madam Fanny Hahn, Crete, Saline County, Nebraska, I have the honor to inform you that the letter referred to was delivered September 14, 1886, to the addressee's authorized representative—A. Cohn.

Very respectfully,

WM. A. WEST,
Chief Inspector.

The DIRECTOR OF POSTS,
Vienna and Environs, Vienna, Austria.

INQUIRY.

No. 31253 F.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., January 14, 1887.

SIR: Inquiry is made by the Vienna, Austria, office for a foreign registered letter, No. 15, mailed by Philipp Kessler on August 28, 1886, and addressed to M^{lle} Charlotte Kraus, care of M^{me} Fanny Hahn, Crete, Saline County, Nebraska, stated to have been forwarded September 10, 1886, from New York to your office as No. 9599, in registered package No. 58474, and receipt acknowledged.

If the letter has not been received or remains in post-office uncalled for, or has been delivered, or has been sent to Dead Letter Office, indorse the facts on back of this sheet in Forms 1, 2, or 3, and return it to me without delay.

Return all papers.

Very respectfully,

WM. A. WEST,
Chief Inspector.

Postmaster, Crete, Saline County, Nebraska.

[Reverse side.]

FORM 1.

[If forwarded to another office, or sent to Dead-Letter Office, give number and date of forwarding and acknowledgment below.]

POST-OFFICE, _____,
_____, 188-.

Respectfully referred to the postmaster at _____, with the information that the within-described registered _____ was forwarded to his post-office on the _____ of _____, 188-, as No. _____, in registered package No. _____, and receipt acknowledged.

Postmaster.

FORM 2.

[If delivered to the addressee, or the authorized representative of the addressee, give date of delivery and name of person to whom delivered below.]

POST-OFFICE, CRETE, NEBR.,
January 17, 1887.

Respectfully returned to the chief post-office inspector, Washington, D. C., with the information that the registered letter in question was received September 14, 1886, and delivered September 14, 1886, to (give name) A. Cohn.

(Signed)

T. A. C. BEARD,
Postmaster.

FORM 3.

(If delivery has been made to a person other than the addressee, reply to the following question :)

Was delivery authorized by addressee? Answer. Yes.

(Signed)

T. A. C. BEARD,
Postmaster.

(On margin) : To be filled out by postmaster at post-office where letter or package has been delivered.

POST-OFFICE, NEW YORK, N. Y.,
SIXTH DIVISION, REGISTRY DEPARTMENT,
December 30, 1886.

Respectfully returned to the chief post-office inspector, Washington, D. C., with the information that the registered letter herein described was received September 10, 1886, under particulars given, and forwarded to Crete, Nebr., on September 10, 1886, as No. (New York) 9599, in registered package envelope No. 58474, and receipt acknowledged.

(Signed)

H. G. PEARSON,
Postmaster.

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., December 20, 1886.

Respectfully referred to the postmaster at New York, N. Y., for full particulars of disposition of the registered letter packet in question. If forwarded to another office, give number and date of forwarding and acknowledgment. If delivered to the addressee or the authorized representative of the addressee, give date of delivery and name of person to whom delivered.

Return all papers.

WM. A. WEST,
Chief Inspector.

Case No. 31253 F.

[Brief of translation of inquiry for registered letter.]

No. 56088.]

POSTAL ADMINISTRATION OF AUSTRIA,
Vienna, November 10, 1886.

SIR: A registered letter, No. 15, posted at Brunn, Bahnhof, by Philipp Kessler, Dornich 19, on the 28th of August last, addressed to M'lle Charlotte Kraus, care of M'me Fanny Hahn, Crete, Nebraska, Saline County, transmitted the 28th of August last, under No. 33, from the bureau of Vienna Centre, to the New York office, is stated not to have been received at its destination.

I have the honor to request that you will cause inquiry to be made for the same in the respective offices of your service, and, if found, cause it to be forwarded to its destination.

It is requested that the result of the inquiries made may be communicated.

I am, with great respect, &c.,

(Signed)

To the CHIEF POST-OFFICE INSPECTOR,
Washington, D. C.

FOREIGN.

Case No. 31253 F.

Mailed August 28, 1886, at Brunn, Bahnhof.

Sender: Philip Kessler, Dornich 19.

Addressed: M'lle Charlotte Kraus, care of Madam Fanny Hahn, Crete, Saline County, Nebraska.

Letter pkg. No. 15, in R. P. E. No. —.

Contents: —.

Reported Nov. 10, 1886, by post-office department, Vienna, in communication No. 56088.

Forwarded August 28, 1886, from Vienna central office to office New York, N. Y., under No. 15, as No. 33 on the registered list —.

Alleged loss, —.

Referred to office December 27, 1886.

Transferred to —, inspector, —, 188—.

Returned to office —, 188—.

580 to New York, Dec. 20, 1886.

587 to New York, —, —.

571 to New York, —, —.

570 to Crete, Neb., Jan'y 14, 1886.

580 to —, —.

" to —, —.

587 to —, —.

513 to —, —.

514 to Vienna, Austria, Jan'y 22, 1887.

552 to	—, —.
554 to	Supt. Dead-Letter Office, —, —.
500 and 580 to	—, —.
565 and 509 to	—, —.
	—, —.
Wrote:	—, —.
529 to	—, —.
530 to	—, —.
1510 to	—, —.

FOREIGN.

Case No. 31253 F.

Mailed August 28, 1886, at Brunn, Bahnhof.

Sender: Philip Kessler, Dornich 19.

Addressed: M'lle Charlotte Kraus, care of Madam Fanny Hahn, Crete, Saline County, Nebraska.

Letter pkg. N. 15, in R. P. E. No. —.

Contents: —.

Reported Nov. 10, 1886, by post-office department, Vienna, in communication No. 56088.

Forwarded August 28, 1886, from Vienna central office to office New York, N. Y., under No. 15, as No. 33 on the registered list —.

Alleged loss: —.

Referred to office December 27, 1886.

Transferred to —, inspector, —, 188—.

Returned to office —, 188—.

INSTRUCTIONS TO P. O. INSPECTORS.

1. On receipt of this case the inspector will enter upon its investigation, either personally or by letter, and, as soon as possible, will return it to the Department, with the result properly reported, together with all papers relating to it.

2. Inspectors will render their reports, in each case, in the form of a letter, and not indorse them upon the jacket.

3. Inspectors are not allowed to transfer cases sent to them for investigation without special instructions from the Department.

4. Inspectors are directed to report to the chief inspector (either by reference of the original letter or a brief thereof) every complaint of loss by mail, of letters or parcels, made to them by postmasters or others, immediately on receipt of the same. These reports will include ordinary as well as registered letters of either domestic or foreign origin, and care should be taken to give the facts fully, as well as to state whether they are registered or unregistered. Each case should be reported separately.

5. Inspectors are expected to avail themselves of the opportunities afforded them, in visiting post-offices in their respective districts, to impress upon postmasters the importance of reporting promptly to the chief post-office inspector every complaint of loss by mail, made to them or coming to their knowledge. Sections 490 and 491, Regulations, 1879.

6. FOREIGN CORRESPONDENCE.—All necessary correspondence in these cases is now conducted by the chief post-office inspector in accordance with the Postmaster-General's order of March 19, 1881. See paragraph 13, page 2, and paragraph 717, page 735, and instructions at top of page 644, Postal Guide for 1886.

Only a few of the foreign cases are referred to inspectors, and such as are should be returned at the earliest possible moment, in order that the necessary foreign correspondence may be conducted. This class of cases should not therefore be held in the offices of division inspectors, to locate losses and complete investigations, as in other cases, but should be returned and the facts reported. Such of these cases as are afterwards needed for evidence in court proceedings, or deprecation investigations, can be again referred to inspectors, after the foreign correspondence has had attention.

WM. A. WEST,
Chief Inspector.

EXHIBIT A.—Class F cases.

28349, F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., December 14, 1886.

SIR: Referring to your reply of October 5, 1886, No. 27490, on the subject of the alleged abstraction of money contents from the inclosed cover of a registered letter,

addressed to Sr. Don Pablo Felisart, Barcelona, I have now the honor to inform you that upon a further very careful investigation of the case in this service the officer charged with the inquiries has arrived at the conclusion that no money was inclosed in said letter.

The envelope is returned in accordance with your request.

I am, sir, with great respect, your obedient servant,

WM. A. WEST,
Chief Inspector.

DIRECTOR-GENERAL OF POSTS,
Madrid, Spain.

[Brief of translation from the Spanish.]

GENERAL POST-OFFICE,
Madrid, October 5, 1886.

No. 27490.]

Replying to letter of the Post-Office Department of August 30, 1886, No. 28340, the Madrid office reports that a most careful investigation of the supposed rifling of a registered letter, addressed to D. Pablo Felisart, Barcelona, has not brought to light anything to confirm this supposition.

The envelope, transmitted herewith, does not show the slightest trace of having been tampered with. Moreover, the addressee states that he suspects that the money mentioned was not inclosed in the letter, as appears from the letter of the Barcelona office, copy of which is transmitted herewith.

The Madrid office requests the Post-Office Department to examine into this matter and to advise it of the result of the inquiries, returning, at the same time, the envelope herewith.

To the DIRECTOR-GENERAL OF POSTS,
Washington, D. C.

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., August 30, 1886.

28349, F.]

SIR: I have the honor to request that you will inform this office of the result of such inquiry as you may deem it proper to make regarding the alleged rifling of a registered letter, June 12, 1886, at New York, N. Y., by M. Ramon Dalmases, addressed to Sr. Don Pablo Felisart, Barcelona, Spain, alleged to contain \$10.

Forwarded June 12, 1886, from New York to Post-Office of the North, under No. 91653, entered as No. 26 on the register list, per the steamship Aurania, in apparent good condition.

The sender claims that when delivered to the addressee the letter did not contain the money, and I would be glad to know the result of such careful investigation as may be made into the subject, particularly as to the handling of the letter and the circumstances of its delivery, in your service; and also that the envelope may be procured and returned to this Department.

I am, sir, with great respect, your obedient servant,

JAMES MAYNARD,
Acting Chief Inspector.

DIRECTOR-GENERAL OF POSTS,
Madrid, Spain.

EXHIBIT B.—*Class F cases.*

23089, F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., February 17, 1887.

SIR: Referring to your reply of February 13, 1886, No. 795, to the communication of this Department dated January 7, 1886, regarding the name of the sender and circumstances of mailing and nature of contents of a registered letter addressed to Julius Chemitz, Currensville, Oreg., which was received entered as No. 6 on the Copenhagen list of June 16, 1885, at New York, I have the honor to advise you that the criminal who is believed to have murdered the addressee and stolen the registered letter and also to have obtained payment of the draft which the letter contained is reported to have been arrested and tried and that he is now in prison awaiting further trial.

In case you should be able, after careful inquiry, and by aid of the inclosed letter, to ascertain the name and address of the sender of the letter, you may see fit to communicate the above information to the sender, and also advise this Department whether or not there appears to be any further useful steps to be taken in the matter.

The sender would doubtless know whether or not the draft has been paid.

Very respectfully,

WM. A. WEST,
Chief Inspector.

ADMINISTRATOR-GENERAL OF DANISH POSTS,
Copenhagen, Denmark.

EXHIBIT C.—*Class F cases.*

19950, 21083, F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., January 15, 1887.

SIR: Referring to your further communication of October 14, last, transmitted to this Department through the medium of the postmaster-general's office, London, England, in which you inclose the envelope of the registered letter mailed to your son, Capt. John Craig, May 1, 1885 which letter was delivered in due time to the addressee, I have the honor to return you the envelope herewith, and to explain that the marks upon it, is, that the number and date of the New York office, plainly identify it as the letter shown by the records of this service to have been delivered to the addressee, May 20, 1885.

The other letter, however, similarly addressed, which bore New York, No. 22122, of date of May 9, 1885, is also clearly shown by the records of this service to have been received at New York, and transmitted in due course to its destination; and that it was, on the 13th day of May, 1885, delivered by the postal clerk, running on the railroad line nearest to the office of destination, to the postmaster at Ronceverte, W. Va.

There was no doubt whatever in the minds of the officials of this Department charged with the investigation of this case that this last-mentioned letter was burned in the office of Ronceverte, W. Va., as you have already been informed; and that its destruction in this manner was in no way attributable to neglect or malfeasance on the part of any employé of this service, but was purely accidental; and therefore no employé of this service could properly be held responsible for its loss.

I may add that in some cases, where the loss of a registered letter is plainly shown to have resulted from the negligence of a postal employé, officers of this Department have been directed to demand payment from such employé for the loss sustained; and where such collections have been made the amount of money so collected has been used to indemnify the persons sustaining the loss; but it should be distinctly borne in mind that the law in force in this country relating to the liability of the Post Office Department for losses sustained through the mails is to the following effect, viz:

"Section 806. For the greater security of valuable mail matter, the Postmaster-General may establish a uniform system of registration. But the Post Office Department or its revenues shall not be liable for the loss of any mail matter on account of its having been registered."

For the reasons above set forth, I regret to once more inform you that it is not in the power of this Department to indemnify you or your son for the loss sustained in this case.

I am, sir, with great respect, your obedient servant,

WM. A. WEST,
Chief Inspector.

J. DUNCAN CRAIG, D. D.,
Incumbent of the Holy Trinity Church, Dublin, Ireland.

EXHIBIT D.—*Class F cases.*

28983 F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., September 22, 1886.

SIR: The attention of this Department has frequently been called to the receipt of large numbers of so-called "lottery circulars" originating in Hamburg, Germany, and addressed to the United States, a sample of which is herewith inclosed to the

address of Harry W. Davis, Denver, Colo., which was handed to an inspector of this service by the addressee.

Many persons to whom such circulars are addressed have complained to this Department from time to time, alleging that the transmission of lottery circulars through the mails of this country is in violation of the regulations of the Post-Office Department; and while this would be true so far as the domestic mails are concerned, it does not appear that this Department can take any steps to remedy the matter complained of, inasmuch as the circulars in question enter this service sealed, and most of them prepaid.

A large number of these circulars are noticed to be returned at intervals through the medium of the Dead-Letter Office; and in some cases the postmasters at the offices of destination have made the mistake of stamping them "lottery" circulars on suspicion. This fact can only be determined, however, in cases where the addressees choose to report the character of the circular after its delivery.

I have the honor to request an expression from you on this subject, as to whether or not the transmission of this class of mail matter is sanctioned under the regulations of your service; whether these lottery concerns are "licensed" by governmental authority, as claimed in the printed circulars, and if not so licensed, whether anything can be done to remedy the evil of their increasing circulation in this country.

Such reply as you may be kind enough to make will enable this Department to more fully answer the numerous persons who report cases of this character, and complain of being annoyed by the receipt of the circulars referred to.

I am, sir, with great respect, your obedient servant,

WM. A. WEST,
Chief Inspector.

DIRECTOR OF POSTS,
Hamburg, Germany.

[Form and substance of reply adopted for answering complainants regarding the transmission of Hamburg (Germany) lottery circulars through United States mail.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C.

SIR: Replying to your communication of ———, inclosing a circular issued by the Hamburg (Germany) Lottery Company, which had been forwarded for delivery in the United States, addressed to ———, I have the honor to inform you that under the Postal Regulations (see paragraphs 363, 364, and 366, page 713, Postal Guide for 1887) such circulars, when sealed, cannot be withheld from delivery to their addressees upon suspicion of their character, except by the addressee. The postal administration at Hamburg, Germany, has advised this office, in reply to correspondence on this subject, that "The German postal authorities cannot prevent the transmission of lottery notices, as the German laws do not permit them to examine the contents of sealed articles of correspondence. The senders of such notices have, however, been informed by public notice that the transmission in the mails of articles of correspondence of every kind relating to lotteries and similar schemes is prohibited in the United States. The statement made in the notice returned herewith, which was a printed circular issued by the Hamburg Lottery Company, that said company is licensed by the senate of the free city of Hamburg, is correct. In several states of the German Empire, however, that is, in Prussia and Saxony, participation in the Hamburg lottery is prohibited."

Very respectfully,

WM. A. WEST,
Chief Inspector.

EXHIBIT E.—*Class F cases.*

No. 31840 F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., February 3, 1887.

SIR: In reply to your communication No. 26270 of December 21, 1886, respecting a registered letter addressed to John Bückman, Nora Springs, Iowa, I have the honor to inform you that the letter referred to was delivered to the addressee October 28, 1886. The form of receipt which accompanied your communication is herewith returned, duly signed by the addressee as requested.

Very respectfully,

WM. A. WEST,
Chief Inspector.

The DIRECTOR OF POSTS, *Bremen, Germany.*

INQUIRY.

No. 31840 F.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., January 22, 1887.

SIR: Inquiry is made by the Bremen office for a foreign registered letter addressed to John Bückman, Nora Springs, Iowa, stated to have been forwarded October 25, 1886, from New York to your office as No. 73738, in registered package No. 2712, and receipt acknowledged.

If the letter has not been received or remains in post-office uncalled for, or has been delivered or has been sent to Dead Letter Office, indorse the facts on back of this sheet in Forms 1, 2, or 3, and return to me without delay.

Please cause the inclosed form of receipt to be signed with ink by the addressee in person, and return it with this inquiry.

Return all papers.

Very respectfully,

WM. A. WEST,
Chief Inspector.

POSTMASTER, *Nora Springs, Iowa.*

FORM 1.

(If forwarded to another office or sent to Dead-Letter Office, give number and date of forwarding and acknowledgment below.)

Post-office: _____,
_____, 188-.

Respectfully referred to the postmaster at _____ with the information that the within-described registered _____ was forwarded to his post-office on the _____ of _____, 188-, as No. _____, in registered package No. _____, and receipt acknowledged.

Postmaster.

FORM 2.

(If delivered to the addressee or the authorized representative of the addressee, give date of delivery and name of person to whom delivered below.)

Post-office: NORA SPRINGS, IOWA,
January 27, 1887.

Respectfully returned to the chief post-office inspector, Washington, D. C., with the information that the registered letter in question was received October 28, 1886, and delivered October 28, 1886, to (give name) J. Bückman.

(Signed)

C. W. MORRIS,
Postmaster.

FORM 3.

If delivery has been made to a person other than the addressee, reply to the following question:
Was delivery authorized by addressee?
Answer: _____.

Postmaster.

(On margin:)-To be filled out by postmaster at post-office where letter or package has been delivered.

EXHIBIT F.—Class F cases.

29040, F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., October 21, 1886.

SIR: Referring to the subject of the inclosed correspondence from the sender, regarding an ordinary letter containing a bill of exchange for \$37, addressed to "Norman Electric Light Company, Philadelphia, Pa.," I have the honor to request that you will be good enough to advise the sender that full inquiry has been made by this Department; but owing to the fact that a great many letters were addressed to the same firm such letters as were not registered cannot be traced in this service.

The manager of the company, one Emil Bassett, was arrested for using the United

States mails for fraudulent purposes; was tried and convicted, and under an order issued by the Postmaster-General, February 27, 1886, all mail addressed to said firm was returned to the Dead Letter Office stamped "Fraudulent," and forwarded to the country of origin for delivery to the senders. It is not known whether or not the letter in question, mailed at Buenos Ayres, January 23, 1886, would have been delivered to the addressees previous to the date of the above order.

I am, sir, with great respect, your obedient servant,

WM. A. WEST,
Chief Inspector.

DIRECTOR-GENERAL OF POSTS,
Buenos Ayres, Argentine Republic.

EXHIBIT G.—Class G cases.

25652, F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., November 19, 1886.

SIR: Referring to your communication of June 3, 1886, No. 5415, regarding the alleged loss or abstraction of \$10 from a registered letter addressed to Michael Clodi, Dalhunden, Kreis Hagenau, Unter Elsass, Germany, I have now the honor to inform you that it has been considered proper, in view of all the circumstances of the case, to hold the postmaster at the mailing office responsible for the amount of the loss sustained, not for the reason that he is suspected of having rifled said letter, but on account of his failure to comply with the regulations of this service in its treatment.

The amount involved (\$10) has, therefore, been collected by an officer of this Department, and a United States Treasury draft, payable to the addressee of said letter, is herewith inclosed, to be handed to the payee upon proper identification.

I should be pleased if you will cause the inclosed form to be duly dated and signed as indicated, by the payee, upon receipt of the draft, and also by an officer of your service (postmaster) certifying to the identity of the payee; and that, this being done, you will kindly cause said form to be returned to this Department.

I am, sir, with great respect, your obedient servant,

WM. A. WEST,
Chief Inspector.

CHIEF DIRECTOR OF POSTS,
Cologne, Germany.

25652, F.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., September 10, 1886.

SIR: Upon the grounds set forth in your report in this case, and for the further reason that the postmaster at Java, Ohio, violated section 814, Postal Laws and Regulations, in receiving, handling, and inclosing the money for the sender, and addressing the envelope, you will make demand upon said postmaster for the amount alleged to be missing from the letter, and return the case to this office.

Please see that the names of sender and addressee appear more distinctly in the case when it is returned, as in drawing drafts for payment of these amounts the utmost care is necessary to have the name spelled exactly as the person interested signs it in transacting business. The letter appears to have been sent from the son to his father. Are they both of exactly the same name (Michael Clodi)? The inspector in filling form (1519) for the complainant has omitted to fill in the name of the actual sender and his signature to the form is not quite distinct.

In cases of this kind, where the rights of a foreign citizen are involved, it is proper that postmasters should be held to the strictest responsibility for a compliance with the regulations; at the same time, in view of your report, to the effect that the postmaster has a good reputation, it is not intended to reflect upon his honesty in this case or to charge him with rifling the letter in question. This, of course, would need positive proof.

Very respectfully,

WM. A. WEST,
Chief Inspector.

A. R. HOLMES, Esq.,
Post-Office Inspector, Cincinnati, Ohio.

EXHIBIT H.—*Class F cases.*

29096, F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., October 22, 1886.

SIR: Referring to your reply of October 2, 1886, No. 8583, inclosing to this office copies of the letter bills sent by the steamship City of Washington, I have the honor to inform you that the loss of the pouch of valuable mail included in that dispatch has been the subject of careful investigation by officers of this service, which has demonstrated, to the satisfaction of this Department, that the missing pouch was not received at the New York office or properly turned over to the custody of any employé of this service by the mail agent in charge of the mail on said steamer.

Under these circumstances I trust that you will spare no pains to determine all the facts in the case going to prove the delivery of the missing pouch aboard the steamer, with a view to locating the loss and the responsibility therefor.

This matter becomes the more important for the reason that it appears, by the investigation made, that the missing pouch contained the registered mail from Havana, also the ordinary mail and letter bill for Liverpool, the traveling post-office of the North, Madrid, and Philadelphia.

In order to aid such further inquiries as will be likely to arise, I should be pleased if you will ascertain, so far as may be possible, the nature and value of the contents of such of these registered letters, entered on your list under Nos. from 9250 to 9318, as were posted in Havana or within the limits of your postal administration, and advise this Department regarding the matter, so that this office may be prepared to reply to such of the addressees in this country as may wish information regarding the loss.

I may add that an application has already been received from L. Faget, New Orleans, La., for information regarding registered letter mailed by Sr. Dn. Domingo Sola, September 18, 1886, at Havana, Cuba, addressed to Faget.

I shall be glad to receive such early reply on this subject as you may be kind enough to make.

I am, sir, with great respect, your obedient servant,

WM. A. WEST,
Chief Inspector.

ADMINISTRATOR-GENERAL OF POSTS,
Havana, Cuba.

29096 F, &c.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., October 27, 1886.

SIR: In connection with case No. 29096 F, herewith, I have to forward thirty-one additional jackets, representing the individual registered letters, missing with the lost pouch, which are addressed to persons in New York City; and also to foreign countries, which would have been dispatched in due course from New York, if they had been received there.

In the cases terminating in New York, please obtain from the respective addressees the fullest information possible, as to name and exact address of the probable senders, and the nature and value of the contents.

Regarding such letters as would have been dispatched to the different foreign countries indicated, if received, please cause the records of the New York office to be carefully searched, on the respective dates of dispatch on which the missing letters would have been forwarded to their destinations, to determine that no such letters were received or dispatched.

Please furnish the New York office with copies of the missing letter bills and registered letter list (if not already supplied) for the files of that office.

In addition to this please keep a sharp lookout for any further developments in the case.

Taking into consideration all the circumstances of the case, that the Havana office claims positively to have turned the pouch in question over to the steamship City of Washington, and obtained receipt; that the Mexican agent originally admitted the receipt of the proper number of bags at Havana; that Inspector Riley's report shows ample opportunity for its loss or theft in the New York Harbor, or between the steamship City of Washington and the New York office; and also the different conclusions arrived at by the two inspectors reporting, as to locating the loss, it seems scarcely fair to consider the investigation concluded so far as this service is concerned.

Acting upon the conclusion arrived at by Mr. Adsit's report, that the pouch never left Havana, this office has requested the Havana department to more fully establish the facts of its delivery aboard the City of Washington, and to afford information as to the senders and contents of registered letters, &c. Further reply from that office will be promptly sent you; and unless the cases should be specially needed in this office, you will please retain them till you think all practical investigation has been exhausted.

Very respectfully,

WM. A. WEST,
Chief Inspector.

CHAS. E. DOSSER, Esq.,
P. O. Inspector New York, N. Y.

EXHIBIT I.—Class F cases.

26914, F.]

UNITED STATES OF AMERICA,
POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., June 29, 1886.

Sir: Application is made to this Department by the sender of a registered letter, stated to have contained a gold ring, addressed to Aszky Kasfgny, Minsk, Russia, asking that proper steps may be taken to recover the ring, which he is informed is in the possession and custody of the authorities in Russia, and, as it is supposed by this Department, seized for the reason that its transmission through the mails is an infringement of the postal regulations in force in Russia.

Referring to the large number of complaints which arise and have already formed the subject of correspondence with your Department, where the registered letters or packets containing unmailable articles are reported by your Department as seized in your service, for certain causes, I have the honor to request such information as you may be kind enough to furnish, as to the course usually pursued in your service in cases of this kind; and whether or not any applications on the part of the senders of such registered articles, for their release and return, if made through this Department, will be entertained by your service.

Many applicants are under the impression that where they have made the mistake of inclosing unmailable articles of value, that they can secure the return of such articles on application through the proper channel; and the above information is requested in order that this office may be better prepared to give such applicants a decisive answer on these points.

I should add that the registered article referred to in this case was dispatched February 24, 1886, under No. 77642, as No. 57 on the list to the Kibarty—St. Petersburg, office.

Sir, I am, with great respect, your obedient servant,

(Signed) WM. A. WEST,
Chief Inspector.

DIRECTOR-GENERAL OF POSTS,
St. Petersburg Russia.

EXHIBIT J.—Class F cases.

[Brief of translation from the French.]

No. 26484.]

ST. PETERSBURG, August 11 (23), 1886.

The Russian office, St. Petersburg, replying to letter of the P. O. Department of June 29, 1886, No. 26914, reports that the registered letter addressed to Mr. Kasfgny, Minsk, Russia, has been seized by the custom-house officers because it contained a gold ring, liable to customs duties.

The Russian office in this connection calls attention to Article 11 of the Paris convention of May 1878, as amended at Lisbon in 18-5, which prohibits the transmission in the mails of packages containing gold or silver substances, coin, jewelry, and precious articles or any articles liable to customs duties.

Such articles are, in accordance with the Russian laws, confiscated for the benefit of the Crown, and cannot be returned to sender.

(Signed) ———.

To the POST-OFFICE DEPARTMENT,
Washington, D. C.

EXHIBIT K.—Class F cases.

Customs. }
Case No. —, F. }

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF P. O. INSPECTOR,
Washington, D. C., —, —.

Post-Office Inspector in charge,
_____.

SIR: Upon receipt of foreign cases of this character, marked "Customs," you will be governed in the treatment of the case by the following suggestions, and will instruct post-office inspectors acting under your direction to carefully observe the same:

Under the provisions of sections 1133 to 1135, Postal Laws and Regulations of 1879, modified by the Postmaster-General's orders of September 17, 1879, and January 17, 1882, it is the duty of postmasters to collect from the addressees ("importers") the amount of duty demanded by the collectors of customs through whose offices the dutiable mail matter reaches them, or, if unable to so collect and forward the amount of duty due, to return the dutiable mail matter, specially, to the same collector from whom it was received, within thirty days after its receipt, and with a statement of the reason for nondelivery and collection of duty.

In order to be able to make an intelligent statement as to the receipt and disposition of this class of mail matter, postmasters should keep a record of the same, showing the name of the addressee, the date of receipt, and delivery or return, and be careful to note the statement and entry number used by the collector, by which each case is best identified, should inquiry arise.

It often happens that postmasters keep no such record, and are unable to state positively whether or not they have collected and returned the amount of duty in a specific case; whether or not they have delivered the mail matter in question and collected the duty, or have returned the mail matter to the collector according to instructions; or in case they have properly collected the amount of duty, whether or not they have transmitted it by registered mail, and on what date, and in what numbered registered letter.

Postmasters are also liable to overlook the label attached to packets of this class by the collector, and through carelessness or indifference, deliver the mail-matter without collecting the duty, or after collecting, neglect to remit it to the collector, or in making such remittance, forward Canadian or other coin, or money, instead of United States money, as directed in the Postmaster-General's order of January 17, 1882.

In cases where the mail matter is misdirected to their offices, but the addressee is known by them to reside within the delivery of some other post office in the vicinity, postmasters frequently forward the dutiable packet to its proper destination, but neglect to keep a proper record of it; and when the collector makes inquiry regarding it they are unable to state what disposition they have made of it.

In all these cases where at all possible, it will be best for the inspector to communicate directly with the addressee. If he admits the receipt of the mail matter, and for any reason has not paid the duty thereon, he may be willing to make payment of the same; but if he has received the mail, and claims to have paid the duty, this should be taken as sufficient evidence (although not absolutely conclusive) that the postmaster has received the duty and failed to make proper returns to the collector. And in such cases the postmaster should be requested to make good the amount of duty demanded.

But in cases where no record can be found of the receipt of the mail matter in question at the office of destination, the postmaster claiming that it was not received, and where the addressee cannot be communicated with, or, if found, cannot state positively whether or not the packet was received by him, no demand will be made upon the postmaster for payment of the duty charged. This mail matter is transmitted from the collectors to postmasters, unregistered, through the ordinary mail, and there is always a possibility that the mail may have miscarried or the wrapper have been torn off, &c.

In cases where the failure of the postmaster to make returns to the collector is of long standing, the packets having been forwarded to their offices several years since, inspectors may find it difficult to communicate with the addressees; and in many cases a change of postmaster has taken place since the transactions of the business in point, and the late postmasters have removed from the neighborhood. Inspectors should use their judgment in cases of this kind, but make every reasonable effort to collect the amount of duty; and the collector will be advised of the result of their efforts upon the return of the cases to this office.

All duty collected through the efforts of inspectors should be forwarded direct by postmasters to the proper collector by registered mail, and should not be forwarded

through this office, as the transaction is one between the postmaster and the collector solely. Of course in cases where the postmaster by mistake forwards the amount of duty to be collected to the inspector in charge of a division, it should be forwarded thence directly to the proper collector by registered mail, and the collector's statement and entry number quoted to identify the remittance.

It would be well for post-office inspectors to visit some large post-office, and familiarize themselves with the method of handling and making record of this class of mail matter, as well as note the manner in which it is prepared and labeled by the collector. It will be observed that the printed slip from the collector's office addressed to the postmaster covers the packet, and has plainly printed upon it instructions to the postmaster to collect the amount of duty stated, and return it; and there is no good reason why such cases should be overlooked by the postmasters or post-office clerks.

The understanding had between the Secretary of the Treasury and the Postmaster-General as to the investigation of this class of cases through the office of the Chief Post-Office Inspector, with a view to securing the payment of customs duty where postmasters have failed to make proper returns to the collectors within a reasonable time, is fully explained in the following correspondence:

Very respectfully,

Chief Inspector.

TREASURY DEPARTMENT,
January 21, 1884.

Hon. W. Q. GRESHAM,
Postmaster-General:

SIR: Acknowledging the receipt of your letter of the 16th instant, I have the honor to state that instructions have been given to the collectors of customs in the various districts in the United States, to report to the Chief Post-Office Inspector, Washington, D. C., cases in which postmasters have neglected to remit duties due on books imported through the mails.

A copy of the instructions is inclosed herewith for your further information.

Very respectfully,

CHAS. J. FOLGER,
Secretary.

[Circular.]

IMPORTATIONS THROUGH THE MAILS.

TREASURY DEPARTMENT,
Washington, D. C., January 21, 1884.

To Collectors of Customs and others:

The Department finds that, under the last paragraph of the circular of June 27, 1882, relating to importations through the mails of books, &c., there is a large and growing correspondence with collectors of customs and the Postmaster-General and his officers in regard to failures on the part of postmasters to transmit duties to collectors under the regulations established in regard to the matter.

It will greatly facilitate the necessary action and correspondence in such cases if they should be reported by the customs officers directly to the Chief Post-Office Inspector at Washington, D. C.

You are, therefore, instructed to send such cases directly to him after you shall have made the usual and proper efforts to secure from the postmasters at fault the duties due. The papers and correspondence necessary to fully identify the articles imported should be inclosed; and the report in regard to the matter made to the inspector will specify the number of the statement and entry, the post-office address, the number of the books and the duties due, and should state the cause of complaint, and any other material facts which ought to be known by him when he makes his investigation.

If, after such report shall have been made, instructions from this Department become necessary, they will be given on the receipt of a statement of the facts.

CHAS. J. FOLGER,
Secretary.

EXHIBIT L.—*Class F cases.*

POST-OFFICE DEPARTMENT,
OFFICE OF THE POSTMASTER-GENERAL,
Washington, D. C., January 20, 1866.

ORDERED [No. 8]:

That special attention be given by postmasters to the provisions of sections 490, 491, 492, 493 and 887, and also to sections 533 and 534, of the Postal Laws and Regulations of 1879, bearing on the subject of the alleged loss, non-delivery, delay, rifling, wrongful delivery, &c., of mail matter, both ordinary and registered, foreign and domestic, and the necessary correspondence carried on by the Chief Post-Office Inspector and inspectors in charge of investigations pertaining to such cases as have been reported. See, also, the instructions on page 2, paragraph 13, page 735, paragraph 717, and instructions at top of page 644, of the Postal Guide, January, 1866. Postmasters are specially reminded to return with promptness, and with the desired information, all correspondence sent them from the office of the Chief Inspector, and from other inspectors. If the information asked for cannot be at once obtained, the papers should be immediately returned and the fact stated.

For reporting all cases of this character, whether regarding foreign or domestic mail matter, the form (1510) supplied to all postmasters is the most convenient, and should be used except at such of the larger offices as are specially provided with a suitable form. The form (1510) should be carefully filled out as indicated by the questions printed thereon, either by the complainant or by the postmaster, and the post-office dating stamp affixed thereto, which will serve as the date of the case by the postmaster to the Chief Inspector.

Where the report refers to registered letters addressed to foreign countries, inquiries should not be addressed to the postmaster at New York, or other exchange offices, but directly to the Chief Inspector, with particulars of forwarding of the said letter to the exchange office, and date and number of their acknowledgment there be plainly stated.

Great care should be taken to procure accurate information in the first instance, as to the residence of the sender and addressee, the office and date of mailing, and in foreign cases the exact foreign address, including post-office, province, and state. This is particularly essential if inquiry is to be made in the German service. Such information can always best be procured through the sender or addressee, who should be requested to supply it.

WILLIAM F. VILAS,
Postmaster-General.

[Postmasters should forward this form carefully filled out to "Chief Post-Office Inspector, Washington, D. C."]

It is the duty of postmasters to report promptly to the Chief Post-office Inspector, Post-Office Department, Washington, D. C., every complaint of loss by mail of letters and packets of value made to them or coming to their knowledge. (See Secs. 490 and 491, Regulations; also, Order No. 8, of the Postmaster-General in Monthly Guide for February, 1886.)

[Affix here post-office dating stamp.]

REPORT OF MISSING ORDINARY OR REGISTERED LETTER OR PACKET.

Name the post-office, county, and State where the letter was mailed. (If in a foreign country, give post-office, province, and state.)	{	_____
To whom and to what office was it directed? Give address in full, including street and number, if in a large city.	{	_____
What did it contain? (If the letter contained money, as full a description as possible will be given.)	{	_____
Date of mailing.....	{	_____
At what hour?.....	{	_____
By whom was the letter or packet sent? ..	{	_____
Name and address of the person making this complaint, and date when made.	{	_____
Was it deposited in the post-office or in a street letter-box?	{	_____
Was it deposited by the sender or another person?	{	_____
Are you sure that the letter was properly stamped before being deposited as above stated.	{	_____
Was the letter registered? (If registered give number of letter and number of registered-package envelope in which it was inclosed, and state how mailed, whether "direct" or to a distributing p. o. If a foreign letter, state to what U. S. exchange office forwarded and date of its acknowledgment.)	{	_____
		No. of letter, _____
		No. of R. P. E., _____

REPORT OF NEILSON T. MILLER

[Room 20 B—Mail Depredations. Arrest Desk.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
DIVISION OF MAIL DEPREDACTIONS,
Washington, D. C., April 14, 1887.

SIR: In compliance with your request, and that the Select Committee of the Senate, in pursuance of the resolution of the Senate (adopted March 3, 1887, "to inquire into and examine the methods of business, and work," &c.), be properly responded to, I have the honor to hand you herewith a statement showing the duties devolving upon

the clerk having in charge the desk in your office known as the "arrest desk," but which upon examination you will observe has numerous other matters in charge, of which the work of keeping the arrest records is but a fractional part.

The following is but a brief synopsis of each part of the work as done by the "arrest clerk" under the different headings.

Arrests.

After an arrest has been made it is reported, either by telegram or letter, to the Department, and upon information thus received a "jacket" is made; (see Exhibit A.) In this jacket original notice of arrest and all subsequent papers are filed. You will please notice form 567 pasted in the jacket, which is supposed to be furnished in all cases by post-office inspectors, and to contain name of party arrested, the offense charged, also date, place, and by whom arrested; in fact the particulars covering all points necessary to make a complete record; but very often the procuring of above-mentioned particulars, without which the books cannot be perfected, requires the writing of letters and sending of blanks. This is almost invariably the case where arrests are made by others than post-office inspectors.

In cases of arrest of postmasters, notice is sent to the honorable Postmaster-General, or First Assistant Postmaster-General, by letter or copy of telegram, that proper action may be had and immediate steps taken to protect the interests of the Government and patrons of the office.

In cases of embezzlement of money order or postal funds, copies of the report of the inspector making investigation are furnished the honorable First Assistant Postmaster-General; and the Third Assistant Postmaster-General in postal losses; and the Superintendent of the Money-Order System, in all cases involving a loss of money-order funds. This rule holds good also in cases of the arrest of postal clerks, the copy of report being sent in this case to the General Superintendent of Railway Mail Service.

These reports vary from one to fifteen pages in length, as the extent of the crime may appear, or as the capacity of the inspector making the same to condense his report may be shown. (Condensation is not a distinguishing feature of their reports.)

Where complaints of violations of the postal laws and regulations are made to the Department, and in all cases of complaints against employes of the service, a jacket is made, the nature of offense determining the class, *i. e.*: Class A denotes registered letters; class B denotes ordinary letters; class F denotes foreign letters, and class C denotes miscellaneous complaints of all kinds not embraced in the three classes named. These cases when returned require proper indorsement and disposition. (See Exhibit B.)

As at first stated, all reports are inclosed in jackets. These jackets are filed according to month, date, and year. At the close of each month a tabulated statement is prepared showing the number of arrests made, and condition of cases for that month (see Exhibit C). After its receipt from printer a copy of said statement is sent each inspector for his information, and that losses may be more readily located. Copies of this statement are sent to the different heads of the Post-Office Department.

A book is kept entitled "Record of Arrests," in which all cases of arrests are entered according to month, date, and year, the key to which is the index (kept alphabetically arranged) and date of arrest. This book is the permanent record of the office in all arrest cases.

An idea of the amount of work required to properly keep the arrest records can be obtained by an examination of the exhibits herewith (marked D), where the number and classes are given as per fiscal years.

I desire to state also that notice of the arrest of all mail thieves are sent to each division headquarters twelve in number, immediately upon information being received at this office (see Exhibit E).

Letters requesting information asked for by inspectors, such as the furnishing of money orders, certified copies of postmasters' accounts, &c., to be used as evidence in prosecutions require the writing of letters, both of request and transmittal, with proper indorsement by way of record of the same.

There are sundry other details that cannot well be named, trivial to the observer, but consuming time, among which are the handling of ordinary cases containing reports of the burning of post-offices, in which arrests have been made, and which reports are forwarded to the Assistant Attorney-General for his information.

Record of New York cases.

A book of above title is kept, the book being in blank, with the exception of headings, numbers being inserted by the use of a numbering machine. These New York cases, so called, are complaints of losses of ordinary letters made to the postmaster at

New York, and cover letters and packages mailed at or going into the New York post-office.

The complaints are jacketed in New York and then forwarded to this office for proper record and assignment to inspectors, the cases of letters mailed in other States than New York being referred to an inspector having charge of the State in which the article was originally mailed.

The manner of handling New York cases is as follows: Being received from desk of the chief clerk of division, inclosed in jacket, the first step is to separate jacket from inclosure, keeping each numerically arranged according to New York number. The case number of this office is then supplied; then an assignment of case to inspector is made, then the date of reference to inspector by this office is inserted, (see Exhibit F). The indorsements on this exhibit in red ink show the work done in this office. The number given the jacket by this office is then entered against New York number in book of record, and case passes to clerk for press copy and transmittal to inspector to whom it has been assigned. The preparing of these cases on this desk, as you will observe, requires the handling of the same five times. The number of this class of cases handled, as per calendar years, follows:

For the calendar year—	
1884.....	578
1885.....	10,857
1886.....	10,076
1887 (January and February).....	2,106

In connection with this work comes the handling of miscellaneous papers, such as second inquiries made, and subsequent letters and inclosures furnished by complainants. These are received bearing a New York number, but require identification from the books of this office, and forwarding to the inspector having charge of the case. No record is kept of this class of papers, but it is fair to say that they are numerous and require time and attention. Then comes lists furnished by the postmaster at New York of cases that have been found to be "O K," meaning the receipt in good order of the letter or package complained of as lost.

On receipt of these lists, blanks are properly filled and sent to the inspector having charge of case in question, informing him that no further action is necessary, and requesting return of case to this office for files. The number of notices thus sent follows:

In the calendar year—	
1884.....	223
1885.....	738
1886.....	514
1887 (January and February).....	119

The numbers, as given by the New York office, to all complaints of missing foreign letters, are also entered in this book of record with entry of corresponding (F.) number, as given by this office. The number of such entries follows:

For the calendar year—	
1884.....	432
1885.....	696
1886.....	717
1887 (January and February).....	120

Record of Chicago cases.

It is only necessary to say that these cases are handled the same as the New York cases, with the exception of entering on record book the number handled, as follows:

For the calendar year—	
1884.....	2,174
1885.....	4,070
1886.....	3,763
1887 (January and February).....	314

Record of Boston cases.

The Boston cases are treated in the same manner as those received from Chicago, being jacketed in those cities in the office of postmaster before being forwarded to this office, as in the case of the New York complaints above referred to. These cases bear numbers given them by the Boston and Chicago offices. The number of Boston cases handled are as follows:

For the calendar year—	
1884.....	420
1885.....	596
1886.....	498
1887 (January and February).....	104

Register of cases reported by the offices of Third Assistant Postmaster-General and the Superintendent of the Dead-Letter Office.

This book contains a record of all communications passing to and from above-named offices. Those coming from the Third Assistant Postmaster-General relate to losses of registered mail, to the collection of moneys from defaulting postmasters, and the general outside business of said office. Those coming from the dead-letter office are inquiries made by senders and addresses of letters and packages alleged to have been lost in transit, and referred office of the chief post-office inspector, after search for them in the dead-letter office has proved unsuccessful. They are referred under a "letter" number and "volume" number, which is entered on record book according to date, numbers, &c. After entering, the papers are handed to clerk having charge of that branch of work to which communication refers, from whom the jacket number of this office is obtained and recorded.

The number of cases received from the above-named offices and recorded in this book is as follows:

For the fiscal year ended June 30—	
1884	6,496
1885	6,328
1886	6,384
For the present fiscal year up to March 1, 1887	4,082

Register of cases reported by the General Superintendent Railway Mail Service.

This book contains a record of all cases received from the office of General Superintendent Railway Mail Service, which relate to losses of mail reported to that office, burnings and wrecks of postal cars, irregularities of postal clerks, &c. These communications are recorded and entered under a file number, after which they are handled in the same manner as those received from the dead-letter office and office of Third Assistant Postmaster-General. The number of such cases handled is as follows:

For the fiscal year ended June 30—	
1884	1,877
1885	1,404
1886	1,620
For the present fiscal year up to March 1, 1887	1,242

Record of recommendations made by post-office inspectors for the removal of postmasters, assistant postmasters, railway postal clerks, and other employes of the Postal Service.

A book is kept for this purpose, and gives a list of the names of parties recommended for removal, the official title of each, the offense committed, the name of inspector making the recommendation, &c. From this record book a tabulated statement is made at the close of each month and furnished the Postmaster-General and the First Assistant Postmaster-General for perusal, and for proper action.

This record also serves a useful purpose in this office, and for the information of post-office inspectors.

Requisitions for office supplies.

The work of this nature, attached to this desk, requires care and accuracy, as it covers the procurement of supplies for all post-office inspectors in the various divisions throughout the country, as well as for the division of mail depredations. It involves the writing, recording, and press copying of requisitions, and also the preparing and mailing of the same, with proper receipt inclosed for acknowledgment. Requisitions for stationery are made on the division of post-office supplies; those for books, blanks, letter-heads, &c., on the Public Printer. This requires that samples be sent with necessary explanations of the work ordered, examining proof; and where the work of the Printing Office may be in arrears, so as to delay the return of requisitions, it becomes necessary to make inquiries regarding it, and to request its early completion, especially where the supply on hand is nearly or quite exhausted.

In ordering these supplies, the office of chief inspector comes under one head, the inspectors in the field, another, while all work done by the Public Printer, as distinguished from that supplied by the Department, is kept on a separate record. In ordering supplies from these various offices different styles or forms of requisitions are necessary.

Requisitions for envelopes are made on still another form and are ordered from the office of Third Assistant Postmaster-General.

The collection of blanks from the different offices and Bureaus of this Department, and sometimes from other Departments of the Government, which are required for special use in the investigations of post-office inspectors, also devolves upon this desk.

Hektographing.

The work of this character also devolves upon the arrest clerk, and consists in the hektographing of sundry blanks, slips, circular letters, monthly statements, &c. (See Exhibit G.)

Indexing of general letter book.

The index to this book is prepared (ruled, &c.) at this desk, and kept posted up to date, according to name of person addressed in the correspondence, page, subject, case number, &c.

The miscellaneous letters, telegrams, reports, &c., for the division are also briefed and filed at this desk, averaging about 1,000 per annum.

I may add that there are sundry minor duties devolving upon the arrest clerk (he being located in room with chief clerk of division), such as receiving strangers, conducting employes of other branches in search of information to the proper desk, &c., in the absence of the chief clerk on business; and also that of opening the mail when occasion calls the chief clerk to act in various other matters for the Department.

Very respectfully,

N. T. MILLER,
Clerk Class One.

WM. A. WEST,
Chief Post-Office Inspector.

EXHIBIT A.

ILLINOIS.

The United States *vs.* John W. Swick, mail-carrier. Mt. Auburn to Illiopolis, Ill.
Offense: Rifling letters handed him to have registered.
Arrested February 15th, 1887.
At Illiopolis, Ill.
By Stuart, P. O. inspector.

Report of arrest.

The United States *vs.* John W. Swick, mail-carrier. Mount Auburn to Illiopolis, Illinois.

Offense: Alleged rifling of a letter handed him to have registered.

Arrested February 15th, 1887.

At Illiopolis, Ill.

By R. F. Stuart.

Remarks.—Waived examination before Commissioner Bradford, and was held to await trial in the sum of \$200 bail.

R. F. STUART,
P. O. Inspector.

[*Note by the Committee:* The second form of arrest, similar to the one above, is omitted.]

*234.]

MARYLAND.

The State of Maryland *v.* Charles Wilson, Fred Wilson, Ben Wilson, Frank Brown, and Lewis Wright.

Offense: Robbery of the post-office at Henryton, Md., on September 16th, 1886.

Arrested November 16th, 1886.

At Baltimore, Md.

By Balto. and Ohio R'y detectives.

Note.—The reports in cases of this class (as of all others) are made by post-office inspectors and cover detailed statements of losses of postage stamps, etc.

Report of arrest.

The United States *vs.* Frank *alias* Mouse Brown, Fred *alias* Tug Wilson, Ben *alias* Tumbler Wilson, Dick Wilson, and Louis Wright.

Offense: Robbery of the P. O. at Henryton, Md., on Sept. 16th, 1886.

Arrested November 16th, 1886.

At Baltimore, Md.

By B. and O. R. R. detectives.

Remarks.—The P. O. was kept in a store, and the P. M. was also ticket ag't for the B. and O. R. R. Co. The property stolen consisted of R. R. tickets, store goods, and postage-stamps.
(Signed)

W. B. SMITH,
P. O. Inspector.

EXHIBIT B.

Papers and report of inspector _____ referred to _____, 188-.
(For reports and papers see case of _____ arrested _____. Copies of reports sent to 1st Ass't and 3rd Ass't P. M. Gen'l, also Sup't M. O. system.)

INSTRUCTIONS TO P. O. INSPECTORS.

1. Upon receipt of this case the inspector will enter upon its *investigation*, either personally or by letter, and as soon as possible will return it to the Department, with the result properly reported, together with *all* papers relating to it.
2. Inspectors will render their reports, in each case, in the *form of a letter*, and not indorse them upon the jacket.
3. Inspectors are not allowed to transfer cases sent to them for investigation without special instructions or permission from the Department.
4. Inspectors are expected to avail themselves of the opportunities afforded them, in visiting post-offices in their respective districts, to impress upon postmasters the importance of reporting promptly to the chief P. O. inspector every complaint of loss by mail of letters or parcels, whether registered or unregistered, made to them or coming to their knowledge.—*Sections 490 and 491, Regulations, 1879.*

WM. A. WEST,
Chief Inspector.

MISCELLANEOUS.

CASE No. — C.

_____, 188- Co. _____

Subject: Embezzlement of postal and money-order funds.

Washington, D. C., _____, 188-.

Respectfully referred to _____ P. O. Inspector, for investigation and report.

_____, Chief Inspector.

ORDINARY.

(For report, see case of _____ arrested _____. Copies of reports and all papers sent Ass't Att'y Gen'l.—For instructions, see preceding statement.)

CASE No. — B.

Post office, _____ Co., _____

Robbery of the post-office.

Date: _____, 188-.

Hour: _____.

Loss of _____.

Report of _____.

Dated _____, 188-.

To _____.

580 to New York, _____, 188-.

587 to New York, _____.

571 to New York, _____.

570 to _____.

580 to _____.

" to _____.

587 to _____.

513 to _____.

514 to _____.

532 to _____.

54 to Supt. Dead-Letter Office, _____.

500 and 580 to _____.

565 and 509 to _____.

Wrote _____.

529 to _____.

530 to _____.

1510 to _____.

FOREIGN.

CASE No. — F.

Mailed _____, 188-, at _____.

Sender, _____.

Addressed _____.

Letter pkg. No. _____, in R. P. E. No. _____.

Contents, _____.

Reported _____, 188-, by _____ in communication No. _____.

Forwarded _____, 188-, from _____ to _____ under No. _____ as No. _____ on the registered list _____, per S. S. _____.

Alleged loss _____.

Referred to office _____, 188-.

Transferred to _____, inspector, _____, 188-.

Returned to office _____, 188-.

REGISTERED.

CASE No. — A.

Mailed _____ at _____.

Writer, _____.

Address, _____.

Letter No. _____.

Contents, _____.

R. P. E. No. _____.

_____ reports, _____, 188-, _____ of a registered letter mailed as above to _____.

EXHIBIT C.

The following is a statement of arrests caused by post-office inspectors and others, for violations of the postal laws of the United States, during the month of September, 1886, and on previous dates :

Date of arrest.	Name.	Official position.	Where and by whom arrested.	Offense.	Remarks.
1886. Sept. 3	Joseph B. Hilton....	Postmaster at Plymouth, N. C.	Plymouth, N. C.; Harrison	Embezzlement of money-order funds. Case 51730 C.	Held for trial.
3	Frank Paoli	Late clerk in the P. O. at Charlottesville, Va.	Memphis, Tenn.; Harrison	Embezzlement of postal and money-order funds.	Held in \$1,000 bail to appear for trial.
6	James S. Brown.....	Laborer in General P. O., office of 2d Ass't P. M. General.	Washington, D. C.; Smith, W. B.	Stealing a registered letter	Held in \$1,000 bail to await action of the U. S. grand jury.
7	Albro C. Humphrey.	Clerk of the Hartford Life and Annuity Co.	Hartford, Conn.; Hartshorn and Clark.	Embezzling ordinary letters.....	Committed to jail by U. S. commissioner in default of \$1,000 bail to await trial.
7	Edward Bates, Fred. Hunt, J. Yeach, Wm. McKibben, and C. Rhea.	Waterloo, Iowa; Darbellay.	Stealing letters from boxes located in the P. O. at Waterloo, Iowa. Case 1081 B.	Edward Bates was held in \$1,000 to appear for trial, the others were dismissed by the U. S. commissioner.
8	L. J. Sullivan, alias J. Sheridan, Chas. Wyman, alias J. R. Comstock.	Cedar Rapids, Iowa; Darbellay.	Conspiring to rob the U. S. mails. Case 21775 B.	Committed to jail by U. S. commissioner in default of \$2,000 bail each to await trial.
8	W. H. Sharp	Postmaster at Patchogue, N. Y.	Patchogue, N. Y.; Riley	Violation of section 1076, P. L. and R. Case 47495 C.	Examined before U. S. commissioner and discharged from custody.
8	John W. McMasters.	Late postmaster at Hazlehurst, Miss.	Jackson, Miss.; Gullie.....	Embezzlement of money-order funds.	Held in \$2,500 bail to await action of the U. S. grand jury.
8	Henry Scott	Birmingham, Ala.; Williamson.	Embezzling a registered letter. Case 40434 A.	Examined before U. S. commissioner and discharged from custody.
8	Mollie A. Shaffer, alias Mme. M. Levene.	Middletown, Ohio; McAfee.	Violation of section 225, P. L. and R., at Cincinnati, Ohio.	Held in \$1,000 bail to await action of the U. S. grand jury.
9	Albert Denman.....	Axtel, Ohio; Holmes	Violation of section 225, P. L. and R.	Held in \$800 bail to await action of the U. S. grand jury.
9	Harry F. Rice	Postmaster at Hookston, Miss.	Hookston, Miss.; Fisher....	Forging signatures of sureties to his official bond. Case 46720 C.	Held in \$700 bail to appear for trial.
9	David W. Ingles	Late assistant postmaster at Morea, Ill.	Marshall, Ill; Stuart.....	Violation of section 1233, P. L. and R. Case 47340 C.	Committed in default of \$1,000 bail to await trial.
9	W. W. Warner.....	Jackson, Mich.; Parsell	Violation of section 1246, P. L. and R. Case 45859 C.	Gave bail in the sum of \$300 bail to appear for trial.

WILLIAM A. WEST, *Chief Inspector.*

[Note by Committee : The balance of this statement is omitted, being too voluminous and not of sufficient importance.]

EXHIBIT D.

The following statement shows number, classification, and disposition of cases of arrests made by post-office inspectors and others during the fiscal year ending June 30, 1885:

SUBJECT TO JURISDICTION OF UNITED STATES COURTS.

Classification of offenders.	No.	Disposition of cases.	No.
Postmasters	64	Convicted	179
Assistant postmasters	26	Acquitted	72
Clerks in post-offices	35	Escaped	1
R. P. O. clerks and route agents	23	Forfeited bail	3
Letter-carriers	12	Proceedings dismissed	10
Mail-carriers	19	A waiting trial	*222
Other employes	5		
Burglars	55		
All others for various offenses	248		
Total	487	Total	487

SUBJECT TO JURISDICTION OF STATE COURTS.

	No.	Disposition of cases.	No.
Burglars	34	Convicted	24
All other offenders	18	Turned over to employers	15
		Proceedings dismissed	3
		A waiting trial	10
Total	52	Total	52

* Of the 222 cases awaiting trial June 30, 1885, 68 have been since disposed of, leaving a balance of 154 on the docket.

The following statement shows the number, classification, and disposition of cases of arrests made by post-office inspectors and others during the fiscal year ending June 30, 1886:

State where arrested.	Subject to jurisdiction of United States courts.																				
	Class of offenders.										Disposition of cases.										
	Postmasters.	Assistant postmasters.	Clerks in post-offices.	R. P. O. clerks.	Letter-carriers.	Mail-carriers.	Other employes.	Burglars.	Late postmasters.	All others, for various offenses.	Total.	Discharged on preliminary examination.	Tried and acquitted.	Proceedings dismissed.	Escaped.	Forfeited bail.	Died awaiting trial.	Discharged by United States grand jury.	Convicted.	Awaiting trial.	Total.
Alabama	4	1				5	1	1	3	4	19	2			1				5	11	19
Arizona										1	1										1
Arkansas	2	1						1	1	1	6								2	4	6
California					1			1		5	7	1	1						1	4	7
Colorado	3	3	3							13	3	1		1					2	7	13
Connecticut			1							3	4	2	1						2	2	4
Dakota									1	1	1								1		1
Delaware	1	1	1							2	2								2	2	2
District of Columbia			3							3	5								1	4	5
Florida	3	3		1						7	7	1	1						3	3	7
Georgia	1	4	2	3				1	1	9	1						1	8	12	12	21
Idaho								1	1	1	1								1	1	1
Illinois	1	1	2	3		1	3		4	23	58	3	3					2	28	23	58
Indiana	2	3	1		1			7	2	11	27	1	4	2				9	11	11	27
Indian Territory									1	1	1								1	1	1
Iowa	3	3	1					2	2	12	18							2	6	10	18
Kansas	1	3			1	2	2	1	8	18	18	3						1	5	9	18
Kentucky	1	1	2	1	2		3		10	20	20		1				1	1	7	11	20
Louisiana	1			1	1				5	7	7							2	1	4	7

State where arrested.	Subject to jurisdiction of United States courts.																				
	Class of offenders.										Disposition of cases.										
	Postmasters.	Assistant postmasters.	Clerks in post-offices.	R. P. clerks.	Letter-carriers.	Mail-carriers.	Other employes.	Burglars.	Late postmasters.	All others for various offenses.	Total.	Discharged on preliminary examination.	Tried and acquitted.	Proceedings dismissed.	Escaped.	Forfeited bail.	Died awaiting trial.	Discharged by United States grand jury.	Convicted.	Awaiting trial.	Total.
Maine.....								1	3	4								1	3	4	
Maryland.....	2		1		1				13	13	3		1						7	3	13
Massachusetts.....		3		4	1		1		12	21	2							6	12	21	
Michigan.....	2		1	1	1		1	1	8	14	1							3	10	14	
Minnesota.....		1	1		1		1	1	11	16							1	7	8	16	
Mississippi.....	1								2	3	1									2	3
Missouri.....	2		2	1	2		1	6	1	12	27	3					1	11	10	27	
Montana.....	1								1	1									1	1	1
Nebraska.....		1							4	5							1	3	1	5	5
Nevada.....					1			1	1	2									2	2	2
New Hampshire.....	1				1	1		1	3	6								3	3	6	
New Jersey.....		1					1	1	4	6	2							1	3	6	
New Mexico.....	1	2			2			1	1	7					1				6	7	
New York.....	1	7	1	7	2	3	1	24	46	46	1		1					14	30	46	
North Carolina.....			1	2		1	1	2	7									3	4	7	
Ohio.....	3		2		1		3	1	25	35		1						16	18	35	
Oregon.....						2		1	3										3	3	3
Pennsylvania.....	2	1	1	2		1	8	4	32	51	11	1	1				2	19	17	51	
Rhode Island.....				1					2	1								1	1	1	7
South Carolina.....	2	1			1		1		2	11	1								5	11	7
Tennessee.....	3	1			2		3	1	1	11									6	5	11
Texas.....	3	1	2	1	3		2	2	38	52	3	8				1	1	19	30	52	
Vermont.....	1	1					1	1	5	8					1			4	3	8	
Virginia.....	1	3			1	1		2	1	9	1	2						1	5	9	
West Virginia.....		1			1	1			2	5		1						2	2	5	
Wisconsin.....									9	9								5	4	9	9
Wyoming.....								1		1			1								1
Totals.....	46	31	33	14	24	27	11	57	31	332	606	41	26	7	3	4	1	15	214	295	606

State where arrested.	State courts.							
	Offenders.			Disposition of cases.				
	Burglars.	All other offenders.	Total.	Convicted.	Acquitted.	Awaiting trial.	Turned over to employers.	Total.
Connecticut.....	3		3	3				3
District of Columbia.....		2	2	1	1			2
Illinois.....	3		3	2		6		8
Massachusetts.....		4	4	2		1	3	4
Mississippi.....	5		5			5		5
Missouri.....	1		1		1			1
New Jersey.....		1	1			1		1
New York.....		16	16			5	11	16
North Carolina.....		2	2					2
Ohio.....		2	2				2	2
Pennsylvania.....	1	3	4		2	1	1	4
Virginia.....	3	2	5	2		3		5
Wisconsin.....	1		1			1		1
Totals.....	22	32	54	8	4	25	17	54

The following statement shows the number, classification, and disposition of cases of arrests made by post-office inspectors, and others during the first eight months of the fiscal year 1887 :

State where arrested.	Subject to jurisdiction of United States courts.																					
	Class of offenders.									Disposition of cases.												
	Postmasters.	Assistant postmasters.	Clerks in post-offices.	R. P. O. clerks.	Letter-carriers.	Mail-carriers.	Other employes.	Burglars.	Special delivery messengers.	All others for various offenses.	Total.	Discharged on preliminary examination.	Tried and acquitted.	Proceedings dismissed.	Escaped.	Forfeited bail.	Died awaiting trial.	Discharged by United States grand jury.	Convicted.	Awaiting trial.	Sentence suspended.	Total.
Alabama.....	6						2		3	11	1								1	9		11
Arkansas.....	1	1					1		1	5									3	3		5
California.....	1	1		1			1	1	4	8									6	1		8
Colorado.....	1	1					1		7	10		1							7			10
Connecticut.....	1		1		2				1	5			1						1	2		5
Dakota.....					1				1	2									2			2
Delaware.....	1									1									1	1		1
District of Columbia.....	1		1		1		1		3	3									1	2		3
Florida.....	1						1		1	3												3
Georgia.....	13	2	2	1		2			7	27	5		1	1					4	14	1	27
Idaho.....	1								1	2									1	1		2
Illinois.....	2	1	1	1		1	2	1	33	42	1								13	27	1	42
Indiana.....	1	1	1	1			3		14	21	5								5	11		21
Indian Territory.....						1			1	1		1										1
Iowa.....		1		1		1	7		11	21	4	2							4	11		21
Kansas.....	1								3	4									1	3		4
Kentucky.....	3	1				1	1	1	6	12	5	2	1						1	3		12
Louisiana.....	1					1	1		6	9		5								4		9
Maine.....									3	4												4
Maryland.....			1						4	4												4
Massachusetts.....	1		1		2		2		9	15									3	1		4
Michigan.....	1			1	1				3	6	1								5	10		15
Minnesota.....									1	1												1
Mississippi.....	2	2			3		3		5	15									1	14		15
Missouri.....	4	1			1	2	3		16	27		1							10	14	1	27
Montana.....									1	1												1
Nebraska.....		1					1		7	9			1						2	6		9
Nevada.....							2		7	2												2
New Hampshire.....	1								1	1										1		1
New Jersey.....			1						5	6										4	1	6
New Mexico.....	1								1	2										2		2
New York.....	1		4	2	5		7		9	28	2								1	24	1	28
North Carolina.....	1				1		4		2	8									1	7		8
Ohio.....	4				2				18	24		3							3	8	10	24
Oregon.....					1				3	4	2								1	1		4
Pennsylvania.....	1	1	1						29	32	4	2							7	19		32
Rhode Island.....	1								1	1												1
South Carolina.....	5	1			1		1		9	17	1	2							5	8	1	17
Tennessee.....		1	1		1			3	1	6			1						2	3		6
Texas.....	2	1		1	2	1	12		29	48	4								5	39		48
Utah.....									3	3									1	2		3
Vermont.....									1	1			1									1
Virginia.....	4	2		1			1		5	13	1	1	1						4	6		13
Washington.....									1	1										1		1
Wisconsin.....	1						5		2	8	1								2	5		8
Totals.....	63	18	15	9	17	16	5	60	4	267	474	38	22	5	3	1	7	95	206	7	474	

State where arrested.	State courts.							Total.
	Offenders.			Disposition of cases.				
	Burglars.	All other offenders.	Total.	Convicted.	Acquitted.	Awaiting trial.	Turned over to employers.	
California.....	3	2	5	3		2		5
Connecticut.....	1		1	1				1
Illinois.....		2	2	1		1		2
Kentucky.....	1		1			1		1
Maryland.....	6		6	6				6
Massachusetts.....	2		2			2		2
Nevada.....	1		1			1		1
New Jersey.....	2		2			2		2
New Mexico.....	2		2	2				2
New York.....		3	3			3		3
Oregon.....	1	1	2		1	1		2
Pennsylvania.....	1	3	4			2	2	4
Tennessee.....		1	1			1		1
Texas.....	4	3	7	2	1	4		7
Totals.....	24	15	39	15	2	20	2	39

EXHIBIT E.

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., October 7, 1886.

INSPECTOR IN CHARGE,
Chicago, Ill.:

SIR: On October 6, 1886, inspectors W. B. Smith and Thomas Troy arrested Otis F. Ham, *alias* Franklin Cook, clerk city delivery division, Washington (D. C.) post-office, for embezzling ordinary letters.

This man was appointed under the name of Cook in April, 1885. All losses of ordinary letters to Washington, D. C. (direct), for the last six months are properly chargeable to his depredations.

Very respectfully,

Chief Inspector.

NOTE.—Letters are very often written, blanks being too small to supply necessary information.

EXHIBIT F.

ORDINARY.

Case No. 10,000 B.

Mailed January 10, 1887, at New York, New York County, New York.

Writer: John Jones, No. 1025 Sixteenth street, Northwest.

Address: William Jones, 222 Twelfth street, Denver, Arapahoe County, Colo.

Contents: One dollar in currency (\$1).

Complaint of sender, New York City.

Dated January 30, 1887.

To King, J. D., February 2, 1887, inspector.

INSTRUCTIONS TO POST-OFFICE INSPECTORS.

[Same as Exhibit B.]

[*Note by Committee:* The table giving name of each post-office inspector and the number and class of cases disposed of by each is omitted, and the following table shows the results in each division.]

EXHIBIT G.

Tabulated statement showing number and class of cases on hand, received, and disposed of by each division during the month of March, 1887.

Division.	Number and class of cases on hand March 1.				Number and class of cases received in March.				Number and class of cases closed in March.				Number and class of cases on hand April 1.			
	A	B	C	F	A	B	C	F	A	B	C	F	A	B	C	F
Atlanta.....	61	303	929	4	52	219	62	3	57	265	289	4	56	257	702	3
Anstin.....	107	270	287	5	35	64	28	4	89	130	58	1	53	204	257	8
Boston.....	13	479	340	10	13	470	92	13	12	413	86	13	14	536	340	10
Chicago.....	127	1,710	2,034	36	73	832	216	12	72	579	221	39	128	1,963	2,029	9
Cincinnati.....	17	1,043	394	1	17	235	47	3	14	169	60	2	20	1,109	381	2
Denver.....	76	220	320	3	39	118	41	4	37	126	117	4	78	212	244	3
New York.....	59	4,535	360	36	23	1,129	66	11	46	1,611	54	13	36	4,053	372	34
Philadelphia.....	34	955	360	16	20	399	68	8	18	425	87	12	36	929	341	12
Portland.....	12	30	104	3	20	22	13	1	10	23	46	3	22	29	71	1
Saint Louis.....	184	1,084	1,293	24	101	413	113	3	148	380	122	12	137	1,117	1,284	15
San Francisco.....	35	1,580	210	15	33	140	34	6	12	92	58	7	56	1,634	186	14
Washington.....	47	439	332	7	72	314	59	1	49	342	129	3	70	411	262	5
Total.....	772	12,648	6,963	160	498	4,361	839	69	564	4,555	1,327	113	706	12,454	6,475	116

REPORT OF N. W. LEONARD.

[Room No. 18 B, mail depredations. Assigned for duty, office of Chief Post-office Inspector.]

WASHINGTON, D. C., April 11, 1887.

SIR: Relative to the request of the Select Committee of the United States Senate, appointed to "inquire into, and examine the methods and work in the Executive Departments of the Government, &c.," in pursuance of your personal direction to comply with the same, so far as the special duties assigned to my desk are concerned, I beg leave to submit for your consideration the method pursued in the treatment of the same from the time of arrival at my desk until finally disposed of, in so far as it is deemed practicable.

A certain proportion of my duties cannot be exemplified, as in cases of routine work, but of the duties which can be classified and which require most frequent action, I have to invite your attention to the following, which in importance are indicated in the order in which they are enumerated, viz:

CLASS A.—The auditing of monthly pay accounts of post-office inspectors, superintendents of Railway Mail Service, and clerks employed in offices of inspectors in charge of divisions, together with the correspondence incident thereto.

CLASS B.—The keeping of records showing disbursements made out of the annual appropriations for mail depredations and post-office inspectors; the appointments, assignments, resignations, and dismissals; likewise, the leaves of absence granted and the numbers of official commissions issued by the honorable Postmaster-General, and such general orders as the exigencies of the service may require to be prepared.

CLASS C.—The settlement of various cases in which money losses have occurred, either in the ordinary or registered mails, on account of depredations committed thereon, or by reason of money losses, occasioned by carelessness of postal employes, postmasters, and mail contractors, in which the various sums recovered have been effected by the inspectors who had the investigation in charge; also the keeping of the necessary records showing the detailed and aggregate sums and amounts respectively received and disbursed, together with the numbers of the various cases to which they refer.

CLASS D.—The settlement of claims for reward in cases of highway robberies committed on the United States mails being carried on post-routes, and the payment of attorneys' fees, &c.

CLASS A.—*Post-office inspectors assigned to mail depredations and free-delivery service.*

How prepared prior to transmittal to the Department.—At the end of each month an inspector prepares his monthly pay-account on a blank known as Form 534 (see copy

attached), including the sum due for salary, per diem, and such miscellaneous expenses incurred while traveling on official business as may be thought to be proper, and which are not covered by the per diem allowed; in addition a complete diary is prepared, showing the particular case or character of the official business upon which engaged for each day of the month, the places visited, the various railroads or star-routes over which travel was made and the number of miles traveled during each day of the month.

The items entered upon the face of the account and the statements made in the diary attached to the same are then subscribed and sworn to before an officer empowered to administer affidavits in such cases. It is then handed or transmitted to his superior officer for approval.

Such officer is required to carefully scrutinize each item or statement entered thereon, and, if found to be correct, attach his signature in the space set apart for that purpose, showing that he approves the same in each particular.

The account is then forwarded in the ordinary mail to the Department for payment. If objections are found to any item or statement by the said superior officer, the attention of this office is called to the matter for such final action as is deemed proper.

How treated upon arrival at Department.—Upon the receipt of an inspector's monthly pay account the envelope in which it may be inclosed is opened by the chief of division, mail deprecations; the account receives upon the margin thereof, and in a prominent place, the imprint of his receiving stamp, showing the date of its arrival at his desk, and it is then delivered into my hands for proper treatment. The same is then carefully audited, and the course pursued is in the main similar to that in vogue with the majority of accounting officers in the consideration of items of expense incurred in behalf of the Government's interests for which reimbursement is necessary and just.

Among the most frequent and important things carefully noted in the auditing of an inspector's pay account are:

(1) Whether the said account is properly signed and sworn to by the inspector in whose favor it is prepared. (2) Whether the approval of the superior officer appears thereon. (3) Whether the item claimed for salary for the month is correct. (4) Whether by the information, which should be conveyed by the official diary attached to the same, the number of days per diem at \$4 claimed is correct, and, if so, whether the aggregate amount claimed is properly computed and extended in the appropriate column set apart for that purpose. (5) Whether the various miscellaneous expenses incurred while traveling on the business of the Department (for which he is entitled to reimbursement in addition to the allowance for per diem) are represented by proper vouchers, and the said vouchers are numbered consecutively, commencing with No. 1, and are entered on the face of the account, and the various single items are extended into the special column designated for that purpose. (6) Whether those items of expense for which it was found impracticable, for various reasons, to obtain vouchers are enumerated on a special blank furnished by the Department for that purpose, and whether the explanation rendered regarding the neglect to obtain vouchers is to be accepted. (7) Whether the aggregate of the miscellaneous expenses incurred are extended into the appropriate column. (8) Whether the sum total of all the various items constituting the pay account is correct.

The total sum for which a warrant should be drawn in payment, if found to be correct, is entered at the bottom of the said account on the face thereof, and, following the same, directions for the guidance of the Auditor of the Treasury for the Post-Office Department are noted, advising him that the sum claimed is correct and lawful, to allow the same and charge it to the appropriation indicated, on the books of his office. Following the above entry is a space reserved for the signature of the honorable Postmaster-General.

The items of salary, per diem, and miscellaneous expenses, as well as the aggregate amount of the same, are then entered in a record book, the date on which the account is transmitted to the Auditor noted, the fact of such entry and date of entry certified to. The same is then presented to you for approval or disapproval, according to the merits or demerits of the same, ascertained after a personal examination.

If the account be approved it is presented to the honorable Postmaster-General for his signature, which he attaches in the space immediately following the directions to the Auditor (hereinbefore mentioned), provided he is satisfied that the same has been audited in a proper manner and that no question exists relative to the correctness of the items appearing thereon.

How disposed of after being audited.—After being approved of by the honorable Postmaster-General it is taken by me to the Auditor (minus the official diary, which is preserved on the files of your office for reference and which is not material to the proper treatment of the pay account in the said official's office), who causes it to be transmitted to the proper officer in his Bureau for examination and for the detection of clerical errors or improper items, if there should be any, thus acting as a check on the work performed by me. (Mem.: The routine through which the account passes after being delivered to the Auditor and the manner in which a warrant on the

United States Treasury is drawn in payment will no doubt be fully set forth by the proper officers in that and other Bureaus.)

How paid.—Upon the receipt from the office of the honorable Third Assistant Postmaster-General (whose office has charge of the drawing of all warrants on the Treasury of the United States in payment of the monthly pay accounts of post-office inspectors, &c.) of the warrant drawn in payment, the same is compared with the record book for the purpose of ascertaining whether the sum total for which it is drawn is identical with the amount which had originally been recorded after the pay account in question had been audited. If the said warrant is found to be correct in amount and correctly signed and countersigned by the proper officials, then the fact is noted by means of a check mark in red (✓), the number of the Auditor's report, date of receipt, and transmittal to the inspector noted, and the warrant in question placed in an envelope, which is directed to him at his division headquarters or at such place as he may have specially designated in previous correspondence on the subject.

Post-office inspectors assigned to the Money-Order Service, how paid.—Pay accounts of this class of inspectors are prepared and treated in the same manner as indicated in the foregoing, with the one exception that the mode of payment is dissimilar.

In place of a warrant being drawn in payment, an order known as Form 537 (see copy attached) is prepared in copying ink, directing the postmaster at such post-office as may be designated to pay to the order of the inspector named the amount specified, the same being due him for services performed, per diem due, and miscellaneous expenses incurred for the month mentioned, and for him (the postmaster) to charge to account of money-order business transacted at his office the said amount.

The fact that such an order has been issued is then noted on the record book, the date of issue and my indorsement to that effect supplied on the margin of the same, and it, together with the pay account to which it refers, submitted for comparison and approval by you.

After being signed by you it (the order) is submitted in turn to the honorable Postmaster-General for his signature, and when signed by him a letter-press copy is taken in a record book kept for that purpose, and finally disposed of by placing the same in an envelope properly directed and mailing it to the payee; at the same time the Auditor of the Treasury for the Post-Office Department is advised that such an order has been issued and the name of the post-office upon which the same is drawn designated.

In the letter book in which the above-mentioned order is copied an index is kept, in which the name of the post-office on which and of the inspector in whose favor it is drawn is entered; this index is used in addition to the entries made in the record book in which the items of account are entered.

Accounts of Superintendents Railway Mail Service; how treated.—These accounts are audited in the same manner as those inspectors assigned to the mail deprecation and free-delivery service, respectively, with the exception that instead of the preliminary examination being made by an inspector in charge of a division such action is taken by the General Superintendent of the Railway Mail Service or by his assistant.

Correspondence relating to accounts.—When it becomes necessary to suspend or disallow items in an account, and where clerical errors of various kinds are detected in the preparation of the same, correspondence is had with the inspector interested, through the medium of his superior officers, the extent and nature of which is controlled by the importance of the subject to be made the basis of such correspondence. At times it becomes necessary to return pay accounts for correction or for more explicit explanation concerning glaring discrepancies appearing in the same.

CLASS B.—Records relating to accounts of post-office inspectors.

Records of disbursements.—A book answering the purpose of a ledger is kept, in which accounts with each inspector and superintendent of Railway Mail Service (and clerks in offices of inspectors in charge of divisions) are opened, showing by months and years the various items paid for salaries, per diem, and miscellaneous expenses; also the various changes made in their salaries, the different service to which each may be assigned for duty, the date of appointment, date on which the oath of office was taken, and when official work was commenced; likewise, when their service may have been discontinued, either by resignation or dismissal.

Monthly balance book.—In another book the sum totals paid to each inspector and clerk is entered, the names arranged alphabetically from A to Z, and the aggregate amount of the various sums constitute the entire disbursements made for the month on account of salaries, per diem, and miscellaneous expenses.

A comprehensive statement appears in this book, showing the balance remaining on hand each month and available for the unexpired portion of the fiscal year, which makes it possible to determine whether expenditures are being made within the annual appropriation or whether it becomes necessary to curtail in any particular.

Leaves of absence.—Record is kept of all leaves of absence granted post-office inspectors, for whatever cause; the total number of days allowed to each (exclusive

of Sundays and legal holidays) being twenty for each calendar year. Discretion is given to inspectors in charge of divisions to grant such leaves, after receiving authority from the Department, at such time as the absence of the inspector will not materially interfere with the proper transaction of official business intrusted to him for investigation.

CLASS C.—Treatment of cases in which money has been received.

Mode of forwarding money and cases to the Department.—When cases of all kinds (known as Classes A, B, C, and F) which have been referred to the various inspectors on the force for investigation, and in which money losses have occurred, have been properly inquired into, and reports on the same made and rendered (together with the money which may have been collected) to their respective superior officers at division headquarters, such cases are examined in order to determine whether a proper investigation has been made and the money has been justly collected. Following the examination above mentioned, if the action taken appears satisfactory, both the case and money are forwarded to this office by official registered mail.

Receipt of money and cases at Department, and disposition by chief of division.—When cases in which money has been collected, together with the amount, arrive, the chief of division, in your behalf, receipts for the same to the proper officer, opens the package, counts the sum claimed to have been inclosed when mailed (for the purpose of verification), notes that the number of the case to which it refers corresponds, and, if found to be correct, a receipt (Form 550), addressed to the remitter, is prepared, copied by me in a letter book, as a matter of record, and forwarded in the first mail to the person in question, for the completion of the files of his office. At the same time a memorandum is entered on the reverse side of the jacket of the case, showing that such action had been taken, thereby being a means of reference in case a question arises as to whether or not such a receipt had been prepared and sent.

Following the above-mentioned action, a form of receipt for your signature is imprinted on the reverse side of the jacket, and the said money turned over to you for safe-keeping until such time as correspondence had with the person interested in the recovery of the said money may elicit the information to whom it should be paid. The cases are then delivered to me by the chief of division, for such correspondence with the senders or addressees of the registered letters referred to in each of the said cases as may be deemed necessary, also for review of the action taken by the investigating inspector.

Preliminary steps taken to arrange cases.—Such cases, of whatever nature, as may be delivered into my hands by the chief of division are charged to me on the appropriate records of the office, by the various officers of the division whose duty it is to account for all cases over which they are to have final control; hence, I am personally held responsible for every case which has been delivered to me, and they must be accounted for, and the action taken thereon shown whenever called upon by my superior officer, and, in turn, when I have finally settled the same, they are returned to the said officers (having charge of such matters), and it is seen that proper credit is given on their books prior to their being placed on the files. By this system no case can be lost or systematically neglected, nor "pigeon-holed," for the records show the exact date on which they were turned over to me, and, in most instances, the purpose; hence, it becomes an object to settle each of such cases as speedily as the importance of the same will admit, and return them to the files, in case inquiries are made with regard to the action taken and it be necessary to have all data at hand for the information of any Bureau officer who may desire to be advised.

First important action taken to disburse the money.—After the receipt of the said cases the reports rendered are carefully read, the main facts noted, and the question of "just collection" determined; the evidence is reviewed, and if the facts deduced warrant me in arriving at the same conclusion as set forth in the reports rendered by the inspectors, immediate steps are taken with the view of corresponding with the persons supposed to have sustained money losses, in order to ascertain what disposition should be made of the same.

Blanks used.—In a majority of cases, where no complex questions are to be considered or controversies to be settled, a notice (form 546, see copy attached) is sent, either to the sender or addressee, with the information that the particular sum of money has been recovered on account of the loss or rifling of the letter complained of, and requiring the written approval of the addressee to be forwarded to this office, provided payment should be made to the sender, and *vice versa* if the opposite course should be pursued.

All questions regarding proper ownership of money recovered on account of losses of the nature referred to are settled definitely to the satisfaction of the Department before any action is taken looking to a disbursement of the same.

Information of value to other Bureaus conveyed in reports.—Where controversies arise between the investigating inspector and postal clerks on railway post-offices, regard-

ing the financial responsibility of the latter for loss of registered mail-matter, the case is referred to the general superintendent of the railway mail service for his information, and such comments bearing on the matter made as circumstances surrounding the case warrant.

When the subject under controversy is of a difficult and complex nature, a personal consultation between yourself and the above-mentioned official is usually had, when a satisfactory solution of the same is arrived at.

In cases where information detrimental to the personal or official character of any postal clerk is obtained, or it becomes necessary to recommend for removal such clerks, the cause is fully set forth in the report by the inspector, and a copy of the same, or such portions of it as bear directly on the subject, is transmitted to the general superintendent mentioned, for such action as he may deem advisable.

The honorable First Assistant Postmaster-General is advised in a similar manner concerning recommendations made for the removal of postmasters for cause; the honorable Second Assistant Postmaster-General concerning post-routes and the indifferent service performed by mail contractors, or their criminal neglect of the United States mails while in their custody; the honorable Third Assistant Postmaster-General concerning the neglect or gross carelessness of any postmaster or his employes exhibited while handling registered mail-matter; the honorable Assistant Attorney-General for the Post-Office Department concerning legal points which require a correct and lawful interpretation; likewise, matters relating to claims for credit of postmasters at money-order offices on account of loss of remittances of surplus money-order funds while in transit; the superintendent of the money order system, free delivery service, and dead-letter office, respectively, and such minor bureau or division officers concerning matters which are controlled by each, and which relate to the improvement of the service in the particular branch over which they may have supervision.

Mode of payment.—When replies to correspondence which had been entered into with the various senders and addressees of lost registered letters have been received, and the question of ownership is settled in the same to the entire satisfaction of the Department, a payment is made on account of such cases at stated periods during each month, usually every fifteen days, the method pursued being as follows:

The cases which are in proper shape for payment and final settlement are selected from my special files, receipts (form 525, see copy attached) prepared for signature by the person or persons to whom the money is to be paid, a list or schedule made, written in copying ink, on which is entered each case-number, class, date of payment, character of payment (whether by cash sent in registered letter or by transfer check on the assistant treasurer of the United States at New York, with numbers of each), name of payee, address, and amount, when the several sums required to pay each of the cases enumerated on the said list or schedule are obtained from you, for which a personal receipt is given.

When the aggregate amount is delivered into my hands for proper treatment, such sums as it is deemed advisable to transmit to the payees by official registered mail are reserved, and the residue taken to the receiving teller in the cash-room of the Treasury of the United States, together with a statement for his guidance in drawing the transfer checks required, showing the names of the various persons in whose favor they are to be prepared and the amounts in each instance.

Awaiting the drawing of the above-mentioned transfer checks, which usually require from 9 a. m. until 1.30 p. m. for preparation, my first duty is to prepare in a secure manner for mailing the money to be forwarded by registered mail, which consists in inclosing the different sums in the envelopes, accompanied by the receipts (form 525) to be signed by the payee, and directing the said envelopes to the postmaster at the post-office for which each are destined; to give each letter a registry number, enter them in a record book known in the division as a "record of registered mail matter dispatched," and deliver to the local Department mailing clerk, who furnishes a receipt as evidence of their delivery to him in tact. They are then considered as being in the United States mails in transit.

Money-order funds recovered.—Those cases in which the amount recovered has been collected on account of the loss of registered letters, containing weekly remittances of surplus money-order funds sent by postmasters at money-order post-offices, directed to postmasters at offices known as money-order depositories, the money in question is delivered to the postmaster at Washington, D. C., for the purpose of being placed to the credit of the original remitters on money-order account, and a certificate of deposit is issued in their favor, at the same time a personal receipt is obtained for the money so delivered.

Prior to the above action being taken, inquiries are made in the office of the honorable Assistant Postmaster-General (division of bonds) with the view of learning whether the persons who made the original remittances referred to are present or late incumbents, this information being necessary in order that the certificate of deposit may properly be drawn; this accomplished, further inquiries are made in the office of the honorable Assistant Attorney-General for the Post Office Department, the object being

to ascertain whether or not a claim for credit had been made by the remitting officials, on account of the (to them) supposed absolute loss, which credit is allowable under certain conditions fixed by law.

After having made the deposit specified in the foregoing, the superintendent of the money-order system is advised (by letter) of the result of the investigations made in such cases, a brief history of the evidence obtained furnished for the completion of the records of his office, and mention made of the manner in which the money recovered had been disposed of, and the number of the certificate of deposit issued by the Washington postmaster furnished.

In turn, the honorable Assistant Attorney-General is made acquainted, by correspondence, of the same facts as those furnished to the above-mentioned official, provided it had previously been ascertained that claim for credit had been made by the remitting postmasters.

A memorandum of the action taken (with respect to the deposit made and of the correspondence had with the two officials referred to above) is made on the jacket of the several cases for future reference.

The transfer checks are then obtained from the Treasury Department, and, with the receipts previously secured for the small sums transmitted by registered mail, and for the money-order funds deposited with the Washington postmaster, are brought to you for comparison, as evidence that the cash obtained by me had been applied to the purpose for which it had been received for.

The transfer checks, together with the proper forms of receipt, are then prepared for mailing and forwarded to the postmaster at the various offices where the payees are supposed to reside, accompanied by instructions for the said postmaster's information relative to the course to be pursued in making a delivery.

When the receipts are returned to this office by the various postmasters, and are found to be correctly signed by the payee and certified to by the said officials, they are compared by you with the list or schedule referred to in the foregoing and checked off, thus showing at any time what receipts are outstanding for moneys of this character disbursed. The said receipts are then placed inside the cases to which they refer; the fact of the payment having been made and the date are noted on the same in a conspicuous place. Such cases are then delivered to the clerk whose duty it is to have final charge of them, who, in turn, gives me credit on his books for each case by its appropriate number.

On the backs of the jackets of each case paid, an order granting authority to make such payments is prepared for the signature of the honorable Postmaster-General, which is attached, provided he is satisfied that the action being taken is correct.

Record of moneys received and disbursed, how kept.—A cash book is kept, showing the date on which all moneys are turned over to you after the same have been received from the various inspectors in charge of divisions, also showing the disbursements made each month and the balance which should remain in your hands unexpended. All necessary particulars are noted in this book, and an index is included in which the names of the postal employes, from whom collections have been made on account of the loss or rifling of mail matter, are entered; the name of each person to whom money is paid are also noted, so that at any time a question arises as to the receipt or non-receipt of any money or draft sent, by reference to such indice the transaction is easily traced.

Cases settled on a pro rata basis.—Often deceptions are committed on the mails (both ordinary and registered) by some dishonest employe, who finally is detected, and but a portion only of the various sums of money stolen is recovered. In such instances the money is held for a reasonable length of time, awaiting complaints from the public relative to the loss of money being carried over post-routes, or such portions thereof as the said employe may have been performing duty, and through whose hands such mail matter is thought to have passed in transit.

When all complaints of such a nature have been received, the aggregate of the losses sustained is determined, and a *pro rata* distribution of the money recovered made.

A list of the entire deceptions committed is prepared, showing the number of the case, class, amount lost, percentum recovered, and the *pro rata* amount which is to be paid in each case respectively. This list is checked off as each of the *pro rata* amounts are disbursed, and, when a final settlement of all the cases is effected, the said list is placed within the lowest number or initial case of the series, and on each of the following numbered cases reference is made to the said initial case for the list in question, and for full particulars regarding the said person and the various deceptions committed by him.

By this system any case of the series may be located by reference to the index of *pro rata* disbursements made (which are designated by the Christian name of the person charged with the said losses). In other particulars the course pursued is identical with that in cases which are paid in full.

Treatment of moneys for which no owner can be found.—Frequently the proper owners of moneys recovered by this office change their places of residence, and the same can-

not be ascertained by diligent inquiry; or they die intestate, leaving no legal heirs or assigns who may be duly empowered to receive the said money. In such cases the funds are held for such length of time as it is deemed reasonable (usually one year) awaiting a claimant, and it is then deposited in the Treasury of the United States through the medium of the officials of the superintendent of dead letters, to be known as moneys recovered from the United States mails for which no owners can be found.

CLASS D.—*Claims for reward; attorneys' fees, &c.; orders of the Postmaster-General.*

Object for which made:
Order No. 203.

POST-OFFICE DEPARTMENT,
OFFICE OF THE POSTMASTER-GENERAL,
Washington, D. C., October 1, 1886.

That the following notice of reward be printed and distributed through the post-offices in the Western States and Territories, viz:

Notice of reward for apprehension and conviction of highway mail robbers.—A reward of two hundred dollars will be paid by this Department upon conviction in the United States courts, for each person who may have been engaged in robbing or attempting to rob the United States mails by attack while the mails are in transit upon any post-route.

This offer is applicable to offenses committed during the fiscal year ending June 30, 1887, and the reward will be paid, upon satisfactory evidence, to the person causing arrest and conviction.

WILLIAM F. VILAS,
Postmaster-General.

How considered.—Persons entitled to the reward offered in the above notice are required to prepare a statement of facts, in which all the circumstances connected with the robbery must be set forth in detail, and affidavit made to the same before a proper officer.

Corroborative evidence must be furnished under oath showing that the claimant performed the service indicated and is justly entitled to the reward offered.

A true copy of the judgment of the court where trial and conviction was had, together with a true copy of the sentence pronounced, must accompany the claim before consideration is given it by the Department.

In cases where the evidence furnished is not considered satisfactory, the same is referred to the inspector in charge of the division covering the territory in which the robbery occurred, for such information bearing on the subject as may be in his possession or obtainable by the inspectors subordinate to him.

Where there are two or more payments for the same reward unusual precaution is taken with the view of seeking such information as will in the end determine which claim is bona-fide and which is not.

The course pursued in such instances is controlled by the importance of the allegations made by each claimant, and the facts subsequently ascertained by correspondence and by personal inquiry by an inspector detailed to investigate the matter on the ground.

When claims for reward are considered satisfactory, the same are prepared in proper shape for payment, the name of the claimant and the amount to be paid entered in a book kept for that particular purpose, the same approved by you, signed by the honorable Postmaster-General and delivered to the Auditor for payment, when a warrant is drawn by the honorable Third Assistant Postmaster-General, as in cases of pay accounts of post-office inspectors, said warrant compared with the entry made in the book above referred to, and mailed to the correct post-office addresses of the claimants.

Attorney's fees, &c.—It often becomes necessary in the trials of mail depredaters, or in the preliminary examinations held, to secure the extra services of some attorney to assist the inspector for various causes.

In cases of this nature the services rendered and fees charged are paid out of the appropriation for mail depredateions and post-office inspectors. The attorney is required to prepare an itemized account, make affidavit to the same before a proper officer, and submit it to this Department for payment.

Upon its receipt, if the charges are considered reasonable, the matter is referred to the honorable Attorney-General for his approval.

When returned by the above-mentioned officer, it is approved by you, signed by the honorable Postmaster-General, and delivered to the Auditor for payment, as in the cases of rewards referred to in the foregoing.

Attached hereto find a statement of the bulk of the work performed by me during the fiscal years 1885 (commencing on July 26th, 1884, the date of my assignment to duty) and 1886, and for the fiscal year 1887, up to March 1, 1887, as far as is deemed practicable to furnish it.

It will be noticed that the various accounts are lumped together, which is thought to be the only way of showing the volume of such work.

No idea of the relative amount of work performed on each case can be deduced from such a showing, as no two accounts require the same length of time to audit.

Whereas a dozen to fifteen accounts of a simple kind, where no question arises concerning the items embraced therein, may be considered in one day, in cases of a complex nature an entire day has been consumed in considering two or three.

In the matter of the amount of correspondence shown on the said statement, it was uncertain whether by giving the number of the various communications sent during the period of time named, or the number of pages of correspondence had, a fair estimate could be arrived at. As two or three communications often appear on one page in the letter books, it is thought that by making a showing in the manner first indicated above an erroneous impression might be formed relative to the magnitude of the work performed; hence the latter course is pursued, which is thought to be a fair showing.

The number of claims for reward and miscellaneous claims represent those only which were favorably considered; such claims as were adversely acted upon were returned to the claimants, and in number were many, of which no particular record has been kept.

The amount of money disbursed for each fiscal year, or fractional portion of a fiscal year, represents the work of that nature performed by me from and including July 26, 1884, only; hence the amount shown as disbursed for the fiscal year 1885 will be less than the total in the annual report of the honorable Postmaster-General for that fiscal year.

Four exhibits of the forms most frequently used in the transaction of official work at my desk are attached to this report as a precautionary act, though no request appears in the circular letter of the Senate Committee relative to the furnishing of sample of forms in use in the various Departments.

Very respectfully,

N. W. LEONARD,
Post-Office Inspector.

Hon. WM. A. WEST,
Chief Post-Office Inspector.

Statement showing the various kinds and amount of official work performed by N. W. Leonard, post-office inspector, assigned for duty in the office of the Chief Post-Office Inspector, from July 26, 1884, to March 1, 1887.

Fiscal years.	No. of days employed.	No. of days absent.	Pay accounts audited.	Claims for reward paid.		Claims attorney's fees.	Claims miscellaneous.	Correspondence, accounts, and claims.	Money cases received and settled.		Correspondence in money cases.
				No.	No.				No.	No.	
1885	310	30	1,245	20	6	71	614	835		1,269	
1886	351	14	1,139	10	10	68	903	1,049		2,085	
1887 (to March 1)	201	35	792	4	8	32	546	535		822	

EXHIBIT No. 1.

[Form 534.]

The United States to John Doe, Dr.

For services as post-office inspector during the month of March, 1887, at \$1,600 per annum.... \$137 78
 For twenty-nine days' per diem, at \$4

For advances disbursed for expenses, viz:		
Voucher No. 1. Transportation by team.....	\$4 50	
" No. 2. Transportation by railroad (Boston and Maine Railroad).....	6 30	
" No. 3. Telegrams sent and received for the month.....	13 00	
" No. 4. Ink and mullage for office use.....	2 75	
" No. 5. Postage stamps for "test" purposes.....	2 30	
" No. 6. Services of janitor for the month.....	4 00	
" No. 7. Expenses of prisoner in case No. 43,492 B.....	14 00	
" No. 8. Assistance in arresting the said prisoner.....	8 00	
" No. 9. Repairs to type-writer in office.....	3 50	
" No. 10. Statement of expenses for which no vouchers were obtained.....	16 00	
Total for disbursements.....	74 05	74 05

Total for salary, per diem, and disbursements..... 327 83
 (On margin:) Entered April 10, 1887. N. W. Leonard.

State of _____,
County of _____, ss:

Personally appeared before me, a _____ in and for the county and State aforesaid, _____, who, being duly sworn, deposes and says that the above statement of account is correct, and the disbursements for expenses were necessarily incurred for the Post-Office Department, and that during the month of _____, 188—, he was actually engaged in traveling _____ days on the business of the Post-Office Department.

JOHN DOE,
Post-Office Inspector,

(Inspector's address): Saint Louis, Mo.

Subscribed and sworn to before me this _____ day of _____, 188—.

Approved:

F. M. HARRIS,
Inspector in charge Division.

Allow \$327.83.

Chief Post-Office Inspector.

Charge to mail depredations and post-office inspector, fiscal year 1887.

Postmaster-General.

INSTRUCTIONS TO POST-OFFICE INSPECTORS.

Inspectors are expected to send in their monthly accounts before the 10th day of the month succeeding that in which the services were rendered.

When an inspector has occasion to pass over a road which refuses to recognize his commission, and it becomes necessary to take a receipt for fare paid, THE CORPORATE TITLE OF THE ROAD MUST BE GIVEN, THE DATE ON WHICH THE TRIP WAS MADE, AND THE POINTS BETWEEN WHICH THE TRAVEL TOOK PLACE. When a receipt is taken for fare paid to a steamboat or stage-coach carrying the United States mail, the number of the route should be stated, so that the amount thus paid may be charged to the contractor of that route. Vouchers for expenses incurred must be clearly stated and entered upon the face of the account. (Form 534.)

In all cases where vouchers cannot be obtained, an itemized statement and an affidavit under seal must accompany the account, with a satisfactory reason why such vouchers were not taken.

Copies of telegrams sent or received need not accompany the monthly account, but it is desirable, when there are four or more telegrams, that inspectors furnish an itemized account, receipted by the manager or operator, instead of the several receipts.

Monthly accounts of inspectors working under the supervision of a division inspector should be forwarded through that officer, whose duty it is to examine and approve them, and note his objections to any particular items.

Accounts can be audited more rapidly if Inspectors will strictly comply with the requirements of the foregoing circular.

(On margin:) Read carefully.

Statement from the diary of John Doe, post-office inspector, showing where and how employed on each day of the month of March, 1887.

1887	1
	2
	3
	4

EXHIBIT No. 3.

[Form 546.]

Case No. 42,622 A.]

POST-OFFICE DEPARTMENT,
OFFICE OF CHIEF POST-OFFICE INSPECTOR,
Washington, D. C., April 10, 1887.

J. W. PERKINS, Esq.,
Madison, Wisconsin:

SIR: The sum of fourteen dollars has been recovered on account of the rifling of registered letter No. 32, mailed Jan'y 4, 1887, by you at the above place, addressed to William J. Moore, Saint Paul, _____ Co., Minn.

If you desire the money, please request Wm. J. Moore to indorse upon back of this sheet approval of payment to you.

If it should be paid to Wm. J. Moore, please indorse this sheet with your approval of payment to him and return it to this office.

Very respectfully,

_____,
Chief P. O. Inspector.

Reverse side :

_____, 188 .

Respectfully returned to chief P. O. inspector, Washington, D. C.

I approve of payment of the money to _____, whose address is _____,
County, _____.

(Sign here.) _____.

EXHIBIT No. 4.

[Form 525.]

Case No. 44,682 A.]

_____, 188 .

Received from Wm. F. Vilas, Postmaster-General, forty dollars, per U. S. Treasury transfer check, No. 262,430, amount of money recovered on account of the rifling of registered letter No. 46, dated December 30, 1886, written by James R. Morgan, mailed at Sacramento, do. Co., California, addressed to me at Woodland, Yolo Co., Cal.

(Sign here.) _____.

I certify that the person signing the above receipt is the identical person to whom the above-described letter was sent, and to the best of my knowledge and belief is entitled to the money.

(Postmaster will sign here.) _____.

Postmaster, _____.

N. B.—This blank to be signed, dated, and returned to the chief P. O. inspector, Washington, D. C., without unnecessary delay.

(On margin :) This receipt to be signed by Wm. T. Brooks, Woodland, Yolo Co., California.

EXHIBIT No. 2.

[Form 537.]

POST-OFFICE DEPARTMENT,
Washington, D. C., April 10, 1887.

Postmaster at San Francisco, Cal., pay to the order of John Doe, post-office inspector, "M. O. S.," \$265.40, being amount due him on account of salary, "per diem," and expenses for the month of March, 1887, and charge to account of money-order business.

\$265.40.

_____,
Postmaster-General.

Approved :

_____,
Chief Post-Office Inspector.

Entered : N. W. LEONARD, P. O. I.

FIRST ASSISTANT POSTMASTER-GENERAL.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., June 10, 1887.

SIR: I have the honor to transmit herewith, in compliance with your request, the accompanying statements showing the amount and the character of business received, transacted, and disposed of, &c., in this office during the period named in the letter of the Select Committee of the Senate of March 18, 1887.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

Hon. WILLIAM F. VILAS,
Postmaster-General.

APPOINTMENT DIVISION.

Report of the appointment division, office of the First Assistant Postmaster-General, Post-Office Department.

Organization of the division March 1, 1887: One chief of division, 14 section clerks 1 record clerk, 9 miscellaneous clerks.

This division has charge of all mail matter received at the Department relating to the establishment, change of name or site, and discontinuance of post-offices, the removal and appointment of postmasters, and all correspondence incident to the same.

It also has charge of all applications for leave of absence to postmasters, permission to change the name or sites of post-offices, and all complaints of negligence on the part of postmasters or their assistants.

The States and Territories are divided into fourteen sections, each in charge of a clerk designated as a section clerk, arranged as follows:

SECTION 1.—Maine, New Hampshire, Vermont, Connecticut, Massachusetts, Rhode Island, Florida, and Louisiana.

SECTION 2.—New York, New Jersey, and Mississippi.

SECTION 3.—Pennsylvania, Maryland, Delaware, and the District of Columbia.

SECTION 4.—Ohio and Indiana.

SECTION 5.—Illinois and Iowa.

SECTION 6.—Minnesota and Wisconsin.

SECTION 7.—Kansas, Nebraska, and Colorado.

SECTION 8.—California, Oregon, Nevada, and Georgia.

SECTION 9.—Missouri, Arkansas, and Indian Territory.

SECTION 10.—Michigan and Tennessee.

SECTION 11.—Virginia and Texas.

SECTION 12.—North Carolina, South Carolina, and West Virginia.

SECTION 13.—Alabama and Kentucky.

SECTION 14.—Alaska, Arizona, Dakota, Idaho, Montana, New Mexico, Utah, Washington, and Wyoming Territories.

The section clerks are employed in preparing cases for the establishment, discontinuance, and change of name and site of post-offices, and the removal and appointment of postmasters, and conducting the correspondence relating to the same.

They also receive and attend to all applications from postmasters for leave of absence, and permission to change the sites of their offices, and all complaints of negligence on the part of postmasters or their assistants.

The record clerk keeps a record of all cases acted upon by the Postmaster-General, and prepares statements of post-offices established and discontinued, and the changes in the names of post-offices for publication in the United States Official Postal Guide.

There are nine miscellaneous clerks in the division, one of whom notes the dates when the commissions of postmasters at Presidential offices expire, and prepares statements of the same for the President and the Postmaster-General; takes charge of and reviews all cases prepared by the section clerks for the consideration of the Postmaster-General and the President; prepares letters to postmasters at Presidential offices against whom complaints have been made, reprimanding them for their negligence, &c.; another acts as stenographer to the chief clerk of the office; examines and keeps a record of all inspectors' reports received; and the others do the miscellaneous work of this and other divisions of the office, such as receiving and opening and distributing the mails, and, when necessary, assisting the section clerks in briefing and preparing cases.

Statement showing in detail the methods of transacting business in the appointment division, office of the First Assistant Postmaster-General, including one or more items of the principal business matters transacted in said division, beginning with the receipt of the business matter in the said office, and then showing in consecutive order the various steps taken by each of such principal business matters through the appropriate divisions thereof, and the employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon taken by the appointment division, until the same is finally disposed of, and notice thereof duly given to the proper party :

A 1. Case for the establishment of a new post-office and the appointment of a postmaster at the same.

A 2. Case for the discontinuance of a post-office.

A 3. Case for change of the name of a post-office.

A 4. Case for change of the site of a post-office.

A 5. Case for the appointment of a postmaster at a fourth-class office upon resignation, death, or removal of the incumbent.

A 6. Case for the appointment of a postmaster at a Presidential post-office.

Statement, with exhibits, showing in detail the amount and character of clerical work performed in the appointment division in a case for the establishment of a new post-office, when the application is granted.

When an application for a post-office is received it is briefed (Exhibit A) and the section clerk mails a location paper (Exhibits B and C) to the person named for postmaster, in care of the postmaster at the nearest office. A notice (Exhibit D) is also sent to the member of Congress, or other referee of the Department for the district or county in which the post-office is to be located, with a request for information concerning the necessity for the office, and the fitness of the person named for postmaster.

When the location paper has been returned with the inquiries properly answered, and a reply received from the referee (see indorsement on Exhibit A), the name selected for the office is referred to the general superintendent of the railway mail service for his approval (Exhibit E). If the name selected should not be approved, the person named for postmaster is notified of the fact (Exhibits F and G) and requested to confer with the citizens and select some other name. When some other name has been selected (Exhibit H) it is referred to the general superintendent of the railway mail service (Exhibits I and J) for his approval. When a name has been approved (Exhibit J) the case is briefed and jacketed (Exhibit K) by the section clerk, and referred to the Second Assistant Postmaster-General, who returns it with a report (Exhibit K) as to the practicability of supplying the office with mail. The case is next examined by the chief of the division and submitted to the First Assistant Postmaster-General, who signs the order (Exhibit K) for the establishment of the office and the appointment of the postmaster.

The order is entered by the record clerk in the daily record (Exhibit L), and also in the Postmaster-General's journal, and is published in the Daily Bulletin, which is issued by the Department. The case is then returned to the section clerk, who enters the name of the office and the postmaster in a book kept for that purpose (Exhibit M), and notifies the referee of the action taken by the Department (Exhibit N). The case is next referred, respectively, to the chief of the bond division and the topographer of the Department for appropriate action in the divisions under their charge. It is subsequently returned to the appointment division, and filed by the section clerk in the proper county files of the State in which the office is established.

If the appointee declines to qualify as postmaster, as in this case (Exhibit O), the referee is notified of the fact, and requested to confer with the citizens, and name some other person for the position (Exhibit P). The case is then briefed and jacketed for the appointment of another postmaster (Exhibit Q), and held until the referee is heard from.

When the case is again made ready for action it is examined by the chief of the division, and submitted to the First Assistant Postmaster-General for his consideration and action.

If the case should be signed, it is entered in the daily record and the Postmaster-General's journal, and referred to the appropriate divisions, as in the former case.

EXHIBIT A.

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
April 15, 1886.

To the POSTMASTER-GENERAL, U. S. :

The undersigned petitioners, citizens of the county of Bastrop and State of Texas, would ask for the establishment of a post-office to be called Swain. The office herein

asked for will be situated six miles east of Eagle Branch and about six miles west of Smithville, in Bastrop County.

The establishment of this office would accommodate a large number of people who live distant from any other office. We would further ask for three mails per week, to correspond with the mail received at Eagle Branch, on the route from Bastrop to Waelder, Tex.

Premises considered, petitioners would ask the establishment of an office and the appointment of a postmaster, and in duty will ever pray.

Signed by 52 citizens.

(Reverse side):

Swain, Bastrop Co., Texas.

Petition of 52 citizens for the establishment of above office, with Thomas Benton Bounds as P. M.

Recommended by Hon. Joseph D. Sayers.

Respectfully referred to the Hon. Second Assistant Postmaster-General, recommending the establishment of the office and the appointment of the gentleman as postmaster, as requested in the within.

JOSEPH D. SAYERS,
M. C., Texas.

EXHIBIT B.

(No. 1011—New Series—January 1, 1884.—Location paper).

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., April 15, 1886.

SIR: Before the Postmaster-General decides upon the application for the establishment of a post-office at Swain, County of Bastrop, State of Texas, it will be necessary for you to carefully answer the subjoined questions, get a neighboring postmaster to certify to the correctness of the answers, and return the location paper to the Department, addressed to me. If the site selected for the proposed office should not be on any mail route now under contract, only a "Special Office" can be established there, to be supplied with mail from some convenient point on the nearest mail route by a special carrier, for which service a sum equal to two-thirds of the amount of the salary of the postmaster at such office will be paid.

You should inform the contractor, or person performing service for him, of this application, and require him to execute the inclosed certificate as to the practicability of supplying the proposed office with mail, and return the same to the Department.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

To Mr. THOMAS B. BOUNDS, care of the postmaster of Eagle Branch, who will please forward to him.

STATEMENT.

The proposed office to be called "Swain."
Select a short name for the proposed office, which, when written, will not resemble the name of any other post-office in the State.

It will be situated in the _____, in the county of _____, State of _____.

It will be on or near route No. 31242, being the route from Bastrop to Jeddo, on which the mail is now carried _____ times per week.

The contractor's name is G. C. Webb.

Will it be directly on this route?—Ans. No.

If not, how far from, and on which side of it?—Ans. Six miles east.

How much will it INCREASE the travel of the mail one way each trip?—Ans. _____.

Where will the mail leave the present route to supply the proposed office?—Ans. Eagle Branch.

Where intersect the route again?—Ans. None.

What post-office will be left out by this change?—Ans. _____

If not on any route, is a "Special Office" wanted?—Ans. Yes; to be supplied from Eagle Branch.

The name of the nearest office to the proposed one, on the same route, is Eagle Branch, its distance is six miles in a west direction from the proposed office.

The name of the nearest office on the same route, on the other side, is Smithville, its distance is six miles in a N.E. direction from the proposed office.

The name of the nearest office to the proposed one, not on this route, is Bart, distance by the most direct road five miles in a easterly direction from the proposed office.

The name of the most prominent river near it is Colorado.

The name of the nearest creek is Barton.

The proposed office will be six miles from said river, on the west side of it, and will be two miles from said nearest creek, on the north side of it.

The name of the nearest railroad is G. H. & S. A.

EXHIBIT C.

POST OFFICE, _____,
 _____ County,
 State of _____, _____, 188-.

I, _____, contractor, or carrier, on route No. _____, from _____ to _____, hereby certify that if a post-office should be established at _____, in the County of _____, State of _____, it can be supplied on the above route without increase in distance.

_____,
 _____ Contractor.
 _____ Carrier for _____ Contractor.

Care should be taken to return this sheet with the location paper.

EXHIBIT D.

POST OFFICE DEPARTMENT,
 OFFICE OF THE FIRST ASSISTANT POSTMASTER GENERAL,
 Washington, D. C., April 15, 1886.

SIR: An application for establishment of a post-office at Swain, in the county of Bastrop, State of Texas, signed by 52 citizens, has been received at this office, and the usual letter of interrogatories as to locality, the nearest post-offices, and the population to be supplied, sent to Thomas B. Bounds (the person recommended for postmaster), to the care of the postmaster at Eagle Branch.

Before establishing this office, I have to request the favor of any information you may possess, or be able to obtain, respecting it.

Very respectfully,

A. E. STEVENSON,
 First Assistant Postmaster General.

HON. JOSEPH D. SAYERS,
 Bastrop, Bastrop County, Texas.

EXHIBIT E.

Swain, office.
 Bastrop, county.
 Texas, State.

POST-OFFICE DEPARTMENT,
 OFFICE FIRST ASSISTANT P. M. GENERAL,
 Washington, D. C., May 27, 1886.

Respectfully referred to the superintendent of the Railway Mail Service for his opinion as to the name proposed.

Respectfully,

JAMES H. MARR,
 Chief Clerk.

OFFICE OF THE GENERAL SUP'T RAILWAY MAIL SERVICE,
 Washington, D. C., May 28, 1887.

Respectfully returned disapproved. (See Sowers, Dallas Co., Texas.)

JOHN JAMESON,
 General Superintendent.
 D.

EXHIBIT F.

POST-OFFICE DEPARTMENT,
 OFFICE OF THE FIRST ASSISTANT POSTMASTER GENERAL,
 Washington, D. C., May 29, 1886.

SIR: It will be necessary for you to confer with the citizens and select some other name than Swain for the proposed post-office in Bastrop Co., Texas, because there is an office by the name of Sowers in Dallas Co., Texas, and it is feared that the simi-

ilarity in the appearance of the names, when written, would lead to confusion and delay in the transmission and delivery of the mails.

Respectfully,

A. E. STEVENSON,
First Ass't P. M. Gen'l.

THOMAS B. BOUNDS, Esq.,
Eagle Branch, Bastrop Co., Texas.

Please return this circular with your reply. It would be well to send a list of names from which the Department can make a selection.

(On margin :) Short names of one word should be selected for post-offices.

EXHIBIT G.

INSTRUCTIONS RELATIVE TO NAMES OF POST-OFFICES.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., May 29, 1886.

In selecting names for post-offices it is particularly desired that the name of the town or village in which the office is to be located should be adopted, if such name is in no way similar to that of any established office in the State.

Where it is proposed to locate an office at a railroad station, the name of the station must always be selected, unless there is already a post-office of the same or similar name in the State.

The prefix of "East," "Centre," "New," "North," "South," or "West," to the name of a post-office is objectionable; as also is the addition of "Burgh," "Centre," "City," "Corners," "Creek," "Cross-Roads," "Depot," "Hill," "Hotel," "Hollow," "Junction," "Mill," "Mound," "Peak," "Plains," "Point," "Port," "Prairie," "Rock," "River," "Run," "Ridge," "Store," "Station," "Springs," "Town," "Vale," "Valley," or "Village," and all other prefixes or additions, as such prefixes or additions lead to confusion and delay in the transmission of the mails.

Great care should be exercised to select at first a name satisfactory to the patrons of the office. After an office has been established the name will not be changed.

To insure favorable action on applications for post-offices the above instructions must be complied with.

Respectfully, &c.,

A. E. STEVENSON,
First Assistant Postmaster-General.

(On margin :) Short names of one word should be selected for post-offices.

EXHIBIT H.

EAGLE BRANCH, BASTROP CO., TEXAS, *June 14, 1886.*

FIRST ASSIST. P. M. GENERAL,
Washington, D. C. :

SIR: The following are suitable names for the proposed post-office in Bastrop County, Texas: Palos, Napier, or some other name suitable to the Department.

I am, as ever, yours truly,

THOMAS BENTON BOUNDS.

EXHIBIT I.

Palos office, Bastrop County, Texas.

POST-OFFICE DEPARTMENT,
OFFICE OF FIRST ASSISTANT P. M. GENERAL,
Washington, June 25, 1886.

Respectfully referred to the Superintendent of the railway mail service for his opinion as to the name proposed.

Respectfully,

JAMES H. MARR,
Chief Clerk.

OFFICE OF THE GENERAL SUP'T RAILWAY MAIL SERVICE,
Washington, D. C., June 28, 1886.

Respectfully returned disapproved. (See Palace, Van Zandt Co., Texas.)

JOHN JAMESON,
General Superintendent.

D.

EXHIBIT J.

NAPIER OFFICE, *Bastrop County, Texas* :

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT P. M. GENERAL,
Washington, D. C., June 30, 1886.

Respectfully referred to the Superintendent of the Railway Mail Service for his opinion as to the name proposed.

Respectfully,

JAMES H. MARR,
Chief Clerk.

OFFICE OF THE GENERAL SUPT' RAILWAY MAIL SERVICE,
Washington, D. C., July 1, 1886.

Respectfully returned approved.

JOHN JAMESON,
General Superintendent.
D.

EXHIBIT K.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT P. M. GENERAL,
July 3, 1886.

New office, in the State of Texas, county of Bastrop, to be named Napier. For P. M., Thomas B. Bounds.

Applied for by 52 citizens and recommended by Hon. Joseph D. Sayers.

Queries sent April 15, 1886, to candidate, care of postmaster at Eagle Branch. Queries returned May 27, 1886, and answered as follows :

It will be situated in the _____ quarter of Section _____, Township _____, Range _____ near Route No. 31242, from Bastrop to Jeddo, and will increase the distance _____.

Between the offices of Eagle Branch, 6 miles west, and Smithville, 6 miles NE. Nearest office not on route, Bart. Its distance is 5 miles in an easterly direction.

Population to be supplied, 100. Number of inhabitants within village, _____, or not on any established route, but to receive special supply from Eagle Branch, distant 6 miles, and supplied by _____ for _____.

(Reverse side) :

July 3, 1886.

Napier Office, Bastrop County, Texas.

Papers to Eagle Branch.

\$_____ bond.

Referred to Contract Office, July 3, 1886.

Contract Office returns case July 7, 1886, and reports not on any route now in operation. May be supplied as special from Eagle Branch, on Route 31242. Three times a week service from Eagle Branch, as petitioned for, would probably cost \$175 per annum.

(Signed)

SWENEY.

Establish Napier as special, and appoint Thomas B. Bounds P. M.

A. E. S.,
First Assistant P. M. General.

JULY 13, 1886.

Postmaster-General's Journal, July 13, 1886, entered.

Hon. JOSEPH D. SAYERS.

EXHIBIT L.

Daily record of the establishment, discontinuance, and changes of names and sites of post-offices, and the appointment of postmasters.

Date.	Office.	County.	State.	Established or discontinued. Name or site changed.
1886.				
July 13.	Napier	Bastrop	Texas	Established
Nov. 17.	Napier	Bastrop	do

Date.	Appointee.	Retiring postmaster.	Cause of change.
1886.			
July 13.	Thomas B. Bounds	Papers to Eagle Branch	Special.
Nov. 17.	William J. Dixon	Thomas B. Bounds	Declined.

EXHIBIT M.

TEXAS.

Memoranda.	Offices.	Counties.	Names of post-masters.	Date of ap-pointment.	Names of post-masters.	Date of ap-pointment.
.....	Napier.	Bastrop	Thomas B. Bounds.	July 13, 1886	William J. Nixon.	Nov. 17, 1886.

EXHIBIT N.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT P. M. GENERAL,
Washington, D. C., July 13, 1886.

SIR: The Postmaster-General has ordered the establishment of a post-office at Napier, in the county of Bastrop and State of Texas, and the appointment of Thomas B. Bounds as postmaster thereof.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

Hon. JOSEPH D. SAYERS,
House of Representatives, City.

(On margin:) For the present mail should be sent to Eagle Branch.

EXHIBIT O.

NAPIER, BASTROP CO., TEXAS, *September 24, 1886.*

FIRST ASSISTANT POSTMASTER-GENERAL:

SIR: Upon the resignation of my appointment as postmaster at Napier, in Bastrop Co., Texas, I hereby recommend William J. Nixon, esq., to be appointed postmaster at said office.

Yours, truly,

THOMAS B. BOUNDS.

P. S.—The instructions and bond are herewith returned.
(Signed)

T. B. B.

EXHIBIT P.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., Oct. 2, 1886.

SIR: Thomas B. Bounds, the postmaster at Napier (new office), county of Bastrop, State of Texas, declines, and recommends William J. Nixon. Please advise.

(Salary, \$———.)

Any suggestions from yourself, or information obtained by you from the patrons of the office in question, will be carefully considered, if filed in this office within a reasonable time.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

Hon. JOSEPH D. SAYERS,
Bastrop, Bastrop Co., Texas.

(On margin :) In making recommendations, it is important that the name of the person recommended for appointment should be given in full and correctly spelled. Please indorse reply on this sheet and return, if practicable.

If change of name or site is involved, please give particulars as to distance and direction.

NAPIER, TEXAS, BASTROP CO.

Appointment of Mr. Nixon recommended.

(Signed)

JOSEPH D. SAYERS,
M. C., Texas.

EXHIBIT Q.

CANDIDATES.—William J. Nixon.

RECOMMENDATIONS.—1. Appointee declines, and recommends William J. Nixon.

2. Hon. J. D. Sayers concurs.

(Reverse side:)

OCT. 2, 1886.

Napier Office, Bastrop County, Texas State.

Thomas B. Bounds, P. M.

Office established July 13, 1886.

Bond, \$500. Salary, \$———.

Papers to Eagle Branch.

Appoint William J. Nixon in place of Thomas B. Bounds, declined.

A. E. S.,
First Assistant Postmaster-General.

NOV. 17, 1886.

Postmaster-General's Journal, Nov. 17, 1886. Entered.

Hon. J. D. Sayers.

Statement showing the amount and character of clerical work performed by the employes in the appointment division of the office of the First Assistant Postmaster-General in a case for the discontinuance of a post-office.

Exhibit A shows the jacket in which all the papers filed in the case are inclosed, together with a brief of the same, and the order signed by the First Assistant Postmaster-General.

The papers are briefed by the section clerk, who makes up the case and refers it to the Second Assistant Postmaster-General for a report as to whether the discontinuance of the office would disarrange the service or delay the delivery of mail to other offices. If there be no objection, the case is submitted to the First Assistant Postmaster-General for his consideration and action. It is then returned to the section clerk, who refers it to the several divisions of the Department, and proceeds the same as in a case for the establishment of a new post-office. (See A-1.)

A notice (Exhibit B) is sent by the section clerk to the referee and the case placed in the proper files.

EXHIBIT A.

CANDIDATES. ————

RECOMMENDATIONS.—1. P. M. resigns, and recommends the discontinuance of the office.

2. P. M. again resigns, and says he has notified the patrons, and none of them will apply; he therefore recommends the discontinuance of the office.

3. Hon. C. S. Voorhees concurs.

(Reverse side:)

April 15, 1885. Plumb Station office, Thurston County, Washington Territory; E. B. Plumb, P. M., appointed March 21, 1879.

Reasons: P. M. resigns, and no candidate.

Referred to contract office, Oct. 23, 1885.

Contract office returns case, Oct. 26, 1885, and reports no objection to discontinuance of office. Route 43003.

(Signed)

SWENEY.

A. E. S.,

First Assistant P. M. General.

Discontinue. Papers to Tenino.

— 188—

Postmaster-General's journal, Nov. 10, 1885. Entered.

Hon. C. S. Voorhees.

EXHIBIT B.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., Nov. 10, 1885.

SIR: The Postmaster-General has ordered the discontinuance of the post-office at Plumb Station, in the county of Thurston and Territory of Washington, in consequence of there being no person willing to accept the office.

Very respectfully,

A. E. STEVENSON,

*First Assistant Postmaster-General.*Hon. C. S. VOORHEES,
House of Representatives.

Statement showing the work performed by the employes of the appointment division, office of the First Assistant Postmaster-General, in a case for a change in the name of a post-office.

Upon the receipt of an application for a change of name, the proposed name is referred to the general superintendent of the railway mail service for his approval. (Exhibit A.)

When the name has been approved the case is made up (Exhibit B) by the section clerk, and submitted in the usual way to the First Assistant Postmaster-General for signature. The subsequent treatment of the case is the same as a case for the establishment of a new post-office. (See A-1.)

EXHIBIT A.

Change Oliveria to Floyd office, Hunt County, Texas (name of the railroad station).

POST-OFFICE DEPARTMENT,
OFFICE OF FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., March 2, 1887.

Respectfully referred to the superintendent of the railway mail service for his opinion as to the name proposed.

Respectfully,

JAMES H. MARR,
*Chief Clerk.*OFFICE OF THE GENERAL SUPERINTENDENT RAILWAY MAIL SERVICE,
Washington, D. C., March 4, 1887.

Respectfully returned approved.

T. E. NASH,
General Superintendent.
D.

EXHIBIT B.

CANDIDATES.— ————

RECOMMENDATIONS.—1. Postmaster and forty-three citizens recommend change of name of the office to Floyd, to correspond with the name of the railroad depot.

(Reverse side:)

March 4, 1887. Oliveria office, Hunt County, Texas.

Rene F. Jones, P. M.

Appointed Oct. 24, 1882.

Salary, \$171.

\$——— M. O. bond.

\$——— bond.

Change name to "Floyd" and continue incumbent.

(Signed.)

A. E. S.,

First Assistant Postmaster-General.

MARCH 8, 1887.

Postmaster-General's Journal, March 8, 1887. Entered.

Postmaster and citizens.

Statement showing the clerical work involved in a case for a change in the site of a post-office.

Exhibit A shows the location paper, which is sent to the postmaster upon receipt of an application for a change in the site of a post-office. Exhibit B shows the reference slip under which the case is referred to the Second Assistant Postmaster-General for information as to the number of the route upon which the office would be located if the site should be changed as proposed; also, his reply (Exhibit C) shows the manner in which the case is briefed and jacketed by the section clerk, after which it is submitted by the chief of the division to the First Assistant Postmaster-General for his consideration and action. If the order for the change of site should be made the case is entered in the daily record of the division, and the Postmaster-General's Journal, and then returned to the section clerk, who makes the proper entry in his index-book and refers the case to the chief of the bond division, and also to the topographer of the Department.

After the necessary papers have been forwarded from the bond division, and the new location marked on the post-route maps by the topographer, the case is returned to the section clerk and placed in the proper files.

EXHIBIT A.

Please fill up this blank and return to this office.

Office Harleigh, County Luzerne, State of Penna.

The proposed site is distant 126 rods from the present location of the office, and will be in a northeastern direction from the present site.

(Signed)

REUBEN LEISEURING, P. M.

(No. 1019, new series.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT P. M. GENERAL,
Washington, D. C., January 21, 1887.

SIR: Before the Postmaster-General decides upon the application for a change of ——— site of the post-office at Harleigh, county of Luzerne, State of Pennsylvania, to ———, he requires that the blanks in the following statement be filled, and the questions carefully and correctly answered, verified by your signature, certified by a neighboring postmaster, and returned to this Department, addressed to me. The contractor should be informed of this application; and if the site proposed be off the mail route, you will forward his certificate as to the practicability of supplying it, and also as to the increase of distance.

Be careful to designate the post-offices by their true official names; and answer the subjoined queries fully and accurately, or the case will not be acted upon.

Very respectfully,

MALCOLM HAY,

First Assistant Postmaster-General.

To P. M., care of the postmaster of Hazleton, who will please forward to him.

STATEMENT.

The office to be called "Harleigh."

Select a short name for the proposed office, which, when written, will not resemble the name of any other post-office in the United States.

The new site will be situated on the ——— quarter of section Hazel, township ———, range ———, in the county of Luzerne, State of Pa.

It will be on or near route No. 8404, being the route from Hazleton to St. Johns, on which the mail is now carried ——— times per week.

The contractor's name is Stephen Kuhns.

Will it be *directly on this route*?—Ans. Not quite.

If not, how far from, and on which side of it?—Ans. 120 rods, east side.

How much will it INCREASE the travel of the mail one way each trip?—Ans. 252 rods.

Where will the mail leave the present route to supply the proposed site?—Ans. At McFadden's Tavern.

Where intersect the route again?—Ans. Return to place of leaving, McFadden's Tavern.

What post-office will be left out by this change?—Ans. None.

The name of the nearest office to the proposed site, *on the same route*, is Milnesville, its distance is one mile, in a northwestern direction.

The name of the nearest office on the same route, *on the other side*, is Hazleton, its distance is two miles, in a southern direction from the proposed site.

The name of the nearest office to the proposed site, not on this route, is Ebervale, distance by the most direct road $2\frac{1}{2}$ miles, in a northeastern direction.

The name of the most prominent river near it is Susquehanna.

The name of the nearest creek is Big Black Creek.

The proposed site will be 16 miles from said river, on the east side of it, and will be one-half mile from said nearest creek, on the north side of it.

The name of the nearest railroad is the Lehigh Valley R. R.

If on the line or near a railroad, on which side will the office be located; how far from the track, and what is, or will be, the name of the station?—Ans. South side; 100 yards; no station.

What will be the distance from the proposed site to the nearest *flag station*?—Ans. No flag station.

State name of station: None at this place.

What will be the distance from the proposed site to the nearest station at which *mail trains* make *regular stops*?—Ans. $2\frac{1}{2}$ miles.

State name of station: ———.

If the proposed office is located where it can be supplied from a crane or flag station, or located over 80 rods from the station where mail trains make regular stops, will the mail be carried to and from the proposed office without expense to the Department?—Ans. Cannot be carried by railroad; no trains except coal trains.


If it be a village, state the number of inhabitants.—Ans. 100.

Also, the population to be supplied by proposed office.—Ans. 130.

A *diagram*, or *sketch from a map*, showing the position of the proposed new office, with neighboring river or creek, roads, and other post-offices, towns, or villages near it, will be useful, and is therefore desired.

A correct map of the locality might be furnished by the county surveyor, but this must be without expense to the Post-Office Department.

ALL WHICH I CERTIFY to be correct and true, according to the best of my knowledge and belief, this 27th day of January, 1887.

() Sign full name.) REUBEN LEISEURING, P. M.

I CERTIFY that I have examined the foregoing statement, and that it is correct and true, to the best of my knowledge and belief.

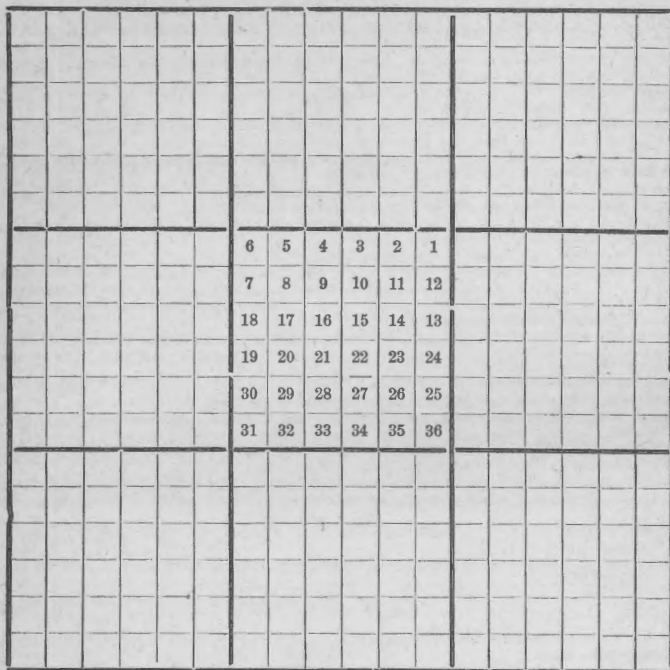
JAMES B. HUTCHISON,
Postmaster at Hazleton, Penna.

(Reverse side):

Diagram showing the proposed site of the _____ post-office in township _____, range _____, of _____ principal meridian, county of _____, State of _____, with the adjacent townships and post-offices:

It is requested that the exact site proposed, as also the roads to the adjoining offices, and the larger streams or rivers, be marked on this diagram, to be returned as soon as possible to the Post-Office Department:

(North.)



(South.)

Scale $\frac{1}{2}$ inch to the mile.

The present site is on the _____ quarter of section _____, town. _____, range _____, and proposed site is on the _____ quarter of section _____, town. _____, range _____, distant _____ miles, in a _____ direction, and will be supplied _____.

EXHIBIT B.

Harleigh office, Luzerne County, Pa.

POST-OFFICE DEPARTMENT,
OFFICE OF FIRST ASS'T P. M. GENERAL,
Washington, D. C., Jan. 29, 1887.

Respectfully referred to the Second Assistant Postmaster-General, who will please inform this office of the number of the route upon which the above-named office would be located if the site should be changed as proposed.

Respectfully,

JAMES H. MARR,
Chief Clerk.

OFFICE OF THE SECOND ASSISTANT P. M. GENERAL,
Washington, D. C., Jan. 31, 1887.

Respectfully returned with the information that the office would be on route No. 8404. The change will increase cost \$16 per annum.

G. M. SWENEY, Chief Clerk.

EXHIBIT C.

CANDIDATES, ————.

RECOMMENDATIONS.—1. Postmaster asks to change site, increasing the distance traveled by carrier 124 rods.

2. Contractor says the proposed change will increase the distance 126 rods, and he will want \$100 additional pay.

(Reverse side):

January 29, 1887, Harleigh office, Luzerne County, Pennsylvania State, Reuben Leisuring, postmaster.

Appointed April 3, 1886; salary, \$151. \$——— M. O. bond. \$——— bond.

Change site 126 rods northeastern on route 8404, and retain incumbent.

A. E. S.,

First Assistant Postmaster-General.

February 3, 1887.

Statement showing the amount and character of clerical work performed in the appointment division, office of the First Assistant Postmaster-General, in a case for the appointment of a postmaster at a fourth-class office, upon the death, resignation, or removal of the incumbent.

Exhibit A shows the jacket upon which the case is made up, with a brief of all the papers in the case and the order for the appointment of the new postmaster signed by the First Assistant Postmaster-General, and the date of the entry in the Postmaster-General's journal. The papers briefed in the jacket and numbered from 1 to 17 are folded, properly indorsed by the section clerk, who makes up the case, which is afterwards examined by the chief of the division, and submitted to the First Assistant Postmaster-General for his consideration and action.

After the order has been signed and entered in the Postmaster-General's journal, the case is entered in the books of the appointment division, and notice (Exhibit B) is sent to the referee upon whose recommendation the appointment was made, and the case referred to the chief of the bond division, who causes appropriate action to be taken, and then returns the case to the section clerk, who places the same in the proper county files.

EXHIBIT A.

CANDIDATES.—Allen W. Finch; J. R. Staton, jr.; Christian W. Boaz; William D. Crouch; P. M. for retention.

RECOMMENDATIONS.—(1) John W. Killiam charges the postmaster with illegal use of penalty-envelopes; (2) three citizens, same as the above; (3) Inspector McCabe confirms the above charge, and recommends the removal of postmaster; (4) Hon. John W. Daniel recommends the removal of the postmaster; (5) Allen W. Finch recommends the removal of the postmaster, and assigns various reasons therefor; (6) Hon. John W. Daniel recommends the appointment of John W. Finch; (7) sixty-seven citizens recommend Mr. Finch; (8) J. R. Staton, jr., applies; (9) one hundred citizens for Mr. Staton; (10) J. P. Boyd for Mr. Staton; (11) Christian W. Boaz applies; (12) Seventy-one citizens for Mr. Boaz; (13) duplicate of No. 13; (14) William D. Couch applies; (15) thirty-eight citizens for Mr. Couch; (16) Postmaster in his own behalf.

(Reverse side:)

MONEY-ORDER OFFICE,

August 26, 1885.

Buchanan, Botetourt County, Va.; Rudolph McLaughlin, postmaster. Appointed January 14, 1885; salary, \$4.2; postal bond, \$———; money-order bond, \$———. Appoint Allen W. Finch in place of Rudolph McLaughlin, removed.

A. E. S.,

First Assistant Postmaster-General.

August 27, 1885.

[Postmaster-General's journal, August 27, 1885. Entered.]

Post-office inspector and Hon. John W. Daniel.

EXHIBIT B.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., August 27, 1885.

SIR: The Postmaster-General has ordered the appointment of Allen W. Finch as postmaster at Buchanan, in the county of Botetourt and State of Virginia, in the place of Rudolph McLaughlin, removed.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

Hon. JOHN W. DANIEL, *Lynchburgh, Va.*

Statement showing the manner of preparing a case in the appointment division, office of the First Assistant Postmaster-General, for the appointment of a postmaster at a Presidential post-office:

Exhibit A shows a sample sheet upon which the papers filed in the case have been briefed by the clerks for the consideration of the Postmaster-General and the President.

When the order has been signed by the President (Exhibit B) the case is returned to the appointment division, and treated thereafter the same as a case for the appointment of a postmaster at a fourth-class office. (See A 5.)

EXHIBIT A.

PRESIDENTIAL.

Brief of papers in the case of the post-office at Clinton, State of Illinois.

Here follows a full brief of all papers filed in the case, from No. 1 to No. 111, setting forth the charges preferred against the postmaster, the claims and qualifications of each applicant, and the names and occupations of the indorsers.

(Reverse side):

PRESIDENTIAL.

_____, 188—.

Clinton office, Illinois.
Brief.

EXHIBIT B.

PRESIDENTIAL.

MARCH 17, 1887, Clinton office, DeWitt County, Illinois State; Richard Butler, P. M.
Appointed December 20, 1883.

Salary, \$1,500.

Postal bond, \$4,000.

M. O. bond, \$4,000.

Appoint Cyrus J. Carle in place of Richard Butler, removed.

G. C.

March 17, 1887.

Confirmed, _____.

Statement showing the amount and character of business received, transacted, and disposed of in the appointment division, office of the First Assistant Postmaster-General, during the fiscal years ended June 30, 1884, June 30, 1885, and June 30, 1886, and to March 1, 1887; also on hand, pending, and undisposed of on March 1, 1887. No account having been taken of the amount of business pending in the division at any particular time prior to March 1, 1887, it would be impossible to comply with the request of the Senate committee to furnish a statement of the amount of business pending and undisposed of on January 1, 1884, January 1, 1885, January 1, 1886, and January 1, 1887:

B 1 shows the amount and character of business received, transacted, and disposed of during the years ended June 30, 1884, and June 30, 1885.

B 2 shows the amount and character of business received, transacted, and disposed of during the year ended June 30, 1886, and to March 1, 1887.

B 3 shows by States and Territories the number of post-offices established, discontinued, names and sites changed, and postmasters appointed during the years ended June 30, 1884, and June 30, 1885.

B 4 shows by States and Territories the number of post-offices established, discontinued, names and sites changed, and postmasters appointed during the year ended June 30, 1886, and to March 1, 1887.

B 5 shows by States and Territories the amount and character of business pending and undisposed of on March 1, 1887.

The work of the division is kept well up from day to day, but action upon applications for the establishment of post-offices and resignations of postmasters is very much delayed by the tardiness of referees in answering inquiries concerning the necessity for post-offices in the localities named, and the qualifications of persons recommended for postmasters.

This explains why most of the business pending in the division March 1, 1887, as shown by statement B 5, was not disposed of.

The following statement shows the amount and character of business received, transacted, and disposed of during the period, and on hand, pending, and undisposed of at the dates specified below, in the appointment division of the office of the First Assistant Postmaster-General:

Character of business.	Fiscal year ended June 30, 1884.			Fiscal year ended June 30, 1885.			Fiscal year ended June 30, 1886.			From June 30, 1886, to March 1, 1887.			
	Pending at beginning of fiscal year.*	Received during fiscal year.	Transacted and disposed of in fiscal year.	Pending at beginning of fiscal year.	Received during fiscal year.	Transacted and disposed of in fiscal year.	Pending at beginning of fiscal year.*	Received during fiscal year.	Transacted and disposed of in fiscal year.	Pending at beginning of fiscal year.*	Received up to March 1, 1887.	Transacted and disposed of up to March 1, 1887.	On hand and undisposed of March 1, 1887.
Cases for appointment of fourth-class postmasters			7,379	(*)		6,103			18,229			6,260	6,075
Cases for appointment of Presidential postmasters			876	(*)		695			1,036			611	609
Cases for change of names and sites of post-offices			912	(*)		563			589			425	791
Cases for establishment of new post-offices			3,414	(*)		2,121			3,482			1,914	5,172
Cases for discontinuance of post-offices			1,260	(*)		886			1,120			970	222
Letters, petitions, and other papers	110,265			101,839				167,750			72,911		
Letters written		3,778				1,135			2,201				3,443
Circular letters sent out		29,948				39,986			72,251				34,453
Location papers sent out		7,551				4,163			9,557				3,901
Entries made in the books of the division			27,682			20,736			48,912				20,360

* Not known.

The following statement shows by States and Territories the number of post-offices established, discontinued, names and sites changed, also the number of postmasters appointed during the periods named below :

States and Territories.	Fiscal year ended June 30, 1884.				Fiscal year ended June 30, 1885.				Fiscal year ended June 30, 1886.				From June 30, 1886, to March 1, 1887.			
	Post-offices established.	Post-offices discontinued.	Names and sites changed.	Postmasters appointed.	Post-offices established.	Post-offices discontinued.	Names and sites changed.	Postmasters appointed.	Post-offices established.	Post-offices discontinued.	Names and sites changed.	Postmasters appointed.	Post-offices established.	Post-offices discontinued.	Names and sites changed.	Postmasters appointed.
Alabama	115	55	22	364	67	37	26	239	135	39	18	412	43	33	24	220
Alaska				2	1			1	2	1	1	7				
Arizona	25	15	4	67	14	8		33	8	14	3	51				36
Arkansas	146	69	30	413	55	36	28	315	128	43	35	514	64	44	35	291
California	45	30	17	215	33	23	5	141	72	13	14	343	51	33	16	285
Colorado	53	34	22	237	33	32	10	118	29	45	19	252	20	27	12	105
Connecticut	7	2	2	61	4	2	1	34	6	2	4	171	7	1	2	51
Dakota	183	55	57	390	101	30	39	211	124	38	40	474	51	32	31	220
Delaware	5	1		17	1			20	7		3	66	1			12
Dist. of Columbia				2	1			1	1			4	1			2
Florida	99	23	8	201	86	31	15	162	110	20	9	249	74	19	12	192
Georgia	101	46	35	350	72	45	15	276	162	41	39	494	83	40	16	282
Idaho	34	7	8	66	18	10	3	55	32	10	7	111	20	10		67
Illinois	80	25	23	459	37	15	15	324	64	23	27	1,164	43	23	11	342
Indiana	88	26	18	393	40	17	8	424	43	20	18	1,005	56	22	11	305
Indian Territory	26	10	6	65	19	12	1	41	24	7	5	77	19	8	5	54
Iowa	94	41	26	449	46	29	12	241	58	33	20	864	29	37	12	267
Kansas	95	58	81	468	86	46	68	271	184	77	108	956	86	70	99	400
Kentucky	121	54	21	480	94	37	20	350	125	40	43	657	52	34	23	256
Louisiana	64	17	3	171	40	19	10	156	64	7	16	217	40	12	5	117
Maine	24	7	4	133	26	2	3	96	25	9	1	471	19	4	2	119
Maryland	44	10	11	135	18	8	8	105	75	9	11	374	28	14	4	101
Massachusetts	14	4	4	84	7	1	1	47	27	5	3	286	15	3	2	122
Michigan	109	30	19	387	45	26	16	215	63	19	24	759	35	19	12	294
Minnesota	79	36	23	350	45	29	22	130	57	44	20	390	37	18	24	233
Mississippi	88	36	17	240	86	27	9	240	119	22	13	369	66	28	11	179
Missouri	122	66	49	550	55	35	24	445	120	52	59	891	79	35	34	326
Montana	30	23	6	75	38	10	9	74	30	14	8	117	23	12	3	63
Nebraska	113	60	56	294	73	24	33	167	120	46	73	525	62	50	58	299
Nevada	13	8	2	50	5	7	1	16	3	5	1	58	4	10		20
New Hampshire	10		3	72	11	2		69	8	3	2	235	8	6	1	69
New Jersey	26	3	14	93	13	2	1	83	24	2	8	378	6	1	5	82
New Mexico	12	13	2	61	24	7	7	69	34	12	1	124	5	6	3	47
New York	57	17	20	365	37	5	7	367	77	19	33	1,712	25	11	9	319
North Carolina	170	44	37	424	95	39	22	342	237	44	38	637	86	43	38	283
Ohio	116	29	20	532	32	16	6	454	61	23	17	1,456	62	12	15	424
Oregon	50	11	17	142	30	15	3	90	44	11	12	192	39	13	5	132
Pennsylvania	153	29	41	531	79	23	24	430	147	40	43	1,847	114	34	34	464
Rhode Island	3	1		18	2	1	2	6	1	2		34	1		2	23
South Carolina	56	33	16	186	43	27	7	146	74	27	17	211	45	20	12	147
Tennessee	134	34	27	414	88	35	16	355	101	31	69	646	46	25	31	276
Texas	213	57	40	614	114	37	16	423	208	62	54	725	98	47	38	430
Utah	17	3	1	54	6	5	2	17	8	8		26	2	7	1	60
Vermont	5		1	43	6			73	6	2	1	204	4	4	3	70
Virginia	143	64	41	391	131	31	29	523	238	41	71	831	81	38	25	240
Washington	49	14	11	107	38	5	7	78	31	10	6	129	41	8	4	92
West Virginia	107	28	16	246	61	20	10	230	109	34	25	512	82	23	20	209
Wisconsin	61	22	28	267	51	16	6	202	38	44	12	477	29	26	17	101
Wyoming	15	11	3	41	14	2		24	19	7	1	43	23	5	4	48
Total	3,414	1,260	912	11,669	2,121	886	563	8,919	3,482	1,120	1,052	22,747	1,914	970	736	8,785

The following statement shows by States and Territories the amount and character of business pending in the appointment division of the office of the First Assistant Postmaster-General March 1, 1886:

States and Territories.	Presidential cases.	Plain fourth-class cases.	Applications for change of name.	Applications for change of name and site.	Applications for change of site.	Applications for establishment of new post-offices.	Cases for discontinuance.
Alabama	4	209	1	2	27	271	3
Alaska	1						
Arizona	1	26	1		3	27	4
Arkansas	3	61	2	7	1	93	3
California	39	118	5	4	5	111	9
Colorado	12	65	7		10	107	13
Connecticut	12	46				15	
Dakota	16	180	8	3	35	248	12
Delaware	1	8			1	8	1
District of Columbia	1		2			1	
Florida	6	188				160	4
Georgia	4	156	5	2	22	147	14
Idaho	2	33			2	37	3
Illinois	36	289		3	9	64	
Indiana	5	168	3		2	92	3
Indian Territory	1	14			1	33	
Iowa	26	207	2	2	9	77	2
Kansas	22	286	38		83	310	35
Kentucky	11	270	4	2	33	242	5
Louisiana		157				92	2
Maine	7	117				45	
Maryland	2	111	5	2	3	70	1
Massachusetts	25	69				15	
Michigan	25	222	7		37	144	2
Minnesota	26	148		1	10	87	3
Mississippi	7	60			9	140	9
Missouri	11	78	2	1	7	54	5
Montana	3	41		1	4	49	3
Nebraska	18	173	26		71	225	29
Nevada	2	16	1		1	21	1
New Hampshire	6	48				18	
New Jersey	17	27			5	63	2
New Mexico	1	33				55	2
New York	85	108			8	149	5
North Carolina	2	113	6		16	257	3
Ohio	30	287	2		5	120	1
Oregon	3	73		1	4	79	3
Pennsylvania	58	446	18	7	9	182	8
Rhode Island	7	12				4	
South Carolina	2	51			2	128	3
Tennessee	4	329	10		58	246	3
Texas	21	225	6	2	16	218	7
Utah	2	36			3	34	3
Vermont	4	51				24	
Virginia	7	257	10	1	13	229	3
Washington	3	61	2	2	8	87	2
West Virginia	2	109		3	10	141	4
Wisconsin	26	278	3	3	19	97	7
Wyoming	1	15	1		4	56	
Total	609	6,075	177	49	565	5,172	222

Statement showing the average number of employes in the appointment division of the office of the First Assistant Postmaster-General during each month in the calendar years 1884, 1885, 1886, and up to March 1, 1887; also the average number of days and the time and attention devoted to the consideration and transaction of business by the employes in said division during each of the calendar years 1884, 1885, 1886, and up to March 1, 1887, or during such parts of said years, or either of them, as such employes, or any of them, have been receiving pay from the United States; and also the maximum and minimum number of days during each of said years, and up to March 1, 1887, so devoted to business by the employes present for the greatest number of days, and also for the least number of days.

The business transacted in this division is of such a character that it would require much time and labor to keep an accurate and detailed account of the amount performed by each clerk, and, as such a record would have been of no special advantage or benefit to the service, none was kept. For this reason it would be impossible to show the average amount and the character of the business performed by the indi-

vidual clerks in the division during the time specified, or the maximum and minimum amount transacted and disposed of by the employé doing the most and the employé doing the least during each month of the years mentioned.

C 1. Shows by clerks the number of days employed and the number of days present during the periods named.

C 2. Shows by months the total and average number of clerks employed and total and average number of days present in 1884 and 1885.

C 3. Shows by months the total and average number of clerks employed and the total and average number of days present in 1886 and up to March 1, 1887.

C 4. Shows by months and years the number of days present and the number of days absent by the employés of the division during the years ended December 31, 1884, December 31, 1885, December 31, 1886, and to March 1, 1887.

C 5. Recapitulation, showing the total and average number of clerks employed, and the total and average number of days present; also the maximum and minimum number of days present during 1884, 1885, 1886, and up to March 1, 1887.

The following statement shows the total number of days employed, and the number of days devoted to the consideration and transaction of business during the periods specified, by the employés in the appointment division of the office of the First Assistant Postmaster-General:

Names of clerks.	Calendar year 1884.		Calendar year 1885.		Calendar year 1886.		From Jan. 1 to Mar. 1, 1887.		Remarks.
	No. of days employed.*	No. of days present.	No. of days employed.*	No. of days present.	No. of days employed.*	No. of days present.	No. of days employed.*	No. of days present.	
Aldrich, Noel P.	307	286	303	302	305	301½	48	47½	Assigned to div. Sept. 1, 1885.
Barlow, Mrs. May.			102	95	305	268½	48	48	
Beall, Louis E.			127	116	134	123½			Assigned to div. Aug. 1, 1885; resigned June 9, 1886.
Bell, Miss K. H.			166	151	305	275½	48	48	Detailled to div. June 15, 1885.
Blevins, John A.					166	143	48	48	Assigned to div. June 15, 1886.
Boteler, E. H.					62	62			Appointed Feb. 26, 1886; transferred May 9, 1886.
Briscoe, Arthur.					7	7	48	48	Appointed Dec. 23, 1886.
Brumbaugh, G. M.			49	45	305	278	48	48	Assigned to div. Nov. 1, 1885.
Carns, John B.	307	307	303	303	305	304½	48	48	Assigned to div. July 1, 1886.
Cleary, Francis D.					153	138½	48	48	
De Batz, William	307	294	32	27½					Transferred Feb. 9, 1885.
Dorris, John N.	37	33	171	169					Assigned to div. Nov. 17, 1884; transferred July 27, 1885.
Douglas, Ben.			199	180½					Detailled to div. Feb. 20, 1885; removed Oct. 19, 1885.
Drury, H. A.			230	212	305	276½	48	47½	Assigned to div. April 1, 1885.
Fenton, George G.	307	279	303	273½	305	276	48	46½	Resigned Aug. 15, 1885.
Forker, Henry G.	307	276½	188	188					Detailled to div. Dec. 15, 1884; transferred Nov. 1, 1885.
Fountain, Mrs. M. C.	14	14	254	230					Transferred Feb. 20, 1886.
Fry, Smith D.	307	280½	303	272	43	40			Resigned Feb. 5, 1887.
Gambrell, Geo. E.	307	283	303	277½	305	282½	30	30	Detailled to div. Jan. 26, 1887.
Garnier, Miss M. A.							28	27½	Resigned Sept. 12, 1886.
Goldsborough, John.	307	302	303	290	214	212½			Assigned to div. Feb. 15, 1885.
Gorden, Mrs. P. J.			266	243	305	275½	48	47	Appointed Aug. 28, 1885.
Grandfield, Chas. P.			105	98	305	285½	48	47½	Appointed Sept. 1, 1885.
Griswold, H. G.			102	92	305	275	48	48	Detailled to div. Mar. 15, 1886; transferred June 7, 1886.
Harris, J. W.					72	46			Assigned to div. Jan. 1, 1885.
Helm, A. E.			303	288	305	277½	48	48	Transferred Nov. 1, 1885.
Hodge, Mrs. F. F.	307	279	254	225½					Assigned to div. April 1, 1885; resigned Jan. 10, 1886.
Holtzclaw, W. B.			230	208½	8				

* Sundays and holidays excluded.

Names of clerks.	Calendar year 1884.		Calendar year 1885.		Calendar year 1886.		From Jan. 1 to Mar. 1, 1887.		Remarks.
	No. of days employed.*	No. of days present.	No. of days employed.*	No. of days present.	No. of days employed.*	No. of days present.	No. of days employed.*	No. of days present.	
Hurlburt, A. B.			175	158	15	15			Detailed to div. June 5 1885; transferred Jan. 19, 1886.
Ivons, Mrs. S. B.	307	186½	303	274	178	151½			
Kennedy, K. K.			272	248	137	129½			Resigned July 31, 1886. Detailed to div. Feb. 9, 1885; transferred June 14, 1886.
Maloney, E. S.	295	270	303	284	305	276½	48	48	
Miller, B. A.	307	290	303	303	305	284½	48	48	Assigned to div. Jan. 16, 1884. Transferred Dec. 1, 1884; reassigned to div. May 1, 1885.
Mortimer, Lee S.	281	258	204	198	305	282	48	48	
Morton, John T.			4	4	137	137			Do. Appointed Dec. 28, 1885; transferred June 12, 1886.
Newport, Mrs. J.					116	88½	48	48	
Nisbit, Hugh.	274	145							Assigned to div. Aug. 13, 1886. Died Nov. 20, 1885.
Otis, Miss A. P.					123	120			
Rea, Thomas F.	307	301	303	303	305	297½	48	48	Detailed Nov. 1, 1885; transferred June 12, 1886.
Smedes, C. W.			49	49	137	133			
Smith, N. A. C.	307	282	150	121	257	235½	48	45	Resigned June 30, 1885; reappointed Feb. 28, 1886.
Thornley, Geo. W.	307	299½	303	301½	305	301	48	48	
Tracy, Philip A.	307	281	303	303	305	279	48	48	Do. Assigned to div. July 27, 1885; resigned April 26, 1886.
Turner, Mortimer A.			132	116½	98	82½			
Van Vleck, William.	307	289	303	303	152	151			Transferred July 1, 1886. Transferred Aug. 9, 1886.
Weaver, W. V. W.	307	270	303	278	184	170½			
Williams, J. W. F.	278	253	191	178	305	279½	48	47½	Detailed to div. May 15, 1886.
Totals.	6,398	5,699	8,197	7,709½	8,188	7,566	1,162	1,153½	

* Sundays and holidays excluded.

Detailed statement showing the total and average number of clerks employed in the appointment division of the office of the First Assistant Postmaster-General and the total and average number of days present for the periods specified.

Months.	Calendar year ended Dec. 31, 1884.					Calendar year ended Dec. 31, 1885.				
	Clerks employed.	Total days present.	Average number of clerks employed.	Average number of days present.	Total No. days excluding Sundays and holidays.	Clerks employed.	Total number days present.	Average number clerks employed.	Average number days present.	No. of days excluding Sundays and holidays.
January.	21	507.00	20.54	24.68	26	21	530.75	21.00	25.27	26
February.	21	460.00	21.00	21.90	24	24	475.00	21.86	21.73	22
March.	21	479.00	21.00	22.80	26	23	557.50	23.00	24.24	25
April.	21	512.00	21.00	24.38	26	25	642.50	25.00	25.70	26
May.	21	536.00	21.00	25.52	26	27	634.00	26.48	23.94	25
June.	21	502.00	21.00	23.90	25	29	698.00	28.35	24.62	26
July.	21	477.50	21.00	22.74	26	29	716.00	28.00	25.57	26
August.	21	456.50	21.00	21.74	26	30	643.50	28.60	22.50	25
September.	21	386.00	21.00	18.38	25	31	705.00	31.00	22.74	26
October.	21	448.00	21.00	21.33	27	31	720.50	30.48	23.04	27
November.	22	430.50	21.04	20.46	24	30	653.00	30.00	22.77	24
December.	20	504.50	19.54	25.82	26	31	703.50	30.16	23.32	25
Total.	23	5,699.00	20.84	273.47	307	38	7,709.25	26.99	285.63	303

Detailed statement showing the total and average number of clerks employed in the appointment division of the office of the First Assistant Postmaster-General, &c.—Continued.

Months.	Calendar year ended Dec. 31, 1886.					From Jan. 1, 1887, to Mar. 1, 1887.				
	Clerks employed.	Total days present.	Average number clerks employed.	Average number of days present.	Total No. days excluding Sundays and holidays.	Clerks employed.	Total number days present.	Average number clerks employed.	Average number days present.	No. days excluding Sundays and holidays.
January	32	736.57	30.40	24.23	25	25	600.86	24.20	24.52	25
February	31	681.57	29.87	22.82	23	25	552.71	24.22	22.82	25
March	32	826.71	31.55	26.20	27
April	32	773.86	31.88	24.27	26
May	31	733.14	30.28	24.21	25
June	31	668.14	26.69	25.03	26
July	25	586.43	25.00	23.46	26
August	25	493.43	23.80	20.73	26
September	24	500.57	23.38	21.41	26
October	23	546.43	23.00	23.76	26
November	23	513.71	23.00	22.34	24
December	24	505.43	23.28	21.71	20
Total	39	7,566.00	26.84	281.89	305	25	1,153.57	24.21	47.63	48

[Note by Committee: The following table is compiled from a large sheet or table giving the names of each employé and the number of days present and absent in each month of said years, and is substituted therefor.]

Years.	Number of days Department open.	Days worked in person.	Days worked by proxy.	Total days absent.	Number of employés.	Average number of days' work.	Maximum days present.	Minimum days present.
1884	307	5,699	0	699	*21	269 $\frac{1}{2}$	307	145
1885	303	7,709 $\frac{1}{2}$	0	487 $\frac{1}{2}$	†38	303	180 $\frac{1}{2}$
1886	305	7,566	0	622	‡38	304 $\frac{1}{2}$	170 $\frac{1}{2}$
1887 (to March 1)	48	1,153 $\frac{1}{2}$	0	8 $\frac{1}{2}$	25	46 $\frac{1}{2}$	48	30

Notes by Committee: *In November and December 1 clerk was present 33 days, and in December another clerk was present 14 days. These 3 and their 4 $\frac{1}{2}$ days' work are not counted in the number of employés, the average days worked, the maximum or minimum days present.

† In 1885 there were 38 clerks present more or less, and of these 25 were present 8 months or more, and 13 less than 8 months, 1 being present only 4 days in December, and the maximum and minimum days present refer only to the 25 present 8 months or more.

‡ In 1886 there were 38 clerks present more or less, and of these 22 were present 8 months or more, and 16 less, and the maximum and minimum refer only to the 25 present 8 months or more.

BOND DIVISION.

Report for the bond division, office of the First Assistant Postmaster-General, Post-Office Department.

To this division is assigned the duty of recording in proper form the appointments of all postmasters, whether made by the President or the Postmaster-General; the establishment, discontinuance, and changes of names and sites of post-offices, and the preparation and transmittal of the necessary letters of appointment, together with blank bonds and oaths to be executed by all newly appointed postmasters.

Upon the return of these bonds and oaths, duly executed, they are carefully examined, and, if found correct, the bonds are submitted to the Postmaster-General for

approval, after which the names of the sureties are recorded, the postmasters' commissions prepared and transmitted, and the bonds and oaths filed in their proper order.

Of all these transactions full and complete reports are made daily or weekly to the various branches of the Department proper, and to the Auditor for the Post-Office Department.

In addition to the foregoing is the preparation, examination, recording, reporting, and filing of all new bonds required for various causes, and a large amount of correspondence with postmasters and the general public.

The division is organized as follows: 1 chief of division; 1 section clerk in charge of all Presidential and money-order offices in the United States; 5 section clerks, among whom are divided the remaining offices in the United States (all of the fourth class), each clerk having charge of a section embracing certain States and Territories; 1 assistant, Presidential and money-order clerk; 1 bond registrar; 1 new-bond registrar; 1 report clerk; 1 commission clerk; 1 assistant report clerk; 1 index clerk; 2 clerks employed in the performance of miscellaneous duties.

The section clerks are charged with the duty of recording in proper form all orders or cases of appointment of postmasters received at their several desks, preparing the necessary letters of appointment and blank bonds, and transmitting the same to the appointees.

Upon the return of the bonds duly executed, these clerks are required to examine and pass in for approval such as are found to be correct, and to return for correction such as contain errors or informalities.

It is also made the duty of the section clerks to prepare and transmit all new bonds required for any cause whatever, and to examine the same when they have been duly executed and returned to the Department, and also to conduct all correspondence incident to the work in question.

The assistant Presidential and money-order clerk assists the Presidential and money-order clerk in the performance of his duties, giving her attention chiefly to the money-order business.

The bond registrar is required to record the bonds of all newly appointed postmasters of the fourth class.

The new bond registrar is required to record all new bonds given for any cause whatever. She also distributes the official mail throughout the division.

The report clerk is charged with the duty of reporting to the several branches of the Department proper, and to the Auditor for the Post-Department, the appointments of all postmasters, and the acceptance of all new bonds. He also attends to the distribution of the numerous blank forms in use in the division, of which he is the custodian.

The assistant report clerk aids the report clerk in the performance of his duties, and attends to filing the bonds of postmasters and the oaths of assistant postmasters and clerks.

The commission clerk is charged with the duty of preparing for the signature of the President or the Postmaster-General (as the case may be) all postmasters' commissions, and of transmitting the same to the persons for whom they are intended.

The index clerk is required to enter in the "Index of Post-offices" the initials of all newly appointed postmasters. It is also made her duty, upon the announcement of the death of a postmaster, to prepare and transmit to his sureties the necessary papers relative to the designation of a proper person to take charge of the office and perform the duties thereof pending the appointment of a successor; also to examine and record such designations when the same have been executed and returned to the Department. She also assists the report clerk in his duties.

The two miscellaneous clerks are required to perform duties of a miscellaneous nature, such as the preparation of lists of postmasters and statements concerning appointments—which are being constantly called for—and to assist at overcrowded desks.

One of the principal business matters transacted in this division is the execution of an order of appointment, which may, in some measure, be illustrated as follows:

Let it be assumed that Henry Lane, who was, on May 4, 1884, appointed postmaster at Warren, Washington County, Indiana (a money-order office), tenders his resignation under date of March 1, 1887. John Smith, a resident of the town of Warren becomes an applicant for the office, and, being properly indorsed, the Postmaster-General, on March 10, 1887, makes an order appointing him to succeed Mr. Lane.

The order (or "case") of appointment, prepared as follows :

MONEY-ORDER OFFICE.	
Warren, office. Washington, county. Indiana, State. Henry Lane, postmaster. Appointed May 4, 1884. Compensation, \$800.	
APPOINT	
John Smith in place of Henry Lane, re- signed.	
A. E. S., First Assistant Postmaster-General.	
March 10, 1887.	

is delivered to the chief of the bond division, who, after stamping the date of receipt thereon, turns it over to the section clerk in charge of Presidential and money-order offices, who proceeds at once to the official record known as the "County Book" for Indiana, in which all the post-offices in that State are classified by counties in alphabetical order :

County Book.

WASHINGTON COUNTY, INDIANA.

Office.	Postmaster.	Date of appointment.	Postmaster.	Date of appointment.
Andover	Henry Day	June 4, 1879	Wm. B. Ross*	July 14, 1885.
Bangor	Geo. W. Cone	Mar. 13, 1880	Henry G. Gay	May 3, 1886.
Camden	George Smith	Nov. 14, 1872		
Farmington	Emma Reese	Aug. 4, 1886	Wm. B. Steele	Apr. 2, 1887.
Hall Town	Michael Lutz	July 1, 1871	Harry Neale	Oct. 13, 1885.
Masonville	James Rose	Aug. 3, 1875	Mary Lane	July 27, 1885.
Vineland	Andrew L. Dove	Feb. 19, 1868	Peter R. Sims	Sept. 4, 1885.
Warren	Henry Lane	May 4, 1884	John Smith	Mar. 10, 1887.

*(Written above this name in red ink) : 'N. B.—April 9, 1887.' "

Turning to Washington County he finds written opposite the office of Warren, "Henry Lane, May 4, 1884." This entry agrees with the case in hand; and he now enters to the right of Henry Lane's name that of John Smith, March 10, 1887.

He then returns to his desk and prepares a letter notifying Mr. Smith of his appointment, and, after affixing his initials thereto, submits the letter to the chief of the division, who examines it and, if correct, places his mark of approval thereon and submits it for the signature of the First Assistant Postmaster-General.

A blank bond and oath are then prepared, and, together with the letter of appointment, are forwarded by mail to Mr. Smith's address. The case of appointment is then delivered to the bond registrar, who records it in the "Register of Postmasters" in its alphabetical order according to date of appointment, writing the name of the appointee, the name of the office, the county and State, the date of the appointment, and the penalty of the bond. (See diagram "Register of Postmasters," page 9.)

After being thus entered the case is returned to the appointment division for filing. When Mr. Smith returns his bond duly executed it is carefully examined by the section clerk, and if found to be correct in every particular, he places his initial thereon and passes it to the chief of the division, who also makes an examination thereof, and if correct, he places his initial thereon also, and submits the bond to the Postmaster-General for approval.

When thus approved it is delivered to the bond registrar, who turns to the entry already made of the appointment, as above stated, and now completes the record by inserting the date of the execution of the bond, the date of the commission, and the names of the sureties therein,

S.—Register of postmasters.

Postmaster	Office.	County.	State.	Date of appointment.	Date of bond.	Date of commission.	Penalty of bond.
				1887.	1887.	1887.	
Saunders, John W.	Lacy....	Hill.....	Ga.....	Jan. 4	Jan. 19	Jan. 25	*\$500
Sanky, Wm. B.	Browns....	Wright*....	Tex.....	Jan. 4	Jan. 12	Jan. 29	†500
Simms, Henry.....	Camden....	Wilson.....	La.....	Jan. 9	Feb. 21	Feb. 29	‡500
Samuels, Geo. R.	Rome.....	Bliss.....	Mo.....	Jan. 30	1,000
Salter, Jas.	China a....	Holmes.....	Mich....	Feb. 5	Feb. 10	Feb. 17	\$9,000
Stephens, Thos.	Elmer.....	Brown.....	Va.....	Feb. 25	Mar. 1	500
Sutton, Jacob.....	Elam.....	Jones.....	N. C.....	Mar. 4	2,000
Smith, John.....	Warren a....	Washington..	Ind.....	Mar. 10	Mar. 20	Mar. 25	8,000
Snyder, Wm.	Hayes.....	Kent.....	Del.....	Mar. 12
Simpson, Geo.	Wilson.....	Henry.....	Kans....	Apr. 9

a Money-order office.

Sureties:

* Wm. Jones and Henry Day.

† James W. Smith and Geo. Ray.

‡ George Rose and Wm. Bangs.

§ Geo. Jones, Edwd. Ross, Henry Jenks, Wm. Rains, Henry C. Laws, Adam Lewis, Wm. R. Jones,

Henry C. Lewis, Chas. Foster, and Jas. Burns.

|| Henry Adams, George Ross, and Jos. Biles.

The bond is then delivered to the commission clerk, who prepares a commission, which is carefully examined by the chief of the division and submitted to the Postmaster-General for signature, after which it is placed in the mail for transmission.

The commission clerk then stamps upon the bond the date of sending the commission, and delivers the same (the bond) to the report clerk, who makes a report to the Auditor, giving the name of the office, the county, the State, the appointee, the retiring postmaster, the cause of change, and the penalty of the bond.

He also makes a report to the Third Assistant Postmaster-General, one to the Superintendent of the Money-Order System and one for publication in the Postal Bulletin.

The bond is then passed to the index clerk, who enters the initials of the appointee opposite the name of the office of Warren as it stands recorded in the "Index of post-offices," as follows:

Index of post-offices.

Office.	County.	State.	
Abad	White	Minnesota	E. B. R., C. W. J.
Abram's Store	Jones.....	Virginia	E. M. D., W. K. R., J. B. S.
Acton's	Collins.....	Vermont	K. B. L.
Brandywine	Henry.....	Missouri	J. W. R., S. M. D., C. L. G.
Brown's	Henderson.....	Indiana	J. M., W. J. B.
Bunnell's Creek	Green	North Carolina	E. W. R., J. B. C.
Cabell C. H.	Wilson	Kentucky	H. R., J. W., H. B. C.
Cadwell	Rowan.....	North Carolina	M. B. R., F. E.
Cambria	Garvin.....	Maine	C. B., R. B. L., J. M. S.
Warren.....	Washington.....	Indiana.....	J. B. L., R. W. T., H. L., J. S.

The bond is then returned to the section clerk, who prepares a circular, giving the names and residences of the sureties, and the amounts in which they severally justify, and addresses the same to the Chief Post-office Inspector, whose duty it is to cause inquiry to be made as to the responsibility of the sureties in question.

The date of sending such circular is then entered in space prepared upon the back of the bond, and the bond is filed in its alphabetical order according to the name of the office, and at the same time the bond of Mr. Lane, the retiring postmaster, is taken from the files and delivered to the Auditor to be filed with his account.

When the report of the inspector is received it is carefully examined by the section clerk, and if the same clearly indicates that the sureties are good and sufficient, the bond is taken from the files, the fact noted thereon, and the bond is returned to its place. The report is also placed upon the proper files.

If, however, the report is unfavorable, the postmaster is at once called upon to furnish a new bond.

In cases of Presidential appointment, which include all offices at which the compensation of the postmaster is one thousand dollars or over, the method of treatment is in substance the same as that indicated in the foregoing illustration.

Another of the principal business matters transacted in the bond division is the course pursued when it becomes necessary to require a postmaster to furnish a new bond.

For illustration, let it be assumed that on April 9, 1887, the Department is in receipt of a letter from one of the sureties upon the official bond of William B. Ross, the postmaster at Andover, Washington County, Indiana.

The letter, upon its reaching the bond division, is referred to the section clerk in charge of fourth-class post-offices in the State of Indiana, who incloses the same in a jacket, properly indorsed.

He then prepares a new bond, and also a letter of transmittal. After the letter has been examined by the chief of the division and signed by the First Assistant Postmaster-General, it is, together with the blank new bond, forwarded to the said postmaster.

A letter is also addressed to the surety, advising him that a new bond has been required.

The section clerk then goes to the "county book" for Indiana, and turning to Washington County writes in red ink over the name of William B. Ross, "N. B., April 9, 1887," this being the date of requirement. He then delivers the jacket to the new bond registrar, who enters under the letter "R" the name of the postmaster, the office, the county, the State, the date of requirement, the cause of requirement, and the penalty of the bond.

She then returns the jacket to the section clerk, who files the same at his desk to await the execution and return of the new bond, which, when duly executed and returned, is carefully examined by the section clerk and chief of the division, and, if correct in every particular, it is submitted to the Postmaster-General for his acceptance, after which the names of the sureties and date of execution of the bond are entered up by the new bond registrar, and a letter is prepared by the section clerk advising the surety at whose instance the bond was required that the same has been executed and accepted.

After this, as in the foregoing case of appointment, the necessary reports are made, a circular letter is addressed to the Chief Post-office Inspector calling for an investigation, for the purpose of ascertaining whether or not the sureties are responsible, and the bond is deposited upon the files of the division.

The business of the bond division is disposed of as received; hence it may be said that there was no business on hand pending and none disposed of either on January 1, 1884; January 1, 1885; January 1, 1886; January 1, 1887; or March 1, 1887.

Herewith will be found, in their order, tabulated statements showing, as far as it may be indicated in such form, the amount and character of business received and also transacted and disposed of in the bond division during the fiscal years ended respectively June 30, 1884; June 30, 1885; June 30, 1886; and so much of the current fiscal year as had elapsed March 1, 1887, as follows:

(This information can only be given by fiscal years, the record thereof having been kept only in that form.)

The following statement shows the amount and character of business received and also transacted and disposed of during the fiscal year ended June 30, 1894:

Entries made on the books of the division	83, 336
Cases received upon which appointment papers, bonds, &c., were mailed	13, 924
Circulars sent on appointments, establishments, changes of sites and names, and discontinuances	32, 291
Cases reported to report clerk	13, 924
New offices reported to division of post-office supplies	3, 164
Appointees reported as failing to execute bonds	932
Circulars sent calling for execution of bonds	3, 276
Bonds examined and passed for commissions	11, 050
Bonds and oaths returned for correction	4, 338
Bonds filed	13, 895
Oaths of postmasters, assistant postmasters, and clerks received, indorsed, and filed	25, 714
Circulars accompanying bonds returned for correction	3, 788
Letters written	677
New bonds sent by request of sureties	532
Circulars sent to sureties requesting to be released	623
New bonds sent by request of postmasters	513
New bonds sent by request of Third Assistant Postmaster-General	152
New bonds sent on reports of Post-Office Inspectors	93
Circulars sent to postmasters accompanying new bonds	2, 489
New bonds received and reported	1, 757
Commissions mailed to postmasters	11, 104
Surety circulars sent to Chief Post-office Inspector	2, 500
Post-office inspectors' reports on sufficiency of sureties received	2, 202
Notifications of postmasters' failure to pay amount due United States sent to sureties	244
Corrections of names reported to appointment division	381
Blank oaths for assistant postmasters and clerks mailed	59, 895
New bonds sent for establishment of new money-order offices	861
Circulars accompanying new money-order bonds	1, 722
Commissioned postmasters reported to the Auditor	11, 050
Circulars sent notifying sureties of death of postmaster	396

Blank oaths mailed for acting postmasters.....	396
Oaths of acting postmasters received and filed.....	241
Acting postmasters reported to the Auditor.....	241
Commissioned postmasters reported to the Third Assistant Postmaster-General.....	11, 050
Commissioned postmasters reported for publication in the Postal Bulletin.....	11, 050
New bonds reported for publication in the Postal Bulletin.....	1, 757
New bonds reported to the Third Assistant Postmaster-General.....	816
New establishments, discontinuances, and changes of names or sites of post-offices reported to the Second Assistant Postmaster-General.....	4, 866
Same reported to the Third Assistant Postmaster-General.....	4, 866
Same reported to the equipment division.....	4, 866
Discontinuances reported to the Auditor.....	1, 168
New bonds reported to the Auditor.....	1, 757
Discontinuances reported to the Third Assistant Postmaster-General.....	1, 168
Clerks in the division.....	13

The following statement shows the amount and character of business received and also transacted and disposed of during the fiscal year ended June 30, 1885:

Cases received upon which appointment papers, bonds, &c., were mailed.....	11, 203
Circular letters sent on appointments, establishments, changes of names and sites, and discontinuances of post-offices.....	24, 017
Entries made on the books of the division.....	67, 081
Circulars sent to appointees delinquent in the execution and return of their bonds.....	1, 922
Appointment bonds examined, indorsed, and submitted to the Postmaster-General for approval.....	9, 437
Appointment bonds returned for correction.....	2, 040
Appointments and new bonds filed.....	10, 828
Circulars accompanying bonds returned for correction.....	2, 040
New bonds required upon request of surety to be released.....	238
New bonds required at the instance of the Third Assistant Postmaster-General.....	143
New bonds sent upon request from postmasters.....	517
New bonds required upon recommendations of post-office inspectors.....	111
New bonds required in consequence of the extension of the money-order business.....	335
New bonds received, examined, indorsed, and submitted to the Postmaster-General for acceptance.....	1, 428
Commissions prepared and mailed to postmasters.....	9, 467
Circulars accompanying commissions sent to postmasters.....	9, 467
Surety circulars sent to chief post-office inspector.....	2, 309
Post-office inspectors' reports on responsibility of sureties received, examined, and filed.....	2, 412
Notifications sent to sureties of postmasters' failure to pay amount due the United States.....	457
Blank oaths for assistant postmasters, clerks, and employés mailed.....	29, 220
Oaths of assistant postmasters, clerks, and employés received, examined, indorsed, and filed.....	20, 580
Circulars accompanying new money-order bonds.....	335
Circulars sent to postmasters delinquent in executing new bonds.....	532
Number of manuscript letters written.....	1, 042
Commissioned postmasters reported to the Auditor.....	9, 437
Circular letters sent notifying sureties of the death of postmasters.....	400
Blank designations and oaths mailed to acting postmasters.....	400
Designations and oaths of acting postmasters received, examined, indorsed, recorded, and filed.....	375
Acting postmasters reported to the Auditor.....	375
Commissioned postmasters reported to the Third Assistant Postmaster-General.....	9, 437
Commissioned postmasters reported for publication in the Postal Bulletin.....	9, 437
New bonds reported to the Third Assistant Postmaster-General.....	394
Establishments, discontinuances, and changes of names and sites of post-offices reported to the Second Assistant Postmaster-General.....	3, 390
Establishments, discontinuances, and changes of names and sites of post-offices reported to the Third Assistant Postmaster-General.....	3, 230
Establishments, discontinuances, and changes of names and sites of post-offices reported to the equipment division.....	3, 230
New offices reported to the division of post-office supplies.....	2, 151
Discontinuances reported to the Auditor.....	886
New bonds reported to the Auditor.....	1, 428
Discontinuances reported to the Third Assistant Postmaster-General.....	886
Commissioned postmasters reported to the money-order division.....	1, 662
New bonds reported to the money-order office.....	656
Presidential cases acted upon.....	695

The following statement shows the amount and character of business received, transacted, and disposed of during the fiscal year ended June 30, 1886:

Presidential cases recorded and upon which appointment papers, bonds, &c., were mailed.....	1, 600
Cases of the fourth class recorded, and upon which appointment papers, bonds, &c., were mailed.....	23, 521
Appointment bonds examined, indorsed, and submitted to the Postmaster-General for approval.....	21, 091
Bonds returned for correction.....	4, 087
Appointment bonds filed.....	21, 091
New bonds required under the Postmaster-General's order of May 21, 1885.....	14, 063
New bonds required upon request of surety to be released.....	121
New bonds required at the instance of the Third Assistant Postmaster-General.....	501
New bonds required upon recommendation of post-office inspectors.....	127
New bonds required in consequence of the extension of the money-order business.....	562
New bonds sent upon requests from postmasters.....	497
New bonds received, examined, indorsed, and submitted to the Postmaster-General for acceptance.....	15, 871
New bonds reported to the Third Assistant Postmaster-General.....	12, 936
New bonds reported to the Third Assistant Postmaster-General.....	984

New bonds reported to the Auditor.....	12, 936
New bonds reported to the Money-Order Office.....	1, 202
New bonds filed.....	12, 936
Jackets prepared in sending new bonds.....	15, 871
Commissions prepared and mailed to postmasters.....	21, 091
Commissioned postmasters reported to the Auditor.....	21, 091
Commissioned postmasters reported to the Third Assistant Postmaster-General.....	21, 091
Commissioned postmasters reported for publication in the Postal Bulletin.....	21, 091
Commissioned postmasters reported to the Money-Order Office.....	4, 956
Blank designations and oaths mailed to acting postmasters.....	518
Designations and oaths of acting postmasters received, examined, indorsed, recorded, and filed.....	353
Acting postmasters reported to the Auditor.....	353
Circular letters sent on appointments, establishments, changes of names and sites, and discontinuance of post-offices.....	47, 042
Circulars sent with new bonds.....	31, 742
Circular letters sent relating to terms of service of postmasters.....	1, 023
Circulars sent to appointees delinquent in the execution of their official bonds.....	1, 308
Circular letters accompanying bonds returned for correction.....	4, 087
Circulars accompanying commissions sent to postmasters.....	22, 626
Surety circulars sent to chief post-office inspector.....	6, 202
Notifications sent to sureties relative to postmasters' failure to pay amount due the United States.....	165
Circulars sent to postmasters delinquent in furnishing new bonds.....	1, 540
Circular letters sent notifying sureties of death of postmasters.....	518
Manuscript letters written.....	1, 087
Post-office inspectors' reports on responsibility of sureties received, examined, and filed.....	7, 606
Blank oaths for assistant postmasters, clerks, and employes mailed.....	65, 579
Oaths of assistant postmasters, clerks, and employes received, examined, indorsed, and filed.....	40, 526
Establishments, discontinuances, and changes of names and sites of post-offices reported to the Second Assistant Postmaster-General.....	5, 129
Establishments, discontinuances, and changes of names and sites of post-offices reported to the Third Assistant Postmaster-General.....	4, 329
Establishments, discontinuances, and changes of names and sites of post-offices reported to the equipment division.....	4, 329
New offices reported to the division of post-office supplies.....	2, 963
Discontinuances reported to the Auditor.....	905
Entries made on the books of the division.....	156, 247

The following statement shows the amount and character of business received and also transacted and disposed of during the current fiscal year, up to March 1, 1887 :

Presidential cases recorded and upon which appointment papers, bonds, &c., were mailed....	695
Cases of the fourth class recorded and upon which appointment papers, bonds, &c., were mailed.....	9, 569
Appointment bonds examined, indorsed, and submitted to the Postmaster-General for approval.....	7, 738
Bonds returned for correction.....	2, 213
Appointment bonds filed.....	9, 569
New bonds required, under the Postmaster-General's order of May 21, 1885.....	2, 264
New bonds required upon request of surety to be released.....	413
New bonds required at the instance of the Third Assistant Postmaster-General.....	158
New bonds required upon recommendations of post-office inspectors.....	155
New bonds sent upon requests from postmasters.....	447
New bonds required.....	3, 437
New bonds received, examined, indorsed, and submitted to the Postmaster-General for acceptance.....	3, 368
New bonds reported to the Third Assistant Postmaster-General.....	358
New bonds reported to the Auditor.....	3, 368
New bonds reported to the Money-Order Office.....	505
New bonds filed.....	3, 368
Jackets prepared in sending new bonds.....	3, 437
Commissions prepared and mailed to postmasters.....	7, 738
Commissioned postmasters reported to Auditor.....	7, 738
Commissioned postmasters reported to the Third Assistant Postmaster-General.....	7, 738
Commissioned postmasters reported for publication in the Postal Bulletin.....	7, 738
Commissioned postmasters reported to the Money-Order Office.....	1, 311
Blank designations and oaths mailed to acting postmasters.....	348
Designations and oaths of acting postmasters received, examined, indorsed, recorded, and filed.....	297
Acting postmasters reported to the Auditor.....	297
Circular letters sent on appointments, establishments, changes of names and sites, and discontinuances of post-offices.....	20, 528
Circulars sent with new bonds.....	2, 990
Circular letters relating to terms of service of postmasters sent.....	477
Circulars sent to appointees delinquent in the execution of their official bonds.....	1, 459
Circular letters accompanying bonds returned for correction.....	2, 213
Circulars accompanying commissions sent to postmasters.....	7, 738
Surety circulars sent to chief post-office inspector.....	2, 103
Notifications sent to sureties relative to postmasters' failure to pay amount due the United States.....	18
Circulars sent to postmasters delinquent in furnishing new bonds.....	962
Circular letters sent notifying sureties of death of postmasters.....	348
Manuscript letters written.....	1, 603
Post-office inspectors' reports on responsibility of sureties received, examined, and filed.....	2, 103
Blank oaths for assistant postmasters, clerks, and employes mailed.....	30, 579
Oaths of assistant postmasters, clerks, and employes received, examined, indorsed, and filed.....	26, 100
Establishments, discontinuances, and changes of names and sites of post-offices reported to the Second-Assistant Postmaster-General.....	3, 772

Establishments, discontinuances, and changes of names of sites of post-offices reported to the Third Assistant Postmaster-General	3, 022
Establishments, discontinuances, and changes of names and sites of post-offices reported to the equipment division	3, 022
New offices reported to the division of post-office supplies	1, 827
Discontinuances reported to the Auditor	882
Entries made on the books of the division	45, 277

Referring to the requirement to furnish a detailed statement showing the average amount and character of business performed, transacted, and disposed of during each month in the years 1884, 1885, 1886, and 1887, up to March 1, 1887, and also the maximum and minimum amount of business transacted and disposed of by the employé doing the most and the employé doing the least during each of said months of said years, it may be said the same cannot be complied with for the following reasons:

(1) No monthly record of the transactions of the division has been kept, it not having been thought necessary to do so.

(2) No record of the work done by the individual employés has been preserved, it not having been deemed essential to the interests of the Government to do so.

(3) The varied nature of the duties assigned to the several employés would not admit of such a comparison as would determine the question "which of the employés accomplished the most and which accomplished the least."

The following statement shows the average number of employés in the bond division during each month of the years 1884, 1885, 1886, and 1887, up to March 1:

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884	13. 57	13	13. 61	14	14	14	14	15	15	15	15	15
1885	15	15	14. 80	15	15	15	15	15. 36	17	17	18	18
1886	18	18	18	18	18	18	18	18	17. 38	15. 38	15	15
1887 (to March 1)	14. 52	14										

The following statement shows the average number of days devoted to the consideration and transaction of business by the employés of the bond division during the years 1884, 1885, 1886, and 1887, up to March 1:

Calendar year.	Average No. of employés.	Average No. of days present.	Number by proxy.	Number of working days.
1884	14. 34	275. 83	None.	307
1885	15. 85	280. 69	None.	303
1886	17. 23	273. 50	None.	305
1887 (to March 1)	14. 26	47. 17	None.	48

The following statement shows the maximum number of days devoted to business by the employé present for the greatest number of days, and also the minimum number of days devoted to business by the employé present for the least number of days, during the years 1884, 1885, 1886, and 1887, up to March 1, 1887:

Calendar year.	Maximum.	Minimum.
1884	287	246
1885	295	263
1886	291	212. 14
1887 (to March 1)	48	46

SALARY AND ALLOWANCE DIVISION.

Report of the salary and allowance division, First Assistant Postmaster-General's office, on the methods of business and work, as requested by the chairman of the Senate Select Committee in circular letters dated March 18, 1887.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., June 2, 1887.

DEAR SIR: I have the honor to submit herewith, in accordance with your request and the verbal instructions of the Postmaster-General, a report on the methods of

business and the work performed in the salary and allowance division from 1884 to March 1, 1887, for the use of the Senate Select Committee, as called for in circular letters from Hon. F. M. Cockrell, dated March 18, 1887.

Very respectfully,

ALBERT H. SCOTT,
Chief.

Hon. A. E. STEVENSON,
First Assistant Postmaster-General.

DUTIES ASSIGNED TO THE SALARY AND ALLOWANCE DIVISION.

The most important duties of this division are the adjustment of the salaries of Presidential postmasters, or postmasters of the first, second, and third classes; the consideration of applications for allowances of clerk-hire, rent, fuel, light, furniture, miscellaneous and incidental expenditures; the examination of the quarterly returns or accounts of postmasters at offices of the first and second classes before they are finally passed by the Auditor of the Treasury for the Post-Office Department; the regulation of the salaries and duties of the employés necessary for the proper transaction of the postal business in the larger post-offices; the supervision and regulation of box-rent rates and deposits for keys for lock-boxes; the examination of reports from inspectors relative to allowances for expenses, and the management of the large correspondence incident to the transaction of the important duties stated.

In addition to the regular duties of the division, the work of reviewing and readjusting the salaries of postmasters at offices of the third, fourth, and fifth classes, under the act of Congress approved March 3, 1883, was assigned to it by the Postmaster-General April 7, 1884.

The various operations of the division will be stated under proper heads in the following pages:

Additional and detailed information relative to the operations of the salary and allowance division can be seen in the reports of the Postmaster-General for the fiscal years ended June 30, 1804, 1885, and 1886, pages 14, 17, 18, 19, 20, 43, 44, 45, 46, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, and 80; 11, 12, 13, 60, 61, 177, 178, 179, 180, 181, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, and 227; 10, 11, 12, 13, 75, 76, 77, 78, 79, 80, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, and 160, respectively.

ALLOWANCES FOR EXPENSES.

Under existing laws and regulations, sections 121, 124, 125, 126, and 127, P. L. and R., 1879; and R. S., sections 3860 and 3863, as follows:

"SEC. 121. *Allowance for clerks at separating post-offices.*—The Postmaster-General may designate offices at the intersection of mail-routes as distributing or separating offices; and where any such office is of the third or fourth class, he may make a reasonable allowance to the postmaster for the necessary cost of clerical services arising from such duties. (Act of July 12, 1876, § 11, 19 Stat., p. 82.)

"SEC. 124. *Allowance for clerks and incidental expenses.*—The Postmaster-General may allow to the postmaster at New York City, and to the postmasters at offices of the first and second classes, out of the surplus revenues of their respective offices, that is to say, the excess of box-rents and commissions over and above the salary assigned to the office, a reasonable sum for the necessary cost of rent, fuel, lights, furniture, stationery, printing, clerks, and necessary incidentals to be adjusted on a satisfactory exhibit of the facts, and no such allowance shall be made except upon the order of the Postmaster-General. (R. S., § 3860.)

"SEC. 125. *Allowances for extraordinary business.*—Whenever unusual business accrues at any post-office, the Postmaster-General shall make a special order allowing reasonable compensation for clerical service. (R. S., § 3863.)

"SEC. 126. *Allowances to be fixed by order.*—Expenditures for clerk-hire, rent, fuel, and light, in the case of the post-office at New York City, and of post-offices of the first and second classes, will be fixed by an order, and shall remain until otherwise ordered; and other items of expense for furniture, stationery, &c., under this section, in the case of the same class of post-offices, must be made only under special authority from the Postmaster-General.

"SEC. 127. *Allowances cannot exceed surplus revenue.*—Allowances for expenses at first and second class post-offices are made out of the surplus revenue of the post-office, that is to say, the excess of box-rents and commissions over and above the salary assigned to the post-office. And in no case will an allowance be made in excess of such surplus revenue."

Allowances for clerk-hire, rent, fuel, lights, furniture, advertising, and miscellaneous and incidental expenses are made to postmasters at first and second class post-offices, and allowances for separating clerk-hire where star routes intersect at third and fourth class post-offices through the salary and allowance division.

The allowances are made on the application of the postmaster after a careful examination of the business and needs of the respective offices, and having in view the appropriation applicable for the purposes named at the disposal of the Department. The application of the postmaster is carefully briefed on the jacket, and the status of the office—the receipts and allowances—are stated, and the application is then submitted by the chief of the division to the First Assistant Postmaster-General for instructions. If further or detailed information on any particular point or item is desired, the postmaster is requested to furnish the same, or the case is referred to the Chief Post-Office Inspector, with request for examination and report, and the postmaster is so advised. On receipt of the information or report, as requested, it is carefully briefed on the same jacket and submitted to the First Assistant Postmaster-General for his information and action. If the case is approved and an increase of the allowance ordered, the order is written in red ink across the face of the jacket and signed by the First Assistant Postmaster-General, and proper instructions in writing are sent to the postmaster, and the Auditor of the Treasury for the Post-Office Department so notified. If it is deemed inadvisable to grant the allowance a brief is made on the jacket and the postmaster so advised.

The following exhibits show in detail the method of business in regard to allowances for expenses under the several heads as hereinbefore stated:

ALLOWANCE FOR CLERK-HIRE.

EXHIBIT NO. 1.—*Sample of briefs on jacket showing action relative to an allowance for clerk-hire at a first class office.*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
February 4, 1886.

Denver, Arapahoe County, Colorado.

BRIEF.

Postmaster submits a proposed roster, with various increases in salaries and one additional clerk, total salaries aggregating \$24,600, being an increase of \$2,900 per annum, and asks for approval of same from February 15, 1886.

February 5, 1886: Submitted to First Assistant Postmaster-General Stevenson, who says refer to Chief Inspector, for examination and report.

February 5, 1886: Referred to Chief Inspector.

February 17, 1886: Inspector Waterbury returns proposed roster submitted by postmaster and recommends that it be approved by the Department.

February 18, 1886: First Assistant Postmaster-General Stevenson says increase clerk-hire to \$23,480 per annum from February 15, 1886, to make increases in clerical force as suggested in list herein.

PRESENT ALLOWANCES.

Clerks: { Postal ac.\$21,700 }	} \$21,700
{ M. O.		
Rent (lease).....		1
Fuel }		1,275
Light }		
Total allowances.....		22,976
Postmaster's salary.....		3,400
Total salary and allowances		26,376
Box-rents and commissions		43,898
Gross receipts		125,370
Increase } in gross receipts during past year		
Decrease }		

(Across the face:) Ordered, That the annual allowance for clerk-hire at Denver, Colo., be increased from \$21,700 to \$23,480, from February 15, 1886.

Wrote postmaster February 18, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General,

EXHIBIT No. 2.—*Sample of briefs on jacket showing action relative to an allowance for clerk-hire at a second-class office.*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
January 16, 1886.

Middletown, Butler County, Ohio.

BRIEF.

W. H. Todhunter asks that the allowance for clerk-hire be increased.

Recommended by Hon. Jas. E. Campbell.

January 22, 1886: Referred to Chief Post-Office Inspector for examination and report, and so informed Hon. Jas. E. Campbell, by order of the First Assistant Postmaster-General.

March 8, 1886: Inspector Herrick recommends an additional allowance of \$500 per annum for clerical assistance.

March 10, 1886: Submitted to First Assistant Postmaster-General Stevenson, who says allow \$400 additional clerk-hire from March 1, 1886.

PRESENT ALLOWANCES.

Clerks	{ Postal account	\$400	}	\$400
	{ Money-order account		}	
Rent				400
Fuel				60
Light				
Total allowances				860
Postmaster's salary				2,300
Total salary and allowances				3,160
Box-rents and commissions				4,546
Gross receipts				12,260
Increase	{ in gross receipts during past year			
Decrease				
Service:	$\frac{1}{RR}$. $\frac{2}{6}$. star routes.				

(Across the face :) Ordered, That the annual allowance for clerical assistance at Middletown, Ohio, be increased from \$400 to \$800 from March 1, 1886.

Wrote postmaster March 10, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

EXHIBIT No. 3.—*Sample of briefs on jacket showing action relative to an allowance for separating clerk-hire (third or fourth class offices).*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
October 20, 1886.

Cimarron, Ford County, Kansas.

BRIEF.

Postmaster applies for an allowance for clerk-hire.

October 25, 1886: Conferred with Mr. Haynie, for First Assistant Postmaster-General, who says allow \$100 from November 1, 1886.

PRESENT ALLOWANCES.

Clerks	{ Postal account		}	\$
	{ Money-order account		}	
Rent				
Fuel				
Light				
Total allowances				
Postmaster's salary (about)				1,000
Total salary and allowances				

Box-rents and commissions.....
Gross receipts.....	1,842
Increase } in gross receipts during past year.....
Decrease }
Service: $\frac{1}{RR}$. $\frac{1}{6}$. $\frac{2}{2}$. star routes.

(Across the face:) Ordered, That Cimarron, Kans., be designated a separating office, and the postmaster authorized to expend \$100 per annum from November 1, 1886, for clerical assistance in separating mails thereat.
Wrote postmaster October 26, 1886.

JAMES H. MARR,
Acting First Assistant Postmaster-General.

EXHIBIT NO. 4.—*Sample of briefs on jacket showing action relative to an allowance for separating clerk-hire, reduced by amount of commissions on money-order account under act of March 3, 1885, with samples of circular-letters relative to example shown (Montgomery City, Mo).*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
March 12, 1886.

Montgomery City, Montgomery County, Missouri.

BRIEF.

Postmaster recommends assignment of Leigh H. Adams, viz :

Money-order work, 3 hours.....	\$72
Postal work, 7 hours.....	200
Total compensation.....	272

March 15, 1886: Declined, no increase contemplated by act March 3, 1885. Sent circulars.

March 22, 1886: Postmaster requests further information as to what he can do under act March 3, 1885.

March 25, 1886: Wrote postmaster he was at liberty to make any assignment he thought fit, provided he kept within the \$200.

Allowance for clerk-hire.—March 27, 1886: Postmaster recommends as follows: That Leigh H. Adams be assigned to—

Money-order work.....	3 hours....	\$60
Postal work.....	7 hours ...	149
Total.....	10 hours....	209

April 3, 1886: Wrote postmaster, above would be approved if he desired, but would reduce his postal-fund allowance \$60.

April 9, 1886: Postmaster desires the above assignment to be approved.

April 10, 1886: Submitted to First Assistant Postmaster-General Stevenson, who says, fix clerk-hire at \$140 per annum from April 1, 1886.

PRESENT ALLOWANCES.

Clerks { Postal account }.....	\$200
{ Money-order account }
Rent.....
Fuel.....
Light.....
Total allowances.....
Postmaster's salary.....	1,100
Total salary and allowances.....	1,300
Box-rents and commissions.....	1,214
Gross receipts.....	2,405
Increase } in gross receipts during past year.....
Decrease }

(Across the face:) Ordered, That the annual allowance for clerical assistance in separating mails at Montgomery City, Mo., be decreased from \$200 to \$140 from April 1, 1886.

Wrote postmaster, April 12, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., March 15, 1886.

SIR: In reply to your letter of inquiry you are advised that the act approved March 3, 1885, provides as follows:

"Postmasters are authorized, with the approval of the Postmaster-General, to assign at any time any clerk or employé of their respective post-offices to duty in any branch thereof: *Provided always*, That any employé shall be paid from money-order funds for such time as he is engaged in money-order work."

Before authority is granted you to make such assignment, you are required to report to the First Assistant Postmaster-General, stating the name of the employé whose time you wish to divide between the two classes of work, the number of hours he will be occupied daily on each kind of duty, and the amount you propose to pay him from postal funds and the amount from money-order commissions.

Please embody the required information on the blank form herewith inclosed for that purpose, and return it to this office.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

Postmaster S. D. HAM, Esq.,
Montgomery City, Mo.

[Sample of circular sent to postmaster for his use.]

Post-office at _____,
County of _____,
State _____,
_____ , 188-.

FIRST ASSISTANT POSTMASTER-GENERAL:

SIR: I have the honor to recommend, under the provision of the act approved March 3, 1885, that the clerk or clerks named below be assigned to duty as stated:

Name of clerk.	Hours employed in each branch.			Compensation per annum allowed from each fund.		
	M. O.	Postal.	Total.	Money order.	Postal.	Total.
				\$	\$	\$

Very respectfully,

Postmaster.

(Reverse side:)

No. _____.

Date, _____, 188-.
Office, _____.
State, _____.

BRIEF.

Postmaster recommends assignment of _____ to money-order work _____ hours per day; postal work _____ hours per day.

COMPENSATION.

From money-order commissions \$
From postal funds
Total compensation per annum
Approved _____, 188-.

[Sample of circular as filled out and returned by postmaster.]

Post-office at Montgomery City,
County of Montgomery,
State, Missouri,
March 27, 1886.

FIRST ASSISTANT POSTMASTER-GENERAL:

SIR: I have the honor to recommend, under the provision of the act approved March 3, 1885, that the clerk or clerks named below be assigned to duty as stated;

Name of clerk.	Hours employed in each branch.			Compensation per annum allowed from each fund.		
	M. O.	Postal.	Total.	Money order.	Postal.	Total.
Leigh N. Adams.....	3	7	10	\$60 00	\$140 00	\$200 00

Very respectfully,

S. D. NAM, *Postmaster.*

(Reverse side:)

No. —.

Date, March 27, 1886.
Office, Montgomery City.
State, Missouri.

BRIEF.

Postmaster recommends assignment of Leigh N. Adams to money-order work 3 hours per day; postal work 7 hours per day.

COMPENSATION.

From money-order commissions.....	\$60 00
From postal funds.....	140 00
Total compensation per annum.....	200 00

Approved April 10, 1886, to date from April 1, 1886.

ROSTERS OF CLERKS ATTACHED TO FIRST AND SECOND CLASS POST-OFFICES.

In connection with the annual allowances for clerks for first and second class post-offices and as required by section 131, P. L. and R., 1879, as follows:

"SEC. 131. *Roster of clerks; their duties and salaries.*—The power will be exercised by the Postmaster-General to fix the number and grades of clerks and their compensation in all post-offices where an allowance for clerk hire is made. The postmaster at each post-office of the first and second class must submit to the First Assistant Postmaster-General for approval the plan of the organization of his post-office, with a list of all the clerks and other persons employed, showing their respective compensations and the duties performed by each. The approval by the First Assistant Postmaster-General of this roster will be necessary before any allowance for clerk hire will be made for the ensuing fiscal year. After the roster of clerks and other persons employed has once been approved at the Department the number or compensation of those employed must not be changed without authority from the Department, and postmasters must report all removals and new appointments as soon as made to the First Assistant Postmaster-General. The rosters must be submitted annually, on the first day of January."

The rosters of clerks attached to first and second class offices are submitted annually, on the 1st day of January, and whenever a change in an allowance for clerk hire or a reorganization of the clerical forces may require it.

The following samples of circular letters to postmasters and rosters, as approved, are submitted:

EXHIBIT No. 1.—Copies of circular letters calling for a roster of the clerks attached to the Syracuse (N. Y.) office from October 1, 1886, where a change in the annual allowance for clerk hire was made; and approval of the said roster after it had been received and considered.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., October 6, 1886.

SIR: Please forward to this office a roster of the clerks employed in your office, as required by section 131, "Postal Laws and Regulations," edition of 1879. A form for this purpose is herewith inclosed, which you will fill out and return without delay, dated October 1, 1886.

The money-order clerk or clerks should be included in the said roster. The annual salaries must be clearly stated. If only a part of the time of a clerk is devoted to money-order work, the pro rata part of the compensation on money-order account should be stated in even dollars in the column of remarks.

The aggregate of the salaries of your clerks, including the amount for clerk hire on money-order account, must not exceed your present annual allowance.

Very respectfully

A. E. STEVENSON,
First Assistant Postmaster-General.

POSTMASTER, Syracuse, N. Y.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., November 19, 1886.

SIR: Your roster of clerks has been received, and is approved for the amount of your annual allowance, as follows:

On postal account	\$14,320
On money-order account.....	1,670
Total	15,990

To take effect from October 1, 1886.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

POSTMASTER, Syracuse, N. Y.

EXHIBIT No. 1.—Copy of roster of clerks attached to a first-class office (Syracuse, N. Y.), with briefs showing action taken.


[Post-office: Syracuse. State: New York. Roster of clerks to take effect from October 1, 1886, Postmaster: J. M. Gilbert.]

No.	Name of clerk.	Date of appointment.	Age of clerk.	Employment, duties of clerks.	Present annual salary.
1	Adams, S. C	June, 1867	38	Chief mailing clerk	\$1,000
2	Ames, John F	Feb., 1883	34	Night mailing clerk	840
3	Barber, Will P	Nov., 1881	27	Assistant money-order clerk	820
4	Bixby, Charles W	Mar., 1884	43	Box, general delivery, and general	720
Here follow similar statistics concerning 16 other clerks.					

THE POST-OFFICE DEPARTMENT.

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(Form 1217.)

 Postmaster not to write on this side.

Date: *October 1, 1886.*

Office: *Syracuse.*
State: *New York.*

ROSTER OF CLERKS.

Received November 15, 1886.

Approved (postal, \$14,320; money-order, \$1,670; total, \$15,990) November 19, 1886.

BRIEF.

18 postal clerks.....	\$14,320
Postal allowance.....	14,320
2 money-order clerks.....	1,670
Money-order allowance.....	1,670
Total salaries, postal and money order.....	15,990
Total allowance, postal and money order.....	15,990


November 19, 1886: Approved as above.

EXHIBIT No. 2.—*Copy of roster of clerks attached to a second-class office (Mobile, Ala.), with briefs showing action taken.*

[Post-office: Mobile. State: Alabama. Roster of clerks to take effect from January 1, 1887. Postmaster: Leslie E. Brooks.]

No.	Name of clerk.	Date of appointment.	Age of clerk.	Employment, duties of clerks.	Present annual salary.
1	Foster W. G.....	Aug., 1872	46	Chief mailing clerk.....	\$900
2	Hurley, Charles.....	Aug., 1882	45	Superintendent of carriers and chief distributing clerk.	1,000
3	Hanlon, Patrick J.....	Aug., 1885	29	Assistant mailing clerk.....	720
4	Irwin, Lee F.....	Aug., 1885	46	Assistant postmaster, cashier, and general accountant.	1,700
Here follow similar statistics concerning 6 other clerks.					

(Form 1217.)

 Postmaster not to write on this side.

Date: *January 1, 1887.*

Office: *Mobile.*
State: *Alabama.*

ROSTER OF CLERKS.

Received January 5, 1887.

Approved (postal, \$7,340; money-order, \$1,200; total, \$8,540) January 13, 1887.

BRIEF.

9 postal clerks.....	\$7,340
1 money-order clerk.....	1,200
	<hr/>
	8,540
Allowance: Postal.....	7,340
Money order.....	1,200
	<hr/>
	8,540

January 13, 1887: Approved as above.

EXHIBIT No. 24.—Copies of circular letters calling for roster of clerks to take effect from January 1, 1887, and the approval of the said roster for clerks employed in the post-office at Mobile, Ala.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., December 23, 1887.

SIR: Please forward to this office a roster of the clerks employed in your office, as required by section 131, "Postal Laws and Regulations," edition of 1879. A form for this purpose is herewith inclosed, which you will fill out and return without delay, dated January 1, 1887.

The money-order clerk or clerks should be included in the said roster. The annual salaries must be clearly stated. If only a part of the time of a clerk is devoted to money-order work, the pro-rata part of the compensation on money-order account should be stated in even dollars, in the column of remarks.

The aggregate of the salaries of your clerks, including the amount for clerk hire on money-order account, must not exceed your present annual allowance.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

POSTMASTER, Mobile, Ala.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., January 13, 1887.

SIR: Your roster of clerks has been received, and is approved for the amount of your annual allowance, as follows:

On postal account.....	\$7,340
On money-order account.....	1,200
Total.....	8,540

To take effect from January 1, 1887.
Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

POSTMASTER, Mobile, Ala.

EXHIBIT No. 3.—Copy of roster of clerks attached to a second-class office (Nashua, N. H.), with briefs showing action taken.

[Post-office: Nashua. State: New Hampshire. Roster of clerks to take effect from July 1, 1886. Postmaster: A. N. Flinn.]

No.	Name of clerk.	Date of appointment.	Age of clerk.	Employment, duties of clerks.	Present annual salary.
1	Rowe R. Hooper.....	1876	32	Assistant postmaster.	*\$1,000
2	Fred. O. Giddings.....	1884	22	Mailing.....	550
3	Albert E. De Wolfe.....	1884	24	General delivery.....	550
4	Geo. E. Clarkson.....	1885	18	Box delivery.....	500
	Total.....				2,600

* Divided as follows: Four hundred dollars for money-order business and \$600 for postal business.

(Form 1217.)

Postmaster not to write on this side.

Date: July 1, 1886.

Office: Nashua.
State: New Hampshire.

ROSTER OF CLERKS.

Received September 28, 1886.

Approved (postal, \$2,200; money-order, \$400; total, \$2,600) September 30, 1886.

BRIEF.

Three postal clerks.....	\$1,600	
One clerk postal.....	600	
		2,200
Money-order.....		400
		2,600
Allowance.....		\$2,600

September 30, 1886: Approved as above.

ALLOWANCE FOR RENT.

EXHIBIT NO. 1.—*Sample of briefs on jacket showing action relative to an increase of the allowance for rent under lease.*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
April 13, 1886.

Manchester, Hillsborough County, New Hampshire.

BRIEF.

Law Clerk Nichol says: "By the terms of a lease the Postmaster-General has fixed the rent at \$1,350 per annum for four (4) years from April 1, 1886."

April 19, 1886: Submitted to First Assistant Postmaster-General Stevenson and approved.

PRESENT ALLOWANCES.

Clerks: { Postal account.....	\$4,000	
{ Money-order account.....		\$4,000
Rent (lease).....		1,200
Fuel.....		305
Light.....		
Total allowances.....		5,505
Postmaster's salary.....		2,800
Total salary and allowances.....		8,305
Box-rents and commissions.....		10,32E
Gross receipts.....		31,342
Increase } in gross receipts during past year.....		
Decrease }		

(Across the face:) Ordered that the annual allowance for rent (lease) at Manchester, N. H., be increased from \$1,200 to \$1,350 from April 1, 1886.

Wrote postmaster April 20, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

EXHIBIT NO. 2.—*Samples of briefs on jacket showing action relative to an allowance for rent for a station of a first-class office (Boston, Mass.), increasing the annual rent under a lease.*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
March 22, 1886.

Boston, Suffolk County, Massachusetts.

BRIEF.

Law Clerk Nichol reports: "By the terms of a lease the Postmaster-General has fixed the rent at Jamaica Plain Postal Station, Boston, Mass., at the rate of \$350 per annum for four (4) years from January 1, 1886, being an increase of \$50 per annum over the sum heretofore allowed."

March 23, 1886: Postmaster writes relative to above.

March 24, 1886: Submitted to First Assistant Postmaster-General Stevenson and approved.

PRESENT ALLOWANCES.

Clerks } Postal account.....	\$279,010	}
Money-order account.....			
Rent.....			10,175
Fuel }			3,286
Light }			
Total allowances.....			292,471
Paymaster's salary.....			6,000
Total salary and allowances.....			298,471
Box rents and commissions.....			456,118
Gross receipts.....			1,441,930
Increase }	in gross receipts during past year.....		
Decrease }			

(Across the face:) Ordered that the annual allowance for rent at the "Jamaica Plain Station," of Boston, Mass., be increased from \$300 to \$350 from January 1, 1886. (The effect of this order is to increase the aggregate annual rental at Boston, Mass., from \$10,075 to \$10,125 from January 1, 1886, to January 20, 1886, and from \$10,125 to \$10,225 from January 20, 1886.)

Wrote postmaster and assistant March 24, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

ALLOWANCE FOR FUEL AND LIGHT.

EXHIBIT NO. 3.—*Sample of briefs on jacket showing action relative to an increase of allowance for fuel and light.*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
February 9, 1886.

Camden, Camden County, N. J.

BRIEF.

Postmaster asks that his allowance for fire and light be increased to \$400 per annum.

February 12, 1886: Wrote postmaster for estimates.

February 18, 1886: Postmaster submits cost for light the past year, \$232.02; estimates for same for coming year, \$275. Estimates for fuel, \$125; estimates for fuel and light, \$400.

February 27, 1887: Submitted to General Stevenson, First Assistant Postmaster-General, who says fix fuel and light at \$325 from January 1, 1886.

NOTE.—February 27, 1886: Amounts expended for fuel and light fiscal year ended June 30, 1885:

Quarter.	Fuel.	Light.	Total.
Third quarter, 1884.....	\$18 00	\$28 73	\$46 73
Fourth quarter, 1884.....	18 00	68 75	86 75
First quarter, 1885.....	18 00	70 43	88 43
Second quarter, 1885.....	59 25	32 66	91 91
Totals.....	113 25	200 57	313 82

PRESENT ALLOWANCES.

Clerks: { Postal account..... \$3,200 }	\$3,200
{ Money-order account..... }	
Rent		1,200
Fuel }		
Light }		265
Total allowances		4,665
Postmaster's salary.....		2,700
Total salary and allowances		7,365
Box rents and commissions.....		9,376
Gross receipts		28,799
Increase } in gross receipts during past year		
Decrease }		

(Across the face:) Ordered, that the annual allowance for fuel and light at Camden N. J., be increased from \$265 to \$325 from January 1, 1886.

Wrote postmaster March 1, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

ALLOWANCES FOR RENT, FUEL, AND LIGHT.

EXHIBIT NO. 4.—Sample of briefs on jacket showing action where allowances for rent, fuel and light were reduced.

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
June 5, 1886.

Oil City, Venango County, Pa.

BRIEF.

Postmaster asks for instructions relative to the payment of rent, fuel, and light at his office.

June 7, 1886: Acknowledged. Requested postmaster to furnish estimates for fuel and light, and referred letter to law clerk for reply as to rent.

June 23, 1886: Postmaster submits proposition from Northwestern Pennsylvania Natural Gas Company to heat and light post-office for year ending March 31, 1887, for \$190.

June 26, 1886: Law Clerk Nichol says: "Pending a settlement of the matter of location of the post-office the allowance for rent is to be at the rate of \$350 per annum from April 1, 1886."

June 30, 1886: By the adjustment taking effect July 1, 1886, total salary and allowances exceed box rent and commissions by \$352.

July 2, 1886: Submitted to the First Assistant Postmaster-General Stevenson, who approved report of Law Clerk Nichol as to rent, and also says authorize postmaster to accept offer of Northwestern Pennsylvania Natural Gas Company to furnish fuel and light for \$190 per annum.

PRESENT ALLOWANCES.

Clerks: { Postal account..... \$2,000 }	\$2,000
{ Money-order account..... }	
Rent (lease)		850
Fuel }		
Light }		215
Total allowances		3,065
Postmaster's salary.....		2,300
Total salary and allowances		5,365
Box rents and commissions.....		5,044
Gross receipts		11,729
Wrote postmaster July 3, 1886.		
Increase } in gross receipts during past year		
Decrease }		

(Across the face:) Ordered, That the annual allowances for expenses at Oil City, Pa., be fixed as follows from April 1, 1886, viz: Rent, \$350; fuel and light, 190; clerk hire, \$2,000; total, \$2,540 per annum.

JAMES H. MARR,
Acting First Assistant Postmaster-General.

ALLOWANCE FOR RENT.

EXHIBIT No. 5.—*Sample of briefs on jacket showing action where the annual allowance for rent was reduced under the terms of a lease.*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION, April 13, 1886.

Adrian, Lenawee County, Michigan.

BRIEF.

Law Clerk Nichol says: "By the terms of a lease, the Postmaster-General has fixed the rent at \$350 per annum, for four (4) years from April 9, 1886.

April 19, 1886, submitted to First Assistant Postmaster-General Stevenson, who approved.

PRESENT ALLOWANCES.

Clerks: { Postal account.....	\$2,500	}	\$2,500
Money-order account.....			
Rent.....			400
Fuel }			290
Light }			
Total allowances.....			3,190
Postmaster's salary.....			2,400
Total salary and allowances.....			5,590

Box-rents and commissions.....	5,797
Gross receipts.....	13,325
Wrote postmaster April 20, 1886.....	
Increase } in gross receipts during past year.....	
Decrease }	

(Across the face:) Ordered, That the annual allowance for rent (lease) at Adrian, Mich., be decreased from \$400 to \$350 from April 9, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

ANNUAL ALLOWANCES FOR CLERK-HIRE, RENT, FUEL, AND LIGHT FOR FIRST AND SECOND CLASS OFFICES, AND ANNUAL ALLOWANCES FOR SEPARATING CLERK-HIRE FOR THIRD AND FOURTH CLASS OFFICES.

EXHIBIT NO. 1.—*Sample of abstract of orders, being a weekly report of changes in annual allowances for clerk-hire, rent, fuel, and light, for the week ended January 9, 1886, as made by the First Assistant Postmaster-General to the Auditor.*

Office.	Date of order.	Number of order.	Allowances.								To take effect from—	
			As authorized heretofore.				As fixed by present order.					
			Clerks.	Rent.	Fuel.	Light.	Clerks.	Rent.	Fuel.	Light.		
	1886.											
Henning, Ariz..	Jan. 4	181					\$50					Jan. 1, 1886.
Center, Tex.	Jan. 4	182					100					Jan. 1, 1886.
Lanark, Ill.	Jan. 4	183					100					Jan. 1, 1886.
La Fayette, Ga..	Jan. 4	184					78					Jan. 1, 1886.
Tivoli, N. Y.	Jan. 4	185					50					Jan. 1, 1886.
Roseburgh, Oreg	Jan. 4	186	\$200				300					Jan. 1, 1886.
Marion, Ill.	Jan. 4	187	90				150					Jan. 1, 1886.
North Yakima, Wash.	Jan. 4	188	200				300					Jan. 1, 1886.
Boston, Mass.	Jan. 5	189	279,010	\$9,775	\$3,286	279,010	\$10,075	\$3,286				Dec. 1, 1885
Franklin, Ind.	Jan. 6	190					300					Jan. 1, 1886.
Lincoln, Ill.	Jan. 6	191	600				1,100					Jan. 1, 1886.
Hailey, Idaho.	Jan. 6	192	300				500					Jan. 1, 1886.
Auburn, N. Y.	Jan. 6	193	5,000	1,500	438	4,040	1,500	438				Apr. 1, 1885.
Minneapolis, Minn.	Jan. 8	194	28,000	3,600	1,000	28,430	3,600	1,000				Jan. 1, 1886.
Elyria, Ohio.	Jan. 8	195	900	300	130	900	650					Oct. 1, 1885.
Nashua, N. H.	Jan. 8	196	2,600	800	200	2,600	10,000	200				Nov. 1, 1885.
Lexington, Ky.	Jan. 8	197	3,700	900	295	3,700	1,000	295				July 1, 1885.
Monroe, N. C.	Jan. 8	198				1,150						Jan. 1, 1886.
Ottawa, Kans.	Jan. 8	199	720	300	75	1,200	300	75				Jan. 1, 1886.
Sibley, Iowa.	Jan. 8	200	76			150						Jan. 1, 1886.
Richmond, Va.	Jan. 8	201	20,820			20,870						Jan. 15, 1886.
Newton, Kans.	Jan. 8	202	400	300	35	800	300	35				Jan. 1, 1886.
Colorado, Tex.	Jan. 8	203						1				Sept. 16, 1885.
Jonesboro g h, Tenn.	Jan. 9	204	250			350						Ja. 1, 1886.
Cortland, N. Y.	Jan. 9	205	1,000	700	108	1,200	700	108				Jan. 1, 1886.
Elizabeth, N. J.	Jan. 9	206	3,416	1,000	195	3,700	1,000	195				Jan. 1, 1886.

Approved:

A. E. STEVENSON,
First Assistant Postmaster-General.

ALLOWANCES FOR MISCELLANEOUS ITEMS.

EXHIBIT No. 1.—*Sample of briefs on jacket showing action relative to quarterly allowances for miscellaneous items for a first-class post-office (Saint Louis, Mo.)*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST-ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
July 24, 1886.

Saint Louis, ——— County, Missouri.

BRIEF.

Postmaster asks for (3d quarter, 1886):

Washing towels.....	\$30 00
Winding clocks.....	5 75
Benzine.....	2 00
Official Railroad Guides.....	1 00
Fifteen pounds printer's composition (molded for stamps).....	7 50
Two cases toilet soap, at \$6.75.....	13 50
Street sprinkling (3 stations).....	10 50
Ice (3 stations).....	15 00
Total.....	85 25

July 31, 1886: Submitted to General Stevenson, First Assistant Postmaster-General, who says allow.

PRESENT ALLOWANCES.

Clerks { Postal account..... \$161,710 }	}	\$176,730
{ Money-order account..... 15,020 }		
Rent (stations).....		816
Fuel (stations).....		100
Light (stations).....		480
Total allowances.....		178,126
Postmaster's salary.....		6,000
Total salary and allowances.....		184,126
Box-rents and commissions.....		247,380
Gross receipts.....		818,317
Increase { in gross receipts during past year.....		
Decrease {		

(Across the face:) Authorize postmaster to expend not exceeding \$85.25 as above.
Wrote, 31st July, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

EXHIBIT No. 2.—*Sample of briefs on jacket showing action relative to quarterly allowances for miscellaneous items for a second-class post-office. (Terre Haute, Ind.)*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
April 15, 1886.

Terre Haute, ——— County, Indiana.

BRIEF.

Postmaster asks for (2d quarter 1886):

Washing towels.....	\$4 00
Soap.....	1 00
Chamois.....	1 00
Matches.....	1 50
Water rent.....	2 50
Stove grate.....	50
Knife (for use of mailing clerks).....	50
Maps.....	1 00
Ice.....	3 50
Repairing hopper in mailing department.....	12 00
Total.....	27 50

May 1, 1886: Submitted to General Stevenson, Acting Postmaster-General, and approved.

PRESENT ALLOWANCES.

Clerks, postal account, \$6,300.....	\$6,300
Rent	900
Fuel }	
Light }	590
<hr/>	
Total allowances.....	7,790
Postmaster's salary.....	2,800
<hr/>	
Total salary and allowances.....	10,590
Box-rents and commissions.....	10,161
Gross receipts.....	31,683
Increase } in gross receipts during past year.....	
Decrease }	

(Across the face): Authorize postmaster to expend not exceeding \$27.50 as above.
Wrote, May 1, 1886.

JAMES H. MARR,
Acting First Assistant Postmaster-General.

ALLOWANCE FOR FURNITURE.

EXHIBIT NO. 1.—*Sample of briefs on jacket showing action relative to an allowance for a postal-bag rack for a first-class post-office (Denver, Colo).*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
August 28, 1886.

Denver, ——— County, Colorado.

BRIEF.

Postmaster asks for a Harrison postal-bag rack, style F, 90 bags, \$275. Postmaster states that recent instructions relative to separating make a new rack a necessity.

September 11, 1886: Submitted to Acting Postmaster-General Stevenson, who says, acknowledge and refer to Chief Post-Office Inspector for examination and report.

September 13, 1886: Referred to Chief Inspector for examination and report, and so wrote postmaster.

September 21, 1886: General Superintendent Railway Mail Service, John Jameson, refers correspondence between postmaster and E. W. Warfield, superintendent Railway Mail Service, Saint Louis, and chief clerk Railway Mail Service, Denver, showing necessity for increased rack facilities in Denver post-office.

September 24, 1886: Inspector G. N. Waterbury reports that new bag rack is badly needed, and recommends a 90-pouch Harrison rack, at a cost of \$275.

October 4, 1886: Conferred with Mr. Haynie, for First Assistant Postmaster-General, who says, allow \$275 for a 90-pouch Harrison rack delivered ready for use in post-office.

Authorize postmaster to expend not exceeding \$275 as above.

JAMES H. MARR,
Acting First Assistant Postmaster-General.

Wrote, 4th October, 1886.

PRESENT ALLOWANCES.

Clerks— { Postal account, \$23,480 }	\$26,046
{ Money-order account, 3,160 }	
Rent	1
Fuel }	
Light }	1,375
<hr/>	
Total allowances.....	28,016
Postmaster's salary.....	3,400
<hr/>	
Total salary and allowances.....	31,416
Box-rents and commissions.....	43,226
Gross receipts.....	126,550
Increase } in gross receipts during the past year	
Decrease }	

EXHIBIT NO. 2.—*Sample of briefs on jacket showing action relative to an allowance for a fire and burglar-proof safe for use in a second-class post-office (Brattleboro, Vt.).*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
August 9, 1884.

Brattleboro, ——— County, Vermont.

BRIEF.

Postmaster asks for a safe.
August 20, 1884: Wrote postmaster.
March 3, 1886: Postmaster renews his request.
March 12, 1886: Submitted to the First Assistant Postmaster-General, who says, acknowledge.
March 13, 1886: Acknowledged.
October 23, 1886: Postmaster renews his application and states he is now in a new office, with neither vault nor safe.
The average stock, exclusive of postage or money-order funds, is \$2,500.
November 1, 1886: Conferred with Mr. Haynie, acting for First Assistant Postmaster-General, who says refer to Chief Inspector for examination and report.
November 2, 1886: Referred to Chief Inspector for examination and report.
November 4, 1886: Inspector T. J. Boynton reports and recommends a safe to be furnished at an early date; states necessities, &c., for the same.
November 5, 1886: Conferred with Mr. Haynie, acting for First Assistant Postmaster-General, who says, write Messrs. Farrel & Co. for lowest bid for fire and burglar-proof safe.
November 6, 1886: Wrote Messrs. Farrel & Co. for bid for F. D. concrete fire and burglar-proof safes, delivered in the office ready for use.
November 9, 1886: Messrs. Farrel & Co. submit the following estimates, delivered: No. 3 F. D. concrete, with B. B. (per specifications) \$379; No. 3 F. D. champion, with B. B. (per specifications) \$475; No. 1 F. D. champion with B. B. (per specifications) \$425. That they can ship either champion in a few days, but will have to build a concrete.
November 9, 1886: Chief Post-Office Inspector refers copy of report—Inspector Boynton recommending a safe be furnished.
January 33, 1887: Submitted to General Stevenson, First Assistant Postmaster-General, and approved for a No. 3 F. D. concrete safe, with B. B., as per specifications heretofore approved, from Messrs. Farrel & Co., delivered ready for use in office for not exceeding \$379.60.
January 18, 1887: Messrs. Farrel & Co. acknowledge receipt for order of safe.
March 22, 1887: Postmaster states that safe has been placed in his office to his satisfaction.

PRESENT ALLOWANCES.

	1886.	1885.	1884.
Clerks { Postal account	\$1,900	\$1,600	\$2,000
{ Money-order account			
Rent	300	300	300
Fuel			60
Light	185	185	70
Total allowances	2,385	2,035	2,430
Postmaster's salary	2,400	2,400	2,400
Total salary and allowances	4,785	4,435	4,830
Box-rents and commissions	5,708	5,773	5,628
Gross receipts	14,366	14,707	14,423
Decrease in gross receipts during past year	496		

(Across the face:) Ordered, That the postmaster at Brattleboro, Vt., be authorized to expend not exceeding \$379.60 for a No. 3 F. D. concrete safe, with banker's box, as per specifications heretofore approved, from Messrs. Farrel & Co., delivered ready for use in his office.

Wrote, 14th January, 1887.

A. E. STEVENSON,
First Assistant Postmaster-General.

EXHIBIT No. 3.—*Sample of briefs on jackets showing action relative to an allowance for desks for a first-class post-office. (Washington, D. C.)*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,

January 5, 1887.

Washington, — Co., D. C.

BRIEF.

Postmaster asks an allowance for two new desks (in M. O. division), \$40.

January 14, 1887: Submitted to General Stevenson, First Assistant Postmaster-General, who says allow \$40 for two desks.

Authorize postmaster to spend not exceeding \$40 as above.

A. E. STEVENSON,

First Assistant Postmaster-General.

Wrote 15th January, 1887.

PRESENT ALLOWANCES.

Clerks: {	Postal account	\$151, 850 }	
	Money-order account..	4, 760 }	\$156, 610
Rent.....			1, 000
Fuel.....			
Light.....			5, 000
Total allowances			162, 610
Postmaster's salary.....			5, 000
Total salary and allowances			167, 610
Box-rents and commissions.....			94, 763
Gross receipts.....			302, 885
Increase } in gross receipts during past year			
Decrease }			

ALLOWANCE FOR ADVERTISING.

EXHIBIT No. 1.—*Sample of briefs on jacket showing action relative to an allowance for advertising unclaimed letter-list.*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,

December 16, 1885.

Louisville, — Co., Ky.

BRIEF.

Postmaster asks for authority to expend \$2.50 a week for printing advertised letter-list in Louisville Daily Commercial.

December 17, 1885: Submitted to First Assistant Postmaster-General Stevenson, who says write postmaster for estimate of number of names to be published.

December 18, 1885: Wrote postmaster for estimate of number of names.

December 26, 1885: Postmaster submits average weekly number names, 374.

January 5, 1886: Submitted to General Stevenson, First Assistant Postmaster-General, and approved.

January 6, 1886: Submitted to Mr. Nash, chief clerk Post-Office Department, and approved at rate of \$2.50 a week for present quarter (first quarter, 1886).

PRESENT ALLOWANCES.

Clerks: {	Postal account	\$35, 720 }	
	Money-order account.....		
Rent } (G. B.).....			\$35, 720
Fuel }			
Light }			
Total allowances			85, 720
Postmaster's salary.....			3, 600
Total salary and allowances			89, 320
Box-rents and commissions.....			73, 791
Gross receipts.....			242, 111
Increase } in gross receipts during past year			
Decrease }			

(Across the face:) Authorize postmaster to expend not exceeding \$32.50 for printing advertised letter-list during quarter ending March 31, 1886, at rate \$2.50 per week.

A. E. STEVENSON,

First Assistant Postmaster-General.

Wrote 8 January, 1886.

AUDITOR'S STATEMENT OF QUARTERLY EXPENDITURES.

Postmasters at offices of the first and second classes are authorized to deduct from the receipts of their respective offices the expenses of the postal service, including their salaries. Vouchers for these expenditures are submitted quarterly to the Auditor of the Treasury for the Post-Office Department, and by him reported on green slips, as per samples herewith furnished, to the First Assistant Postmaster-General, salary and allowance division, for proper examination and action. See sections 132 and 133 P. L. and R., 1879, and R. S., sections 3861 and 3862, as follows :

“SEC. 132. *Salaries and expenses may be deducted from receipts.*—The salary of a postmaster, and such other expenses of the postal service authorized by law as may be incurred by him, and for which appropriations have been made, may be deducted out of the receipts of his office, under the direction of the Postmaster-General. (R. S., § 3861.)

“SEC. 133. *Vouchers for deductions to be sent to the Auditor.*—Vouchers for all deductions made by a postmaster out of the receipts of his office, on account of the expenses of the postal service, shall be submitted for examination and settlement to the (Sixth) Auditor [of the Treasury for the Post-Office Department], and no such reduction shall be valid unless found to be in conformity with law. (R. S. § 3862.)”

The vouchers, as submitted, are carefully examined and approved or disapproved, as each particular item requires. The aggregate amount of the expenditures, as approved, is stated at the foot of the green slip under the proper date and stamped with the initials of the chief of the division, and afterward signed by the First Assistant Postmaster-General, and then forwarded to the Auditor for proper consideration in his office.

Samples of green slips reported by the Auditor, showing action taken for expenditures, as above stated, at Denver, Colo., and Pittsburgh, Pa., are herewith submitted :

[First sample of green slip.]

SUBMITTING STATEMENT OF EXPENDITURES TO THE POSTMASTER-GENERAL.

OFFICE OF THE AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT,
Washington, October 30, 1885.

I have the honor to refer, for your consideration, the following statement of expenditures made by the postmaster at Pittsburgh, Pa., on account of the quarter ending June 30, 1885, in excess of the amounts authorized by the Department :

Vouchers for these expenditures have been furnished by the postmaster, and those pertaining to “advertising,” “office furniture,” “stationery,” and “miscellaneous,” are herewith submitted :

Clerk-hire suspended in second quarter, 1885, in excess	\$193 00
Light	
Fuel	
Rent	
Advertising	
Office furniture	
Stationery	
Miscellaneous	
Total	193 00

E. A. CLIFFORD,
Deputy Auditor.

To the POSTMASTER-GENERAL.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, October 30, 1885.

The Postmaster-General authorizes the allowances claimed above, amounting in the aggregate to \$193, chargeable to the appropriations therein named.

JAMES H. MARR,
Acting First Assistant Postmaster-General.
A. H. S.

[Second sample of green slip.]

SUBMITTING STATEMENT OF EXPENDITURES TO THE POSTMASTER-GENERAL.

OFFICE OF THE AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT,
Washington, November 24, 1885.

I have the honor to refer, for your consideration, the following statement of expenditures made by the postmaster at Denver, Colo., on account of the quarter ending September 30, 1885, in excess of the amounts authorized by the Department:

Vouchers for these expenditures have been furnished by the postmaster, and those pertaining to "advertising," "office furniture," "stationery," and "miscellaneous," are herewith submitted:

Clerk-hire.....	
Light.....	
Fuel.....	
Rent.....	
Advertising.....	\$43 02
Office furniture.....	7 50
Stationery (m. n.).....	*7 50
Miscellaneous.....	44 85
Total.....	102 87

* W. S.

E. A. CLIFFORD,
Deputy Auditor.

To the POSTMASTER-GENERAL.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, December 18, 1885.

The Postmaster-General authorizes the allowances claimed above, amounting in the aggregate to \$102.87, chargeable to the appropriations therein named.

A. E. STEVENSON,
First Assistant Postmaster-General.
A. H. S.

Appropriations and expenditures for clerk-hire, rent, fuel and light, office furniture, and miscellaneous items, for each of the fiscal years ended June 30, 1884, 1885, and 1886.

Items.	Fiscal year ended June 30.	Appropriations.	Expenditures.
Clerk-hire.....	1884	\$4,775,000 00	\$4,740,601 65
	1885	4,900,000 00	4,875,405 26
		75,000 00	
Rent, fuel, and light.....	1886	5,150,000 00	4,078,734 11
	1884	440,000 00	444,023 07
		5,000 00	
	1885	480,000 00	467,153 19
		3,125 00	
	1886	490,000 00	475,011 90
Office furniture.....		5,000 00	
	1884	25,000 00	9,823 01
	1885	40,000 00	19,410 39
Miscellaneous items.....	1886	39,000 00	14,288 76
	1884	90,000 00	57,910 18
	1885	80,000 00	54,749 52
	1886	80,000 00	53,732 78

ADJUSTMENT OF PRESIDENTIAL POSTMASTERS' SALARIES.

The salaries of Presidential postmasters, or postmasters at offices of the first, second, and third classes, are now adjusted annually instead of biennially as heretofore, as required by the act of Congress approved March 3, 1883. This adjustment is made upon the basis of the gross receipts accruing at the respective offices for one year, or four quarters, upon the new and reduced rate of postage. The adjustment takes effect at the beginning of the fiscal year, July 1st.

A statement of the results of the several adjustments of Presidential postmasters' salaries since the act of March 3, 1883, took effect, October 1st, 1883, is herewith submitted:

Comparative statement of the adjustments of salaries of Presidential postmasters which took effect October 1, 1883, July 1, 1884, July 1, 1885, and July 1, 1886, in compliance with the requirements of the act of March 3, 1883.

Date.	Number of Presidential offices.	Aggregate salaries of Presidential postmasters.	Average salary of Presidential postmasters.	Aggregate receipts which accrued at Presidential offices.	Per cent of aggregate receipts absorbed for postmasters' salaries.	Per cent of entire revenue of Department which accrued at Presidential offices.
October 1, 1883	2,195	3,707,500	1,689	33,535,253 95	11.06	74.23
July 1, 1884	2,323	3,828,700	1,648	33,031,697 33	11.59	74.80
July 1, 1885	2,253	3,630,600	1,625	31,792,220 55	11.42	75.36
July 1, 1886	2,244	3,685,500	1,642	32,491,551 58	11.34	74.07

Also the following samples of adjustments of postmasters' salaries for the first, second, and third classes are submitted.

NOTE.—For additional information, please see Report of the Postmaster-General for the fiscal year ended June 30, 1886, pages 7, 8, and 149, 153, and 154.

EXHIBIT NO. 1.—*Sample of salary jacket showing annual adjustment of the salary of a postmaster at a first-class post-office (Sacramento, Cal.)*

(Form No. 1211—New Series, March, 1886.)

Box rents.....	}	\$428 00
		421 00
		424 00
		430 00
Total		1,703 0

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Salary and Allowance Division.

Sacramento office, Sacramento County, Cal. State.

GROSS RECEIPTS.

Quarter ended June 30, 1885.....	\$10,248 55
“ “ Sept. 30, 1885.....	8,525 93
“ “ Dec. 31, 1885.....	10,924 59
“ “ M'ch. 31, 1886.....	10,522 77
Total	*40,221 84
Gross receipts exclusive of box-rents	38,518 84
Total box-rents for four quarters	1,703 00
Com. on first \$400, at 60 per cent	240 00
“ “ next \$300, at 50 per cent	40 00
“ “ “ \$1,600, at 40 per cent	640 00
“ “ “ \$35,718.84, at 30 per cent.....	10,715 65
Total box-rents and commissions	13,698 65

Ordered, That Sacramento, Cal., be assigned to the 1st class, and the salary of the postmaster be fixed at \$3,000 a year, from July 1, 1886.

A. E. STEVENSON,
First Ass't P. M. General.

By order of the P. M. General.

A. H. W.

June 21, 1886.

SALARIES OF PRESIDENTIAL POSTMASTERS.

(Act of March 3, 1883.)

FIRST CLASS.

Gross receipts.	Salary.
\$40,000 and not exceeding \$45,000	\$3,000
45,000 " " " 60,000	3,100
60,000 " " " 80,000	3,200
80,000 " " " 110,000	3,300
110,000 " " " 150,000	3,400
150,000 " " " 200,000	3,500
200,000 " " " 260,000	3,600
260,000 " " " 330,000	3,700
330,000 " " " 400,000	3,800
400,000 " " " 450,000	3,900
450,000 " " " 500,000	4,000
500,000 " " " 600,000	5,000
600,000 and upwards	6,000

SECOND CLASS.

\$8,000 and not exceeding \$9,000	\$2,000
9,000 " " " 10,000	2,100
10,000 " " " 11,000	2,200
11,000 " " " 13,000	2,300
13,000 " " " 16,000	2,400
16,000 " " " 20,000	2,500
20,000 " " " 24,000	2,600
24,000 " " " 30,000	2,700
30,000 " " " 35,000	2,800
35,000 " " " 40,000	2,900

THIRD CLASS

\$1,900 and not exceeding \$2,100	\$1,000
2,100 " " " 2,400	1,100
2,400 " " " 2,700	1,200
2,700 " " " 3,000	1,300
3,000 " " " 3,500	1,400
3,500 " " " 4,200	1,500
4,200 " " " 5,000	1,600
5,000 " " " 6,000	1,700
6,000 " " " 7,000	1,800
7,000 " " " 8,000	1,900

EXHIBIT No. 1 $\frac{1}{2}$.—Copies of circular letters calling for certified copies of quarterly returns; and official notice to postmaster stating the salary and class of his office as shown by the review and adjustment, as required by the act of March 3, 1883.

(Form No. 1210—New Series, March, 1886.)

In all communications to this Department be careful to give the name of your office, county, and State.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., March 22, 1886.

SIR: To enable the Postmaster-General to review and readjust salary of your office, as required by the act approved March 3, 1883, you are hereby instructed to send to this office, immediately, certified copies of your quarterly returns for the four quarters ending March 31, 1886.

The copies must be made out on the regular blank forms for quarterly returns now in use in your office, and placed in an envelope addressed to the First Assistant Postmaster-General (salary and allowance division), Washington, D. C.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

POSTMASTER, Sacramento, Cal.

(Form No. 1215—New Series.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., June 22, 1883.

SIR: In compliance with the act of Congress, approved March 3, 1883, the returns from your office for the four quarters ended March 31, 1886, have been reviewed, and, upon the basis of the gross receipts as therein shown, your salary as postmaster has been fixed at \$3,000 per annum from July 1, 1886, and your office has been assigned to the first class.

Very respectfully,

First Assistant Postmaster-General.

POSTMASTER, Sacramento, Cal.

EXHIBIT NO. 2.—Sample of salary jacket showing adjustment of the salary of a postmaster at a second class post-office (Moberly, Mo).

(Form No. 1211—New Series, March, 1886.)

Box rents	\$320 80
	279 30
	283 45
	303 00
Total	1,186 55

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION.

Moberly, Randolph County, Missouri.

GROSS RECEIPTS.

Quarter ended June 30, 1885	\$1,902 03
Quarter ended September 30, 1885	1,916 21
Quarter ended December 31, 1885	2,045 11
Quarter ended March 31, 1886	2,203 52
Total	8,066 87
Gross receipts exclusive of box rents	6,880 32
Total box rents for four quarters	1,866 55
Commission on first \$400, at 60 per cent	240 00
Commission on next \$800, at 50 per cent	400 00
Commission on next \$1,600, at 40 per cent	640 00
Commission on next \$4,080.32, at 30 per cent	1,224 10
Total box rents and commissions	3,690 65

Ordered, That Moberly, Mo., be assigned to the second class, and the salary of the postmaster be fixed at \$2,000 a year from July 1, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

By order of the Postmaster-General.
JUNE 21, 1886.

J. M. F.

SALARIES OF PRESIDENTIAL POSTMASTERS.

[Same as under Exhibit No. 1.]

EXHIBIT No. 3.--*Sample of salary jacket showing adjustment of the salary of a postmaster at a third-class post-office (Brackettville, Tex.).*

(Form No. 1211—New Series, March, 1886.)

Box-rents.....	\$28 50 87 50 81 50 55 80
Total.....	153 30

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Salary and Allowance Division.

Brackettville Office, Kinney County, Texas State.

GROSS RECEIPTS.

Quarter ended June 30, 1885.....	\$487 40
Quarter ended September 30, 1885.....	484 11
Quarter ended December 31, 1885.....	515 23
Quarter ended March 31, 1886.....	543 41
Total.....	2,030 15
Gross receipts, exclusive of box-rents.....	1,876 85
Total box-rents for four quarters.....	153 30
Commission on first \$400, at 60 per cent.....	240 00
Commission on next \$800, at 50 per cent.....	400 00
Commission on next \$676.85, at 40 per cent.....	270 74
Commission on next ———, at 30 per cent.....	—
Total box-rents and commissions.....	1,064 04

Ordered, That Brackettville, Tex., be assigned to the third class, and the salary of the postmaster be fixed at \$1,000 a year from July 1, 1886.

A. E. STEVENSON,
First Assistant Postmaster-General.

By order of the Postmaster-General.

A. H. W.

June 21, 1886.

SALARIES OF PRESIDENTIAL POSTMASTERS.

[Same as under Exhibit No. 1.]

QUARTERLY ADJUSTMENT OF PRESIDENTIAL POSTMASTERS' SALARIES.

As required by the act of Congress approved March 3, 1883, section 2, as follows—

“SEC. 2. That the compensation of postmasters of the fourth class shall be fixed upon the basis of the whole of the box-rents collected at their offices and commissions upon the amount of canceled postage-due stamps (provided for in section two hundred and seventy of the Revised Laws and regulations, edition of eighteen hundred and seventy-nine), and on postage stamps, official stamps, stamped envelopes, postal cards, and newspaper and periodical stamps canceled on matter actually mailed at their offices, and on amounts received from waste paper, dead newspapers, printed matter, and twine sold, at the following rates, namely: On the first fifty dollars or less per quarter, one hundred per centum; on the next one hundred dollars or less per quarter, sixty per centum; on the next two hundred dollars or less per quarter, fifty per centum; and on all the balance, forty per centum, the same to be ascertained and allowed by the Auditor of the Treasury for the Post-Office Department in the settlement of the accounts of such postmasters upon their sworn quarterly returns: *Provided*, That when the compensation of any postmaster of this class shall reach two hundred and fifty dollars for four consecutive quarters each, exclusive of commissions on money-order business, and when the returns to the Auditor for four consecutive quarters shall show him to be entitled to a compensation in excess of two hundred and fifty dollars per quarter, the Auditor shall report such fact to the Postmaster-General, who shall assign the office to its proper class, and fix the salary of the postmaster as provided by section one of this act: *Provided further*, That in no case shall there be allowed to any postmaster of this class a compensation greater than two hundred and fifty dollars in any one of the first three quarters of any fiscal year, exclusive of money-order commissions, and in the last quarter of each fiscal year there shall be allowed such further sum as he may be entitled to under the provisions of this act, not exceeding for the whole fiscal year the sum of one thousand dollars, exclusive of money-order commissions”—

the Auditor reports all fourth-class offices where the returns for four consecutive quarters show that the compensation of the postmaster, exclusive of money-order

commissions, has reached the maximum amount of \$250 per quarter. A review of the returns is made, and where the gross receipts for the four quarters amount to \$1,900 or more, the office is assigned to a higher grade and the salary of the postmaster adjusted to take effect from the first day of the next succeeding quarter.

A sample of an adjustment of this character is herewith furnished.

EXHIBIT NO. 4.—*Sample of salary jacket showing quarterly adjustment of salary of the postmaster and the assignment of the office to a higher grade in accordance with the requirements of section 2 of the act of March 3, 1883.*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
December 24, 1886.

Waterville, Marshall County, Kans.

BRIEF.

Auditor reports postmaster's compensation, exclusive of money-order commissions, as having reached \$250 for four consecutive quarters.

PRESENT ALLOWANCES.

Clerks: { Postal account..... }	\$.....
{ Money-order account... }
Rent.....
Fuel.....
Light.....
Total allowances.....
Postmaster's salary.....
Total salary and allowances.....

Box-rents and commissions.....
Gross receipts.....
Increase } in gross receipts during past year.....
Decrease }

(Across the face:) Ordered, that the post-office at Waterville, Kans., be assigned to the third class, and the salary of the postmaster be fixed at \$1,000 a year from January 1, 1887.

Wrote postmaster and Auditor 30th December, 1886.

Quarterly box-rents {	\$61 40
	60 90
	63 90
	62 40
		188-

GROSS RECEIPTS.

Quarter ended Dec. 31, 1885.....	\$481 09
Quarter ended Mar. 31, 1886.....	469 95
Quarter ended June 30, 1886.....	439 09
Quarter ended Sept. 30, 1886.....	532 81
Total.....	1,922 94
Gross receipts exclusive of box-rents.....	1,674 34
Total box-rents for four quarters.....	248 60
Commission on first \$400 at 60 per cent.....	240 00
Commission on next \$800 at 50 per cent.....	400 00
Commission on next \$474.34, at 40 per cent.....	189 74
Commission on next \$—, at 30 per cent.....
Total box-rents and commissions.....	1,078 34

ALLOWED AS SALARY.

Gross receipts.	Salary.
\$1,922 94.....	\$1,000

A. E. STEVENSON,
First Assistant Postmaster-General.

REVIEW OF THE SALARIES OF POSTMASTERS OF THE THIRD, FOURTH, AND FIFTH CLASSES, UNDER THE ACT OF MARCH 3, 1883.

Under the act of Congress approved March 3, 1883, as construed by the Attorney-General of the United States, under date of February 13, 1884, and reaffirmed June 14, 1884, the work of reviewing the salaries of postmasters and ex-postmasters of the third, fourth, and fifth classes was assigned by verbal order of the Postmaster-General, to the First Assistant Postmaster-General, division of salary and allowances, on the 7th of April, 1884; and, at the same time, a detail was made of seven clerks from other Bureaus of the Department to carry on the work, and six weeks later this force was increased to nine clerks. After the assignment of the work to this division the large number of applications for review of salaries which from time to time had been received at the Department was collected, briefed, and classified by States and Territories; and, with a view of hastening the work, it was thoroughly systematized, so as to economize clerical labor and insure rapid adjustment of the claims. This work has progressed as rapidly as possible consistent with accurate work, and with the limited force at command, to the present time.

Following are samples of adjustments and circulars to postmasters and claimants, with a sheet from the second schedule of claims for the State of Illinois, as reported to the Auditor, and a statement of the results of the review from April, 1884, to March 1, 1887, inclusive, is respectfully submitted.

Detailed information relative to this review may be had in the reports of the Postmaster-General for 1884, 1885, and 1886, pages 20, 76, 77, 78; and 12, 13, 217, 218, 219; and 10, 155, 156, and 157, respectively.

EXHIBIT NO. 1.—*Sample of jacket showing review of salary of postmaster at Campbellton, Ga., for biennial period from July 1, 1868, to July 1, 1870. (No additional amount due, and claimant so notified November 2, 1886.)*

(Form No. 1202—New Series, April, 1884.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
July 2, 1886.

Campbellton, Campbell County, Georgia.

BRIEF.

John B. Wooddall, postmaster from July 1, 1869, to July 1, 1874, makes application for a review and readjustment of his salary as postmaster under the provisions of the act of March 3, 1883.

Address of claimant: Fairburn, Campbell County, Georgia.

Claimant notified November 2, 1886.

Review of the adjustments of the salary of postmasters under acts of 1854, 1864, 1866, and March 3, 1883.

From July 1, 1868, to July 1, 1870.

COMPUTATION.

'66. Receipts. '68.

Stamps		\$137 55
Letter postage		65
Newspaper postage		31 14
Box rents		
	<i>Compensation.</i>	
\$169.34 at 60 per cent.....		101 60
at 50 per cent.....		
at 40 per cent.....		
at 15 per cent.....		
Box rent.....		
Total compensation for two years.....		101 60
Average compensation for one year.....		50 80
Total salary allowed for two years.....		106 00
Average salary allowed for one year.....		53 00
\$50.80—\$53=\$2.20, or an increase of —per cent.		

Ordered, That \$ —, being 10 per cent. or more than the compensation heretofore allowed the postmaster, as shown by the above computation, be allowed in accordance with the requirements of the acts of 1866 and March 3, 1883.

A. E. STEVENSON,
First Assistant Postmaster-General.

By direction of Postmaster-General, November 2, 1886.

EXHIBIT No. 2.—*Sample of jacket showing review of salary of postmaster at Campbellton, Ga., for biennial period from July 1, 1870, to July 1, 1872, showing an additional amount of \$30.84 due, and claimant so notified November 2, 1886.*

(Form No. 1202—New Series, April, 1884.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,

July 2, 1886.

Campbellton, Campbell County, Georgia.

BRIEF.

John B. Wooddall, postmaster from July 1, 1869, to July 1, 1874, makes application for a review and readjustment of his salary as postmaster under the provisions of the act of March 3, 1883.

Address of claimant: Fairburn, Campbell County, Georgia.

Claimant notified November 2, 1886.

Review of the adjustments of the salary of postmasters under acts of 1854, 1864, 1866, and March 3, 1883.

From July 1, 1870, to July 1, 1872.

COMPUTATION.

'68. Receipts. '70.

Stamps.....	\$196 39
Letter postage.....	
Newspaper postage.....	31 67
Box rents.....	

Compensation.

\$228.06 at 60 per cent.....	\$136 84
at 50 per cent.....	
at 40 per cent.....	
at 15 per cent.....	
Box rent.....	
Total compensation for two years.....	\$136 84
Average compensation for one year.....	68 42
Total salary allowed for two years.....	106 00
Average salary allowed for one year.....	53 00

\$68.42—\$53=\$15.42, or an increase of 29 per cent.

Ordered, That \$30.84, being 10 per cent. or more than the compensation heretofore allowed the Postmaster, as shown by the above computation, be allowed in accordance with the requirements of the acts of 1866, and March 3, 1883.

A. E. STEVENSON,

First Assistant Postmaster-General.

By direction of Postmaster-General, November 2, 1886.

EXHIBIT No. 3.—*Sample of jacket showing review of salary of postmaster at Campbellton, Ga., for biennial period from July 1, 1872, to July 1, 1874, showing additional amount of \$40.12 due, and claimant so notified November 2, 1886.*

(Form No. 1202—New Series, April, 1884.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,

July 2, 1886.

Campbellton, Campbell County, Georgia.

BRIEF.

John B. Wooddall, postmaster, from July 1, 1869, to July 1, 1874, makes application for a review and readjustment of his salary as postmaster under the provisions of the act of March 3, 1883.

Address of claimant, Fairburn, Campbell County, Georgia.

Claimant notified November 2, 1886.

Review of the adjustments of the salary of postmaster under acts of 1854, 1864, 1866, and March 3, 1883.

From July 1, 1872, to July 1, 1874.

COMPUTATION.

1870. Receipts. 1872.

Stamps	\$141 85
Letter postage.....	
Newspaper postage.....	11 70
Box rents.....	

Compensation.

153.55 at 60 per cent.....	92 18
at 50 per cent.....	
at 40 per cent.....	
at 15 per cent.....	
Box rent.....	

Total compensation for two years	92 18
Average compensation for one year.....	46 06

Total salary allowed for two years.....	52 00
Average salary allowed for one year.....	26 00

\$46.06 — \$26 = \$20.06, or an increase of 77 per cent.

Ordered, That \$40.12, being 10 per cent. or more than the compensation heretofore allowed the postmaster as shown by the above computation, be allowed in accordance with the requirements of the acts of 1866 and March 3, 1883.

A. E. STEVENSON,
First Assistant Postmaster-General.

By direction of Postmaster-General, November 2, 1886.

EXHIBIT NO. 4.—Sample of jacket showing review of salary of postmaster at Haddam, Conn., for biennial period from July 1, 1866, to July 1, 1868, where claimant was allowed the additional sum of \$98.74 for service as postmaster from April 1, 1867, to July 1, 1868, and the claimant so notified October 1, 1886. Copy of circular-letter notice herewith furnished.

(Form No. 1202—New Series, April, 1884.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
September 1, 1886.

Haddam, Middlesex County, Connecticut.

BRIEF.

E. E. Clark, administrator Ezekiel Clark, deceased, postmaster from April 1, 1867, to July 1, 1874, makes application for a review and readjustment of his salary as postmaster under the provisions of the act of March 3, 1883.

Addresses of claimant: As above.

August 23, 1886: Wrote for proof. September 2, 1886: Proof furnished.

Claimant notified October 1, 1886.

Review of the adjustments of the salary of postmaster under acts of 1854, 1864, 1866, and March 3, 1883.

From July 1, 1866, to July 1, 1868.

April 1, 1867, to July 1, 1868—five quarters.

COMPUTATION.

1864. Receipts. 1866.

Stamps	\$335 00
Letter postage.....	319 51
Newspaper postage.....	75 90
Box rents.....	2 42

Compensation.

\$703.65 at 60 per cent.....	422 19
26.76 at 50 per cent.....	13 38
at 40 per cent.....	
at 15 per cent.....	
Box rent.....	2 42

Total compensation for 2 years	437 99
Average compensation for 1 year.....	218 99

Total salary allowed for 2 years.....	280 00
Average salary allowed for 1 year.....	140 00

\$218.99 — \$140 = \$78.99, or an increase of 56 per cent.

Ordered, That \$98.74, being 10 per cent. or more than the compensation heretofore allowed the postmaster as shown by the above computation, be allowed in accordance with the requirements of the acts of 1866 and March 3, 1883.

A. E. STEVENSON,
First Assistant Postmaster-General.

By direction of Postmaster-General, October 1, 1886.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., October 1, 1886.

SIR: In compliance with the acts of Congress approved June 22, 1854, July 1, 1864, June 12, 1866, and the act of March 3, 1883, as construed by the honorable Attorney-General of the United States, your application for Ezekiel S. Clark for a readjustment of his salary as postmaster at Haddam, Conn., from April 1, 1867, to July 1, 1868, has been reviewed, and it is found that an additional amount of \$98.74 is due, and the Auditor of the Treasury for the Post-Office Department has been so notified.

As the appropriation provided in the act of Congress approved is not sufficient to cover the amount found to be due you, payment must be delayed until an appropriation applicable for the purpose is made.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

E. E. CLARK, Esq.,
Haddam, Conn.

EXHIBIT No. 5.—*Sample of jacket showing review of salary of postmaster at Haddam, Conn., for biennial period from July 1, 1868, to July 1, 1870, showing no additional amount due, and claimant so notified October 1, 1886.*

(Form No. 1202—New Series April, 1884.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
September 1, 1886.

Haddam, Middlesex County, Conn.

BRIEF.

E. E. Clark, administrator Ezekiel S. Clark, deceased, postmaster from April 1, 1867, to July 1, 1874, makes application for a review and readjustment of his salary as postmaster under the provisions of the act of March 3, 1883.

Address of claimant: As above.

Claimant notified: October 1, 1886.

Review of the adjustments of the salary of postmaster under acts of 1854, 1864, 1866, and March 3, 1883.

From July 1, 1868, to July 1, 1870.

COMPUTATION.

'68. Receipts. '68.

Stamps	\$238 56
Letter postage	152 04
Newspaper postage	77 20
Box rents	1 87

Compensation.

\$167 80 at 60 per cent	\$280 68
Box rent	1 87

Total compensation for 2 years	282 55
Average compensation for 1 year	141 28
Total salary allowed for 2 years	280 00
Average salary allowed for 1 year	140 00

\$141.28 — \$140 = \$1.28, or an increase of — per cent.

Ordered, That \$——, being 10 per cent., or more than the compensation heretofore allowed the postmaster, 1886 and as shown by the above computation, be allowed, in accordance with the requirements of the acts of March 3, 1883.

A. E. STEVENSON,
First Assistant Postmaster-General.

By direction of Postmaster-General, October 1, 1886.

EXHIBIT NO. 6.—*Sample of jacket showing review of salary of postmaster at Haddam, Conn., for biennial period from July 1, 1870, to July 1, 1872, showing no additional amount due, and claimant so notified October 1, 1886. Copy of circular-letter notice herewith furnished.*

(Form No. 1202—New Series, April, 1884.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
September 1, 1886.

Haddam, Middlesex County, Conn.

BRIEF.

E. E. Clark, administrator Ezekiel S. Clark, deceased, postmaster from April 1, 1867, to July 1, 1874, makes application for a review and readjustment of his salary as postmaster under the provisions of the act of March 3, 1883.

Address of claimant: As above.

Claimant notified: October 1, 1886.

Review of the adjustments of the salary of postmaster under acts of 1854, 1864, 1866, and March 3, 1883.

From July 1, 1870, to July 1, 1872.

COMPUTATION.

'68. Receipts. '70.

Stamps	\$364 08
Letter postage	12 80
Newspaper postage	94 92
Box rents	2 06

Compensation.

\$471.80 at 60 per cent	\$283 08
Box rent	2 06

Total compensation for 2 yrs	285 14
Average compensation for 1 yr	142 57
Total salary allowed for 2 yrs	300 00
Average salary allowed for 1 yr	150 00

\$142.57—\$150—\$7.43, or an increase of — per cent.

Ordered, That \$——, being 10 per cent., or more than the compensation heretofore allowed the postmaster, as shown by the above computation, be allowed in accordance with the requirements of the acts of 1866 and March 3, 1883.

A. E. STEVENSON,
First Assistant Postmaster-General.

By direction of the Postmaster-General, October 1, 1886.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION.
Washington, D. C., October 1, 1886.

SIR: In compliance with the acts of Congress, approved June 22, 1854, July 1, 1864, June 12, 1866, and the act of March 3, 1883, as construed by the Hon. Attorney-General of the United States, your application for a readjustment of salary of Ezekiel S.

Clark, as postmaster at Haddam, Conn., from July 1, 1870, to July 1, 1872, has been reviewed, and it is found that no additional amount is due.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

E. E. CLARK, Esq.,
Haddam, Conn.

EXHIBIT No 7.—*Sample of jacket showing review of salary of postmaster at Haddam, Conn., for biennial period from July 1, 1872, to July 1, 1874, showing no additional amount due, and claimant so notified October 1, 1886. Copy of circular-letter notice herewith furnished.*

(Form No. 1202—New Series, April, 1884.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
September 1, 1886.

Haddam, Middlesex County, Conn.

BRIEF.

E. E. Clark, administrator Ezekiel S. Clark, deceased, postmaster from April 1, 1867, to July 1, 1874, makes application for a review and readjustment of his salary as postmaster under the provisions of the act of March 3, 1883.

Address of claimant: As above.

Claimant notified; October 1, 1886.

Review of the adjustments of the salary of postmaster under acts of 1854, 1864, 1866, and March 3, 1883.

From July 1, 1872, to July 1, 1874.

COMPUTATION.

'70. Receipts. '72.

Stamps	\$439 24
Letter postage.....	6 82
Newspaper postage.....	102 86
Box rent.....	2 06

Computation.

\$548.92 at 60 per cent.....	329 35
Box rent.....	2 06
Total compensation for two years	331 41
Average compensation for one year.....	165 71
Total salary allowed for two years	347 50
Average salary allowed for one year.....	173 75

\$165.71 — \$173.75 = — \$8.04, or an increase of — per cent.

Ordered, That \$——, being 10 per cent., or more than the compensation heretofore allowed the postmaster, as shown by the above computation, be allowed, in accordance with the requirements of the acts of 1866 and March 3, 1883.

A. E. STEVENSON,
First Assistant Postmaster-General.

By direction of Postmaster-General, October 1, 1886.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., October 1, 1886.

SIR: In compliance with the acts of Congress, approved June 22, 1854, July 1, 1864, June 12, 1866, and the act of March 3, 1883, as construed by the honorable Attorney-General of the United States, your application for a readjustment of salary of Ezekiel

S. Clark, as postmaster at Haddam, Conn., from July 1, 1872, to July 1, 1874, has been reviewed, and it is found that no additional amount is due.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

E. E. CLARK, Esq.,
Haddam, Conn.

The following exhibit is a sample of sheet of schedule of the adjustment of the salaries of postmasters and late postmasters of the third, fourth, and fifth classes, under the act of March 3, 1883, being a copy of a sheet from the second schedule of claims for the State of Illinois, showing the method of listing the names of the said postmasters and late postmasters and the amounts found due.

The second schedule for the State of Illinois, which was reported to the Auditor of the Treasury for the Post-Office Department under date of January 31, 1887, contained thirty-one sheets similar to the sample herewith :

EXHIBIT NO. 8.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
January 31, 1887.

No.	Post-office in State of Illinois.	Name of postmaster.	Name of claimant.	Heir or legal representative.
1	Milton 1	Wm. E. Butler	Wm. E. Butler
2	Milton 2	Wm. E. Butler	Wm. E. Butler
3	Minier *	S. S. Allen	Mrs. S. S. Allen	Widow.
4	Minonk	Henry C. Dent	Henry C. Dent

Present address.	Period.		Compensation of P. M.	
	From--	To--	Amount paid under former adjustment.	Increase of 10 per cent. or more allowed under act March 3, 1883.
White Hall, Ill	Feb. 2, 1871	July 1, 1872	\$197 16	\$22 85
White Hall, Ill	July 1, 1872	May 5, 1873	} 190 94	} 24 04
	July 14, 1873	July 1, 1874		
Minier, Ill	July 1, 1868	July 1, 1870	100 00	14 10
Gainesville, Tex	Oct. 19, 1866	Feb. 20, 1867	198 80	28 29

[Here follow similar statistics concerning thirty-six other offices, postmasters, claimants, &c.]

* Late Broadway.

THE POST-OFFICE DEPARTMENT.

The following statement shows the progress of the work of reviewing the adjustment of the salaries of postmasters of the third, fourth, and fifth classes, in compliance with the requirements of the act of March 3, 1883, from April, 1884, to March 1, 1887:

States.	Number of schedule.	Date of schedule.	Total number of cases reviewed.	Number of cases allowed to date.	Aggregate amount heretofore allowed postmasters.	Aggregate amount allowed under act of March 3, 1883.
1884.						
Alabama	1	May 14	88	38	\$10,880 00	\$3,392 14
		June 9				
Indiana	1	June 11	565	222	64,035 79	16,892 13
Iowa	1	June 16	713	175	58,905 42	14,896 54
Connecticut	1	June 24	261	69	31,528 79	6,157 42
Arizona	1	June 24	3	1	495 00	103 54
Dakota	1	June 24	2	1	402 50	51 85
Florida	1	June 25	57	10	8,709 94	2,634 06
Colorado	1	June 25	56	6	680 83	217 32
Kansas	1	July 2	178	69	13,251 53	3,485 93
Arkansas	1	July 2	26	13	3,865 11	1,556 02
Georgia	1	July 5	76	24	7,853 52	2,020 40
California	1	Aug. 30	156	31	3,949 29	3,422 31
Delaware	1	Aug. 30	32	6	730 06	622 64
Illinois	1	Aug. 30	1,722	546	104,677 33	38,747 72
Kentucky	1	Aug. 30	215	70	19,482 30	5,808 25
Louisiana	1	Aug. 30	75	15	7,001 56	1,947 86
Maine	1	Aug. 30	497	146	30,190 73	7,657 26
Maryland	1	Aug. 30	212	61	21,135 95	12,401 77
Massachusetts	1	Sept. 8	466	111	62,521 77	13,389 55
Michigan	1	Sept. 25	753	224	46,180 42	10,947 89
Minnesota	1	Oct. 1	499	139	20,515 13	5,269 72
Mississippi	1	Oct. 3	100	26	10,778 96	2,905 61
Missouri	1	Nov. 12	607	195	44,689 07	13,994 72
Nevada	1	Nov. 12	17	7	3,868 66	943 16
New Mexico	1	Nov. 13	17	4	444 19	155 45
Oregon	1	Nov. 13	42	12	4,033 64	1,138 53
Nebraska	1	Nov. 15	173	31	4,747 89	2,125 48
New Hampshire	1	Nov. 29	375	107	23,879 67	5,409 13
Montana	1	Dec. 2	15	2	358 00	176 83
New Jersey	1	Dec. 15	542	128	29,225 30	9,289 94
1885.						
New York	1	Mar. 20	3,344	1,197	306,894 56	77,059 24
North Carolina	1	Mar. 23	334	110	22,893 96	4,967 40
Ohio	1	July 13	4,283	2,699	306,177 71	104,522 03
Pennsylvania	1	Nov. 18	5,139	2,514	393,414 52	111,416 51
Rhode Island	1	Dec. 18	111	30	12,523 84	3,060 46
South Carolina	1	Dec. 23	182	37	13,918 90	5,986 29
Tennessee	1	Dec. 31	602	149	42,164 44	10,085 52
1886.						
Texas	1	Jan. 8	373	107	29,214 61	10,764 79
Utah	1	Jan. 9	147	20	1,208 00	502 60
Vermont	1	Jan. 23	742	229	65,103 94	13,164 66
Virginia	1	Mar. 6	1,030	361	40,009 80	14,241 91
Washington	1	Mar. 19	28	11	2,407 75	728 74
West Virginia	1	Apr. 27	736	326	45,562 79	26,007 64
Wisconsin	1	May 29	2,218	894	144,872 17	39,306 92
Wyoming	1	June 8	14	2	700 50	281 73
Idaho	1	June 8	13	2	401 50	85 42
Alabama	2	Aug. 11	292	121	22,111 66	6,995 03
Arkansas	2	Aug. 17	240	65	10,686 91	4,371 58
California	2	Sept. 8	657	145	25,009 27	6,683 54
Arizona	2	Sept. 23	4	1	50 00	16 38
Colorado	2	Sept. 23	39	16	2,150 50	1,010 59
Connecticut	2	Oct. 1	545	220	56,850 60	13,750 88
Dakota	2	Oct. 13	13	4	271 87	476 75
Delaware	2	Oct. 13	176	66	9,890 33	2,456 65
Florida	2	Oct. 19	93	16	8,487 45	2,721 06
Georgia	2	Nov. 2	388	113	16,165 37	4,873 38
Idaho	2	Nov. 3	10	6	5,705 00	1,271 46
1887.						
Illinois	2	Jan. 31	2,808	1,214	204,132 26	58,274 86
Indiana	2	Feb. 28	3,025	1,530	180,643 27	57,816 85
Total			36,146	14,094	2,727,622 33	764,672 04

BOX-RENT RATES.

Post-office boxes serve a threefold purpose, to wit: First, as an accommodation to the patrons of the office; second, as a convenience to the postmasters; and, third, as a source of revenue. They are classed as call-boxes, lock-boxes, and lock-drawers; and are provided, as a rule, by the postmasters, except at post-offices located in Government buildings, which are furnished with box outfits by the Treasury Department, and at such post-offices of the first and second classes located in buildings leased for a term of not exceeding five years where an outfit of boxes is included under the provisions of the lease. The supervision of box-rent rates was extended during 1884 to all offices where postmasters collected box-rents.

From the statements furnished by postmasters at the request of this office relative to the number of boxes in their offices, number in use, and rental price of each class of boxes, extreme rental prices have been adjusted to conform with the local requirements of the special offices, due regard being given at the same time to the benefits afforded box-renters, thus securing greater uniformity of prices. The careful supervision given to this subject has reduced the number of complaints relative to box-rent rates to the minimum.

The following exhibits show the method of fixing box-rent rates in post-offices. Further and detailed information can be had in the reports of the Postmaster-General for the fiscal years ended June 30, 1884, 1885, and 1886, pages 17, 18, 75, 76, 219 and 220, 157 and 158.

EXHIBIT No. 1.—*Sample of briefs on jacket showing action relative to fixing quarterly box-rent rates for a first-class post-office (Cincinnati, Ohio).*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
November 28, 1885.

Cincinnati, Hamilton County, Ohio.

BRIEF.

Postmaster says that the "Chamber of Commerce" waited upon him to urge a reduction in box-rent rates. The present rates are as follows: \$3, \$3.75, and \$5 per quarter.

Recommend the following rates to be approved, viz: Lock-boxes, small, at \$2 per quarter; lock-boxes, large, at \$2.50 per quarter; lock-drawers, small, at \$3 per quarter; lock-drawers, large, at \$5 per quarter.

January 7, 1886: Submitted to First Assistant Postmaster-General Stevenson, who says approve rates as submitted by postmaster.

January 8, 1886: Authorized postmaster to establish the following schedule from April 1, 1886, viz: Lock-boxes, small, at \$2 per quarter; lock-boxes, large, at \$2.50 per quarter; lock-drawers, small, at \$3 per quarter; lock-drawers, large, at \$5 per quarter.

PRESENT ALLOWANCES.

Clerks: { Postal account..... }		\$117,250
{ Money-order account. }	
Rent.....	600
Fuel. }	50
Light }	
Total allowances.....	117,900
Pastmaster's salary.....	5,000
Total salary and allowances.....	122,900
Box-rents and commissions.....	179,855
Gross receipts.....	583,699
Increase. }	in gross receipts during past year.....	
Decrease }	

NOTE.—Box-rent rates changed from April 1, 1886.

Aggregate amount of box-rents collected for quarter ended March 31, 1886.....	\$1,637 50
Aggregate amount of box-rents collected for fourth quarter of 1886.....	*1,276 29
Aggregate amount of box-rents collected for first quarter of 1887.....	*1,292 17

* Office in new Government building during quarters mentioned.

EXHIBIT NO. 2.—*Sample of briefs on jacket showing action relative to fixing quarterly box-rent rates at a third-class post-office (Huntsville, Tex.).*

(Form No. 1202—New Series, July, 1885.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
June 15, 1886.

Huntsville, Walker County, Texas.

BRIEF.

Postmaster intends to erect more call and lock boxes, and will reduce the price of call-boxes to 25 cents per quarter.

June 25, 1886: Sent form for report.

July 3, 1886: Postmaster reports as follows: Call-boxes 145; in use 74, at 50 cents per quarter; lock-boxes 64; in use 64, at 75 cents per quarter; and recommends reducing rental price of call-boxes from 50 cents to 25 cents per quarter. Intends erecting more call and lock boxes.

July 12, 1886: Fixed rental price to take effect October 1, 1886, as follows: For call-boxes at 30 cents per quarter; for lock-boxes at 75 cents per quarter.

Box-rent rates changed from first of fourth quarter of 1886.

PRESENT ALLOWANCES.

Clerks: { Postal account. . . \$162 }		
{ Money-order account. }	\$162
Rent	
Fuel	
Light	
Total allowances	162
Postmaster's salary	1,500
Total salary and allowances	1,662
Box-rents and commissions	1,718
Gross receipts	3,556
Increase. } in gross receipts during past year	
Decrease }	
Total amount of box-rents collected for third quarter of 1886	73 50
Total amount of box-rents collected for fourth of 1886	79 15

EXHIBIT NO. 3.—*Samples of circular-letters relative to fixing box-rent rates at Huntsville, Tex. (case shown under heading of Exhibit No. 2).*

(Form No. 1203.)

POST-OFFICE DEPARTMENT,
SALARY AND ALLOWANCE DIVISION,
Washington, D. C., June 25, 1886.

POSTMASTER at Huntsville, Tex.:

SIR: How many boxes and drawers are there in your office? How many are rented, and what is the rental price per quarter? Please state your views as to what would be a fair rental price for the same, and forward your reply without delay to the salary and allowance division.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General

(Answer here.)

SIR: In this office there are: Call-boxes, 145; in use, 74.
Lock-boxes, 64; in use, 64.
Lock-drawers, —; in use, —.
Total, 209; total, 188.

The rental price per quarter is as follows: For call-boxes, 50 cents; for lock-boxes, 75 cents; for lock-drawers, —.

Remarks.

HUNTSVILLE, June 28, 1886.
I have asked that call-boxes be reduced to 25 cents per quarter, believing that by this means I will readily rent double the number heretofore rented. My intention is to place additional boxes in the office, both lock and call.

Very respectfully,

W. H. WOODALL, P. M.

(1096 K, D., New Series.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 12, 1886.

SIR: You are hereby authorized and instructed to establish the following schedule of rental prices for boxes in your office, to take effect October 1st, 1886, viz:

Call-boxes, at 30 cents per quarter.

Lock-boxes, at 75 cents per quarter.

Very respectfully,

A. E. STEVENSON,
First Assistant Postmaster-General.

POSTMASTER, *Huntsville, Tex.*

KEY DEPOSITS.

The regulations relative to key deposits were originally formulated by the law clerk of the Post-Office Department in 1833. They have from time to time been amended or modified; the most important modifications being the limited discretion given to postmasters at the smaller offices in regard to collecting deposits for keys, and that requiring the fund to be kept as a trust fund.

The primary object of exacting deposits for keys to box-renters is to insure as far as practicable the prompt surrender of the keys when the boxes to which they belong shall be vacated. A secondary object is to provide a fund for the maintenance of keys and locks in good condition. Postmasters are now required to make semi-annual instead of quarterly statements to this office for all key deposits coming into their possession.

The rules and regulations relative to key deposits are published in the January Postal Guide of each year, and may be seen on pages 733 and 734 of the Postal Guide for January, 1887.

Further information relative to key deposits may be seen in the reports of the Postmaster-General for the fiscal years ended June 30, 1884, 1885, and 1886, pages 17, 18, 19, and 76, 220 and 158.

The following Exhibits 1, 2, and 3 show in detail action had relative to key deposits:

EXHIBIT NO. 1.—*Sample of briefs on jacket showing action taken relative to key-deposit fund at post-office at Ballston, N. Y., with copies of statements of key-deposit fund at the said office for the six months ended December 31, 1885, June 30, 1886, and December 31, 1886, inclusive.*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
February 3, 1887.

Ballston, Saratoga Co., N. Y.

BRIEF.

Inspector H. W. Hall reports, January 21, 1887, that postmaster does not keep proper account of key-deposits. The said fund amounts to \$96, whereas the postmaster only had on hand \$30.29.

No key-deposit reports on file.

C. O. McCreedy, postmaster, appointed June 16, 1885.

February 10, 1887: Instructed postmaster to keep proper account of key-deposits and make his reports of the condition of said fund from June 16, 1885, to this office. Inclosed blanks.

March 19, 1887: Postmaster makes his key-deposit fund reports: December 31, 1885, June 30, 1886, December 31, 1886. Balance on hand, \$102.50.

March 19, 1887: Reports examined and approved.

PRESENT ALLOWANCES.

Clerks: { Postal account ...\$300 }	\$300
{ Money-order account. }	
Rent	
Fuel	
Light	
Total allowances	1,700
Postmaster's salary	2,000
Total salary and allowances	2,000
Box rents and commissions	2,403
Gross receipts	5,849
Increase } in gross receipts during past year	
Decrease }	

(Form No. 1090, K. D., New Series.)

Post-office, Ballston, Saratoga County, State of New York.

Statement of the condition of the key-deposit fund for the six months ending December 31, 1885.

REDEMPTION FUND (unforfeited deposits).

Balance on hand, —, —, 188—, as per last statement	\$
Received since last statement from former postmaster, as per memorandum herewith. \$	\$
Received since last statement from box-renters for keys issued to them.....	\$
Received	\$94 50
Refunded to depositors for keys surrendered by them, as per vouchers herewith.....	\$
Transferred to forfeiture fund (below) :—Keys lost, withheld, &c	\$
Transferred to ———, my successor, as per receipt herewith	\$
Balance to be accounted for on my next semi-annual statement.....	\$94 50

FORFEITURE FUND (keys lost, broken, or withheld).

Balance on hand, —, —, 188—, as per last statement	\$
Received since last statement from former postmaster, as per memorandum herewith. \$	\$
Received	\$
Transferred from redemption fund (above) :—Keys lost, withheld, &c	\$
Expended in maintaining locks and keys in good condition, as per vouchers herewith. \$	\$
Transferred to ———, my successor, as per receipt herewith	\$
Balance to be accounted for on my next semi-annual statement.....	\$

I certify, upon my official oath, that the foregoing statement is correct.

C. O. MCGREEDY,
Postmaster.

Forwarded March 17, 1887.

(On left-hand margin:) Forward promptly to the First Assistant Postmaster-General, Washington D. C.

(On right-hand margin:) Neatness and legibility in the preparation of this statement will be appreciated.

Extracts from circular No. 1252, office First Assistant Postmaster-General, June 24, 1884.

IX. At post-offices located in buildings leased by the Post-Office Department, with box outfits covered by lease, postmasters must invariably exact a deposit of fifty cents for each key issued.

X. Box-holders who provide their own boxes under the provisions of section 4052, R. S., should not be required to make deposits for keys furnished by themselves, but for each additional key (furnished by the postmaster) a deposit of fifty cents should be exacted. When boxes provided by individuals have been vacated by the original parties they may be rented to other persons, in which case a deposit of fifty cents for each key issued must be collected.

XI. Postmasters who provide their own boxes, by purchase or otherwise, are permitted to exercise their discretion as to the collection of key-deposits. They may avail themselves of the protection thus afforded or they may forego the same, at their option. But in no case may a deposit be required in excess of fifty cents for each key issued. Postmasters who prefer to omit the collection of deposits for keys provided by themselves must so inform this office.

XII. The fund arising from key-deposits must be treated strictly as a trust fund, and (unless forfeited) must be held inviolate for the one specific purpose of redeeming the keys it represents. A record must be kept by postmasters of keys issued and returned, and of key deposits collected, refunded, and forfeited.

XIV. When a key is surrendered, the primary, and in that case the only, object of the deposit therefor has been fully accomplished; it should therefore be at once refunded to the depositor.

XV. In the event of a key being lost, or (through the fault of the box-renter) broken and thereby rendered useless, or withheld an unreasonable length of time (thirty days or longer) after the box to which it belongs has been vacated, the deposit therefor should be declared forfeited, and the amount thereof transferred from the "redemption fund" to the "forfeiture fund."

XVI. The said "forfeiture fund" may be expended (1) for the purchase of new keys to replace

those lost, broken, or withheld; (2) for necessary repairs to locks; and (3) generally in the maintenance of lock-boxes in good serviceable condition.

XVII. When a postmaster vacates his office he should turn over to his successor all key-deposit funds in his possession (taking a receipt therefor in duplicate) and all records pertaining thereto.

XVIII. Every postmaster having in his hands any key-deposit funds is required to render accounts thereof to this office as follows: (1) Semi-annual statements, June 30th, and December 31st of each year, while he remains in office. (2) A final statement upon refunding all deposits or retiring from office. In the event of the death of a postmaster, his bondsmen (or their authorized representative) will be required to make the final statement.

XIX. Vouchers for all disbursements from the "redemption fund" and for all expenditures from the "forfeiture fund" must accompany these statements.

(Reverse side.)

Post-office, Ballston, Saratoga County, State of New York.

Statement of the condition of the key-deposit fund for the six months ending December 31, 1885.

Memoranda: Office of the First Assistant Postmaster-General. Received March 19, 1887.

[Note by Committee: Two statements similar to foregoing omitted.]

EXHIBIT NO. 2.—*Sample of briefs on jacket showing action taken relative to key-deposit fund at post-office at Bradford, Pa.*

(Form No. 1202—New Series, July, 1886.)

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
SALARY AND ALLOWANCE DIVISION,
August 12th, 1886.

Bradford, McKean Co., Pennsylvania.

BRIEF.

Inspector Nulton reports, Aug. 2, '86, that late P. M., W. T. DeGolier, transferred to P. M. \$640.50 K. D. fund.

Aug. 18, '86: Instructed P. M. to report K. D. fund.

Aug. 18, '86: Inspector Nulton refers letter of P. M., stating that late P. M. did not own one case of boxes which he sold, as they belonged to the patrons.

Aug. 20, '86: P. M. states as above, and asks if, according to Sec. 296, P. L. R., 1879, said boxes are not the property of the Gov't, and therefore P. M. had no right to sell them.

Aug. 27, '86: Inspector Nulton refers letter of late P. M., inclosing letter from C. S. Whitney (the person to whom said case of boxes was sold), who claims from late P. M. \$150, am't paid for said boxes under Sec. 296, P. L. R., 1879.

Sept. 3, '86: Informed P. M. that, according to Sec. 296, P. L. R., 1879, the said lock-boxes are property of Gov't.

Sept. 3, '86: Informed W. F. De Golier, late P. M., as above (the P. M.).

Aug. 28, '86: Louis F. Ellis complains that he and several others are unable to have their keys redeemed by P. M.

Aug. 29, '86: P. M. reports on K. D. (See K. D. report for June 30, '86; rec'd 28th inst.)

Sept. 7, '86: Referred letter of L. F. Ellis to P. M., with request for an explanation.

Sept. 11, '86: P. M. returns letter and states that he has no record to show that a deposit was made on the said key, also Mr. L. F. Ellis did not show a receipt, and there are 2 keys on board for said box.

Sept. 16, '86: Instructed P. M. to refund K. D. if a receipt is shown; also wrote Mr. L. F. Ellis that P. M. will refund if he can show receipt.

PRESENT ALLOWANCES.

Clerks: { Postal account.....	\$2,751 }	}	\$3,100
{ Money-order account.....	349 }		
Rent			800
Fuel. }			116
Light }			
Total allowances.....			4,016
Postmaster's salary.....			2,800
Total salary and allowances.....			6,816
Box-rents and commissions.....			9,533
Gross receipts.....			23,032
Increase }			in gross receipts during past year.....
Decrease }			

[Note by Committee: Exhibit No. 3 omitted, being on same form as Exhibit No. 1.]

The following statement shows the volume of business transacted in the salary and allowance division for the fiscal years ended June 30, 1884, 1885, and 1886, and fractional year from July 1, 1886, to March 1, 1887 :

(NOTE.—For further and detailed information relative to volume of business transacted, see Reports of the Postmaster-General for the fiscal years ended June 30, 1884, 1885, and 1886, pages 71, 72, and 73; 213, 214, and 215; 150, 151, and 152.)

Items.	Fiscal year ended June 30—			From July 1, 1886, to Mar. 1, 1887.
	1884.	1885.	1886.	
Letters received	17,837	21,873	24,031	20,353
Letters answered	21,393	28,332	30,105	21,884
Circular letters sent out	21,228	24,944	15,086	8,715
Allowances for—				
Clerk-hire made	3,917	3,352	3,412	4,512
Clerk-hire declined	1,319	1,688	1,727	1,989
Rent, fuel, and light made	2,518	1,890	1,353	963
Rent, fuel, and light declined	967	567	668	493
Miscellaneous items made	4,551	4,709	4,983	4,323
Miscellaneous items declined	1,613	1,356	2,130	2,316
Furniture made	647	578	523	410
Furniture declined	779	595	720	663
Stationery made				
Stationery declined	207	50	28	2
Advertising made	218	232	240	116
Advertising declined	116	130	214	242
Cases referred to chief post-office inspector	283	89	278	315
Special adjustments postmasters' salaries	228			
Biennial adjustments postmasters' salaries	4,875			
Fourth-class post-offices reported by the Auditor where the annual compensation of the postmaster amounts to \$1,000 exclusive of money-order commissions	228	44	57	132
Presidential offices relegated to the fourth class	97	134	45	
Fourth-class offices assigned to the third class	243	44	57	120
Lease cases prepared	37			
Leases in operation	298			
Cases of all kinds made special	194	181		
Discontinued rent, fuel, and light	217	110	107	48
Discontinued clerk-hire	92	720	122	1,060
Presidential post-offices	2,323	2,233	2,244	*2,339
Claims for readjustment of postmasters' salaries, under act of March 3, 1883	26,892	16,521	11,897	16,122
Employés (average)	7	15	13	115

* Number March 1, 1887.
† 946 employed on review of postmasters' salaries.

The following statement shows in detail the total and average number of clerks employed in the salary and allowance division, office of the First Assistant Postmaster-General, and the total and average number of days present for the periods specified :

Months	Fiscal year 1884-1885.					Fiscal year 1885-1886.				
	Total clerks employed.	Total days present.	Average clerks employed.	Average days present.	Total days, excluding Sun- days and holi- days.	Total clerks employed.	Total days present.	Average clerks employed.	Average days present.	Total days, ex- cluding Sun- days and holi- days.
July	18	427.57	18.00	23.75	26	16	392.71	15.88	24.73	26
August	18	399.71	18.00	22.21	26	18	350.57	16.52	21.22	25
September	18	378.43	18.00	21.02	25	19	392.28	17.11	22.93	26
October	19	354.71	18.85	18.82	27	17	398.86	16.22	24.59	27
November	19	311.57	18.54	16.81	24	14	268.71	13.11	20.50	24
December	20	392.28	17.26	22.73	25	13	282.57	19.00	21.73	25
January	18	408.28	16.69	24.46	26	13	300.28	12.28	24.45	25
February	18	378.28	17.82	21.23	22	13	270.14	12.00	22.51	23
March	18	418.43	18.00	23.25	25	16	349.71	13.22	26.45	27
April	18	420.14	17.09	24.58	26	15	345.57	13.53	25.44	26
May	17	371.71	16.08	23.12	25	15	356.28	14.24	24.60	25
June	16	381.14	15.12	25.21	26	17	394.28	16.16	24.41	26
Totals	217	4,642.25	209.45	267.19	303	186	4,095.96	173.31	283.56	305
Average ...	18.08	986.85	17.45	22.26	25.25	15.50	341.33	14.44	23.63	25.41

FRACTIONAL FISCAL YEAR—JULY 1, 1886, TO MARCH 1, 1887.

Months.	Total clerks employed.	Total days present.	Average clerks employed.	Average days present.	Total days, excluding Sundays and holidays.
July.....	18	420.86	17.77	23.68	26
August.....	19	392.00	17.15	22.86	26
September.....	18	371.43	16.85	22.04	26
October.....	17	387.71	16.62	23.33	26
November.....	16	323.14	16.00	20.20	24
December.....	16	349.86	16.00	21.87	25
January.....	21	449.57	18.32	24.54	25
February.....	20	454.00	19.87	22.84	23
Totals.....	145	3,148.57	138.58	181.36	201
Average.....	18.12	398.57	17.32	22.67	25.12

[Note by Committee: The following table has been compiled from and substituted for two tables in report of salary and allowance division, one giving name of each employé, days employed, and days present in each year, and the other giving name of each employé, days present and absent in each month of said years, and the totals employed, present and absent, in each year. The totals alone have been taken.]

Years.	Number of days employed.	Number of days present.	Number of days absent.	Number of employés.	Maximum days present.	Minimum days present.
1884-'85.....	5,286½	4,642½	644½	25	275	18
1885-'86.....	4,417½	4,096	321½	27	288½	1
1886-'87 (to March 1).....	3,477	3,148½	328½	27	198½	9

[Note by Committee: The number of employés includes all present for any day, and the maximum and minimum present include each employé. The minimum 18 is of an employé marked employed 22 days, and the minimum 1 is of an employé marked employed only 1 day, and the minimum 9 is of an employé marked employed only 9 days. In notes to the first table, opposite each name, are given dates of assignment to duty, transfers, details, &c.]

FREE-DELIVERY DIVISION.

Report of the free-delivery division, Post-Office Department, by direction of the Postmaster-General, and in response to request of the Hon. F. M. Cockrell, chairman of Senate Committee appointed "to inquire into and examine the methods of business and work in the Executive Departments of the Government."

THE FREE-DELIVERY SYSTEM OF THE POST-OFFICE DEPARTMENT,
Office of First Assistant Postmaster-General.

By direction of the Postmaster-General and in response to request of the Hon. F. M. Cockrell, chairman of the Senate Committee appointed "to inquire into and examine the methods of business and work in the Executive Departments of the Government," this report is made and respectfully submitted.

J. F. BATES, Superintendent.

Hon. E. A. STEVENSON, First Assistant Postmaster-General.

POSTAL LAWS AND REGULATIONS, 1879, SECTION 27.

"The division of free delivery has in charge the preparation of cases for the inauguration of the system in cities, the appointment of letter-carriers, and the regulation of allowances for incidental expenses, as well as the general supervision of the free-delivery system throughout the United States."

In detail as follows:

- (1) The establishment of this service in places having the population or revenue required by law and the other requirements prescribed by the Department.
- (2) The establishment of branch post-offices or stations (except stamp agencies) within the jurisdiction of free-delivery offices.
- (3) Appointment, promotion, and removal of letter-carriers.
- (4) Furnishing of letter-boxes and satchels, furniture for carriers (when not otherwise provided for), and regulating of allowances to postmasters for incidental expenses of this service.

(5) Providing letter-boxes for non-free delivery post offices for the convenience of the public, under certain conditions.

(6) Preparation of complete records relating to the system, and of all letters, circulars, and other papers connected with the conduct or administration of the letter-carriers.

REPORT.

The following is a detailed statement of the methods of transacting business, including one or more items of the principal business matters transacted, beginning with the receipt of the business matter in the Department, and then showing in consecutive order the various steps taken through the various divisions, and the various Bureaus and their divisions, and the employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each until the same is finally disposed of and notice thereof duly given to the proper party:

All official papers referring to this service are addressed to the Postmaster-General, the First Assistant Postmaster-General, &c., and are promptly sent to the free-delivery division, and date of receipt by said division noted thereon. They are then assigned by the superintendent to the clerks and himself for disposition. The work when completed is examined by the superintendent, and all letters and papers written (except such as he is properly required to sign) are submitted to the Postmaster-General or the First Assistant Postmaster-General for signature, and after being signed are copied and addressed by clerks of the division. The scope of the labor performed, with the varied transactions connected therewith, will be shown by the following examples, tables, and explanations:

EXAMPLE No. 1.—ESTABLISHMENT OF SERVICE.

1886.

1. June 18. Letter received from postmaster at Wichita, Kans., applying for the free-delivery service and giving reasons therefor.
2. June 18. Wrote to chief inspector of the Post-Office Department requesting that an inspector be sent to Wichita to inquire into the expediency of establishing the service in that city, and whether it has the requirements of the law and as prescribed by the Department.
3. July 23. Report of Inspector Stivers received. He recommends that the service be established with six carriers (one of whom should be mounted) and with 45 letter-boxes, and that an inspector be sent to assist the postmaster in starting the service. (In some cases much correspondence is necessary to obtain full information as to sidewalks, numbered houses, names of streets at intersections, population, &c.)
4. ——. Case briefed for Postmaster-General and recommendations approved.
5. Sept. 23. Order of Postmaster-General, No. 177, as follows:
 "Establish the free-delivery system in Wichita, Kans., with one carrier at \$850 per annum and five carriers at \$600 each per annum, and allow the postmaster \$200 per annum for a horse to be used in this service. Also the necessary boxes, satchels, books, blanks, &c. This order to take effect on the 18th day of October, 1886.

"WM. F. VILAS,
 "Postmaster-General."

This order was delayed on account of insufficient room in old quarters, and until the new building was occupied.

6. Sept. 23. Wrote the following letters and copies of orders:
 - (1) To postmaster, giving full instruction in regard to the selection of his carriers, fitting up of his office, laying out his carriers' districts, paying for supplies, &c., and inclosing copy of order of Postmaster-General. (The original order is filed in office of Postmaster-General and a copy filed in free-delivery office.)
 - (2) To postmaster, authorizing him to nominate for appointment six carriers, and to charge in his expense account \$200 per annum for use of a horse.
 - (3) To the Auditor for Post-Office Department, notifying him that postmaster has been allowed \$200 for a horse.
 - (4) To the mail equipment division, to send postmaster locks and keys for street letter-boxes.
 - (5) To the supply division, to send postmaster the necessary books, blanks, &c.
 - (6) To the Dead Letter Office, notifying it that the postmaster may be provided with blanks and instructions for forwarding undelivered letters.
 - (7) To salary and allowance division, to have box-rents and clerical force regulated.
 - (8) Orr, Painter & Co., Reading, Pa., to send street letter-boxes to postmaster (45).
 - (9) John Boyle, New York, to send 7 carrier-satchels to postmaster.
7. Oct. 1. Received letter from postmaster nominating six carriers for appointment, as authorized.
8. Oct. 1. Recommendations approved, appointments made, and postmaster officially notified.

EXAMPLE No. 2.—ESTABLISHMENT OF BRANCH POST-OFFICE OR STATION.

1886.

1. Aug. 6. Petition of 709 citizens of the Twenty-sixth ward of Brooklyn, N. Y. (formerly New Lots), asking for a branch post-office.
2. Aug. 6. Wrote postmaster at Brooklyn, N. Y., and asked his views as to the advisability of granting the prayer of the petitioners.
3. Aug. 13. The postmaster replies, recommending the establishment of the branch post-office petitioned for, with carriers, and the discontinuance of the East New York post-office.
4. Aug. 14. Wrote chief inspector, requesting him to send Inspector Hall, "who is familiar with such cases," to examine and report.
5. Aug. 14. Wrote postmaster notifying him of this reference.
6. Aug. 27. H. W. Hall, inspector, recommends the new station asked for, with six carriers, \$2,500 clerk allowance, \$400 rent, and \$150 for fuel and lights, and that bids be obtained.

7. Sept. 1. Wrote postmaster, asking if a room fully equipped for a branch post-office can be procured for \$400 rent per annum and \$150 for fuel and lights.
8. Sept. 9. Postmaster writes that he has solicited offers from property-owners, and forwards proposal of John Harrington to furnish the store floor of the three-story brick building at the corner of Atlantic and Smith avenues, about the center of the district, for \$720 per year, and states that it is the most favorable proposition received.
9. Sept. 16. Wrote Inspector Hall to re-examine as to location and confer with the postmaster as to the \$720 proposition.
10. Sept. 28. Inspector Hall reports, favoring Harrington's proposition, and states that he has had price reduced to \$625, including the fitting up and fuel and lights.
11. Sept. 30. Considered by Postmaster-General, who directs that postmaster at East New York be written to, to inquire as to provisions of his lease.
12. Oct. 1. Wrote postmaster at East New York, asking whether an immediate order for the discontinuance of that post-office would particularly discommode him and wherein; also to state the condition, terms, and obligations of the lease as affecting him personally.
13. Oct. 2. Postmaster at East New York answers that he will be a considerable loser by the change and asks the Department to be as considerate as possible.
14. Oct. 5. Case briefed and presented to the Postmaster-General, and recommendation of free-delivery division approved by him and the following order signed:
 "Establish a station of the Brooklyn, N. Y., post-office in the Twenty-sixth ward of said city in the territory formerly known as New Lots, at the northeast corner of Atlantic avenue and Smith avenue, for the sale of stamps, and with letter-carrier, registration, and money-order facilities, to be known as station E, and to be under the control of the postmaster at that office. Allow the postmaster at Brooklyn \$2,500 per annum for clerk-hire, \$475 for rent, and \$150 for fuel and lights. Discontinue the East New York post-office. This order to take effect November 1, 1886.
 "WM. F. VILAS,
 "Postmaster-General."
15. Oct. 5. Wrote the following letters and copies of orders:
- (1) To postmaster, inclosing copy of order. Authorized him to nominate six carriers at \$600 per annum from November 1, and notifying him that East New York post-office will be discontinued from that date, and that the postmaster at East New York will be directed to turn over the effects to him.
 - (2) To salary and allowance division, with copy of order inclosed.
 - (3) To money-order department, with copy of order inclosed.
 - (4) To chief of appointment division, to have East New York post-office discontinued.
 - (5) To postmaster at East New York, inclosing copy of order.
 - (6) To law clerk, to prepare lease, and inclosed proposition of Harrington.
 - (7) To superintendent of railway mail service to make change in distribution scheme.

EXAMPLE NO. 3.—CLASSIFICATION, APPOINTMENT, PROMOTION, AND REMOVAL OF LETTER-CARRIERS.

Under present laws carriers are classified as follows: First, second, and third class, and substitutes. At cities which have been designated as first class by order of the Postmaster-General (twenty-seven in number), there are three classes of carriers, viz, first class, who receive a salary of \$1,000 after a year's service in each of the lower grades; second class, who receive a salary of \$800 after a year's service in the lower grade; third class, who receive \$600 during the first year's service. At second-class cities there are two classes of carriers designated as second and third class. The second class receive a salary of \$350 after one year's service, and the third class receive a salary of \$600 during the first year of service. Substitute carriers receive \$1 per annum and the pro rata pay of the carriers whose routes they may serve; except when serving for carriers on vacation they receive pay at the rate of \$600 per annum.

APPOINTMENT.

On establishment of service at an office, the post-office inspector who reports as to its expediency recommends the number of regular carriers necessary, and the postmaster is left to his discretion as to the number of substitutes. The postmaster makes his nominations of carriers on blanks furnished by this office in form as follows:

"SIR: I have the honor to recommend the persons named within for appointment as third-class letter-carriers at this office, with pay at the rate of \$600 per year. The persons named have been duly examined and found qualified in every respect as required by the Regulations (edition of 1879), page 96, section 318.

"Very respectfully,

"WM. JONES,
 "Postmaster.

"Hon. A. E. STEVENSON,
 First Ass't P. M. General, Washington, D. C."

NOTES.—Persons nominated for appointment as letter-carriers must be intelligent, temperate, and physically fitted for the service, and must be able to read and write and understand the fundamental rules of arithmetic.

If a substitute, the pay is \$1 per year "and the pro rata pay of the carrier whose route he may be required to serve."

If a substitute at a Civil Service office add, "Reported by the Civil Service board of examiners as eligible."

The same form of letter as above is used in case of nomination of additional carriers and substitutes.

When a postmaster applies for additional carriers he explains the necessity therefor. His monthly reports of work performed by carriers are then examined in comparison with other offices having a like number of carriers, and if it is found that the

request is reasonable his letter is referred to the chief post-office inspector, who directs an inspector to visit the office, make examination as to the needs of the service, and report with his recommendations. When the report of the inspector is received by the free-delivery division it is carefully considered, and if the recommendations therein are regarded as proper, the postmaster is authorized to nominate additional carriers for appointment in form as follows (written) :

"OFFICE OF FIRST ASSISTANT POSTMASTER-GENERAL,
"FREE-DELIVERY DIVISION,
"Washington, D. C., April 10, 1887.

"SIR: You are hereby authorized to nominate to this office for appointment two additional carriers from May 1, 1887, at \$600 each per annum, as recommended by Post-office Inspector Smith. You will please so arrange your districts and deliveries with these additional carriers as to give the best possible service to all the patrons of your office.

"Very respectfully yours,

"A. E. STEVENSON,
"First Ass't P. M. General.

"WM. JOHNSON, Esq., Postmaster, Jamestown, N. Y."

Upon the receipt of this letter the postmaster nominates the additional carriers on form heretofore referred to. If he has efficient substitutes, he usually names them for appointment.

REMOVAL.

When a postmaster recommends the removal of a carrier he at the same time nominates his successor, giving in detail his name, age, and previous occupation, the name of the carrier whose place he is to take, cause of change, date, &c., as follows. (This form is used in all cases of nomination and removal of carriers and substitutes.)

NOMINATION FOR APPOINTMENT AS LETTER-CARRIERS AT NEW YORK, N. Y.

Name.	Age.	Previous occupation.	Service and pay to commence.	In place of—	Date of change.	Cause of change.
H. S.	21	Printer	Apr. 20, 1887	B. S.	Apr. 19, 1887	Deceased.
F. B. E.	28	Carpenter	Apr. 23, 1887	R. T.	Apr. 22, 1887	Drunk on duty.
G. H.	31	Butcher	Apr. 23, 1887	G. D.	Apr. 22, 1887	Embezzling letters.
W. H. F.	27	Car-driver	Apr. 25, 1887	H. T.	Apr. 24, 1887	Absent without leave.
A. G.	22	Clerk	Apr. 27, 1887	C. R.	Apr. 26, 1887	Neglecting to collect, &c.
O. K. P.	23	Tobacconist	Apr. 27, 1887	D. W.	Apr. 26, 1887	Insubordination, &c.
O. J.	34	Clerk	May 1, 1887	H. G.	Apr. 30, 1887	Gambling.
A. J.	25	Attending school	May 3, 1887	L. D.	May 2, 1887	Resignation.

Notes at foot for information and direction of postmasters :

1. State exact date of commencement of service; if a successor to a regular carrier, he should begin the day following his predecessor's discontinuance.
2. State the exact date of the outgoing (from whatever cause) of the old carrier.
3. If a substitute is nominated for appointment as carrier, state the fact that he is a substitute.
4. In any case of removal, specify the cause fully.
5. Give correct name with first Christian name in full and middle initial, and continue it in all future references thereto, and see that the carrier properly signs the bond and oath and pay-roll.

When a carrier is appointed a letter is sent to the postmaster as follows :

"The Postmaster-General has appointed William Johnson a third-class letter-carrier at your office, with pay at the rate of \$600 a year, from May 1, 1887. Please cause the inclosed bond to be executed, and return the same, together with the oath to this office without delay."

When a substitute is appointed a letter is sent to the postmaster as follows :

"The Postmaster-General has appointed William Jones a substitute letter-carrier at your office, with pay at \$1 a year, and the pro rata pay of the carriers whose routes he may serve, to be paid out of the salary of the absent carrier, in place of Thomas Smith, resigned. Pay him at the rate of \$600 a year when serving for carriers on vacation. Please cause the inclosed bond to be executed, and return the same, together with the oath, to this office without delay."

PROMOTION.

A carrier is entitled to promotion after one year's service to the next higher grade, "on certificate of the postmaster to the efficiency and faithfulness of the candidate during the preceding year." At first-class offices from \$600 to \$800 and \$1,000. At other offices from \$600 to \$850. When a postmaster recommends the promotion of a carrier and certifies as above, a letter is sent to said postmaster as follows :

"The Postmaster-General has promoted the following-named third-class carrier to second-class carrier, with pay at the rate of \$800 per annum. Act of August 2, 1882."

CASES.

For all transactions relating to appointment, removal, promotion, &c., of carriers, cases are made up, in the jackets of which are placed all papers connected therewith. There are nine classes of these cases, illustrations of which are given in this report: (See Exhibit A.) These cases are first entered in full on Postmaster-General's journal, and returned to free-delivery division and entered on weekly report to Auditor, which is made in duplicate. The changes embraced in the cases are then noted on carrier's registers. The reports to Auditor are compared with the Postmaster-General's journal each week, and then signed by the Postmaster-General.

EXHIBIT A.—*Miniature illustrations of "cases."*

Tex. Apr. 16, 1887.

Substitute Letter-Carriers.

GALVESTON.

Recommended by Postmaster.

Appoint the following-named persons substitute letter-carriers, with pay at the rate of \$1 per annum, and the pro rata pay of the carriers whose routes they may serve: Wm. H. Brown and Sam'l Harris, from May 1, 1887, vice Geo. Greene and Harold Ross, declined to serve.

A. E. STEVENSON,
First Ass't P. M. Gen'l.

Ohio. Apr. 16, 1887.

Third-Class Letter-Carriers.

CANTON.

Recommended by Postmaster.

Appoint the following-named persons additional third-class letter-carriers, with pay at the rate of \$600 per annum: Henry Spalding and Alfred Sayer (subs.), from May 1, 1887.

A. E. STEVENSON,
First Ass't P. M. Gen'l.

Ill. Apr. 16, 1887.

Discontinuance and Appointment of 2 Letter-Carriers.

CHICAGO.

Recommended by Postmaster.

Discontinue pay and services of the following-named letter-carriers: David Keating (\$1,000) and Jno. J. Dowd (\$600), resigned and deceased, respectively, April 14, 1887. And appoint the following-named persons third-class letter-carriers, at \$600 per annum, to fill quota: J. K. P. Baker and Guy Dean (subs.), from April 15, 1887.

A. E. STEVENSON,
First Ass't P. M. Gen'l.

N. Y. Apr. 16, 1887.

Promotion of 1 Carrier.

NEW YORK.

Recommended by Postmaster.

Promote the following-named second-class carrier to first-class carrier, with pay at the rate of \$1,000 per annum: Fred. J. Koelle, from May 1, 1887.

A. E. STEVENSON,
First Ass't P. M. Gen'l.

Mich. Apr. 13, 1887.

Modification.

KALAMAZOO.

Recommended by Postmaster.

Modify order of December 11, 1885, so as to promote James G. Sayer, from third to second-class carrier, at \$850 per annum, from January 1, 1886, instead of John G. Sayers, as recommended. Error in name.

A. E. STEVENSON,
First Ass't P. M. Gen'l.

Tenn. Apr. 16, 1887.

Rescission.

MEMPHIS.

Recommended by Postmaster.

Rescind that portion of order of January 13, 1887, appointing Bernard Cowley an additional substitute letter-carrier, from January 15, 1887.

A. E. STEVENSON,
First Ass't P. M. Gen'l.

EXAMPLE NO. 4.—SUPPLIES AND ALLOWANCE.

Street letter-boxes, carrier satchels, and collection bags.—Upon receipt of an application from a postmaster a letter is sent to the manufacturers directing these articles to be sent, with bill for the same, and a letter is written to the postmaster informing him that they have been ordered, and authorizing him to pay the price named for the same and to charge the amount in the his free-delivery expense account. An entry is then made in a book kept for that purpose giving date of authorization and number and cost of articles ordered.

Horse hire and car fare.—When a postmaster applies for an allowance for horse-hire or car fare for carriers, or an inspector recommends such expenditure, the matter is carefully considered in connection with the distance to be traveled by the carriers, and the expediting of the service, and if it is deemed necessary for the more prompt delivery and collection of the mails, a letter is written to the postmaster authorizing him to expend a certain amount each quarter for such purpose, and directing him to charge the same in his free-delivery expense account. The Auditor of the Post-Office Department is also informed by letter of this allowance and an entry made of the authorization, date, time of commencement, amount, &c.

Carriers, furniture, and other allowances.—This division authorizes the purchase of carriers' furniture and other articles necessary for the service (except at post-offices in Government buildings or when the lease provides therefor), and when authorized a letter is written to the postmaster allowing the purchase of the same and he directed to charge the amount in his free-delivery expense account.

EXAMPLE NO. 5.—LETTER-BOXES AT NON-FREE DELIVERY OFFICES, ETC.

When a postmaster at a non-free delivery office applies for a street letter-box to be placed in front of the post-office, or at a place distant therefrom, for the convenience of the patrons thereof, the matter is carefully considered, and if deemed advisable to allow such a box, he is directed to apply for it to the nearest supply depot, to be put up and collected from without expense to the Department, by a sworn employé of his office. The Second Assistant Postmaster-General (mail equipment division) is then requested to send the postmaster a lock and key for the box. On request of Superintendent of Railway Mail Service, letter-boxes are furnished to be placed at depots, to be collected from by railway postal clerks.

Incidental expenses of postmasters.—All charges by postmasters for incidental expenses of this service (except for horse hire and car fare) are referred each quarter to the free-delivery division by the Auditor, and the amounts, if authorized, are allowed and checked off the book.

Disposition of unserviceable property and proceeds.—When street letter-boxes are broken or worn out and postmasters inquire what disposition they shall make of them, they are instructed to use the whole plates if possible in repairing, and to sell the broken or useless parts as old iron, crediting the amount received in their quarterly accounts current, item 1. Carriers' worn-out satchels and bags are dismantled, the label "U. S. Mail" removed, and sold the same as waste paper, and accounted for in the same manner by the postmaster.

MONTHLY AND ANNUAL REPORTS.

Postmasters at all free delivery offices are required to make a monthly report of the results of the carrier service, which is entered in detail in the register and is in the form following :

(No. 1503.)

POST-OFFICE, Pittsburgh, Pa., April 5, 1887.

SIR: I submit the following report of mail matter delivered and collected by the letter-carriers at this office, and the expenses incident thereto, for the month of March, 1887:

1. Carriers employed	63	11. Letters collected	497,567
2. Delivery trips daily	206	12. Postal cards collected	153,414
3. Collection trips daily	213	13. Newspapers, &c., collected	43,335
4. Registered letters delivered	2,988	14. Total postage on local matter delivered through the boxes, general delivery, and by carrier †	\$8,301 44
5. Mail letters delivered	656,251	15. Amount paid carriers †	\$4,672 54
6. Mail postal cards delivered	130,837	16. Incidental expenses †	\$390 10
7. Local letters delivered	231,633	17. Total expenses †	\$5,062 64
8. Local postal cards delivered	87,464		
9. Newspapers, &c., delivered*	284,348		
10. Letters returned to the office	1,083		

I certify the above statement to be correct. Very respectfully,

J. B. LARKIN, Postmaster.

Hon. A. E. STEVENSON,

First Assistant Postmaster-General, Washington, D. C.

After the close of the fiscal year these monthly reports are consolidated and tabulated, and, with other operations of the free-delivery system, form a part of the annual report of the Postmaster-General.

The consolidated annual report is as follows:

* Under these heads include papers, circulars, and all printed matter delivered or collected, as the case may be. † Include postage on local postal cards. ‡ No vouchers required with this report. Send them with quarterly report to the Auditor for this Department.

TABLE D.—Statement showing the number of carriers in service June 30, 1886, the amount of postage on local matter during

Post-office and State.	Carriers in service June 30, 1886.	Delivered.				Registered letters.	Newspapers.
		Mail.		Local.			
		Letters.	Postal cards.	Letters.	Postal cards.		
Akron, Ohio	7	846,850	221,010	69,412	42,892	2,772	657,980
Albany, N. Y.	32	3,281,409	476,545	535,691	343,773	12,559	1,825,589
Allegheny, Pa.	19	2,260,190	450,465	382,044	243,544	11,494	1,473,732
Allentown, Pa.	7	575,849	146,229	45,453	17,602	2,262	314,978
Altoona, Pa.	7	453,865	96,174	38,789	15,293	1,260	377,212
Atchison, Kans.	6	802,075	211,486	65,031	48,852	2,834	516,373
Atlanta, Ga.	17	3,088,271	1,057,736	434,428	445,924	14,506	2,301,572
Auburn, N. Y.	9	1,617,321	199,594	129,066	50,532	3,922	695,950
Augusta, Ga.	8	1,288,539	403,072	100,049	67,611	8,930	884,955
Augusta, Me.	5	781,952	133,995	30,052	17,382	29,426	204,625
Aurora, Ill.	7	71,247	12,329	7,391	4,538	210	36,384
Austin, Tex.	6	757,241	118,952	24,799	25,580	1,912	578,741
Baltimore, Md.	146	10,114,688	2,236,150	2,819,326	2,168,144	75,202	5,593,525
Bangor, Me.	5	502,031	100,541	49,409	37,598	3,130	319,896
Bay City, Mich.	6	610,608	119,495	78,377	51,193	4,088	486,117
Binghamton, N. Y.	8	803,861	163,149	114,358	55,053	3,291	509,839
Bloomington, Ill.	8	907,226	184,576	80,713	56,499	9,852	857,005
Boston, Mass.	295	24,075,900	6,104,231	19,441,071	5,762,421	119,546	15,627,314
Bridgetown, Conn.	12	800,877	150,767	158,443	66,487	3,222	589,787
Brockton, Mass.	6	315,188	58,149	34,524	28,650	863	374,166
Brooklyn, N. Y.	212	13,695,489	3,396,186	5,921,806	3,604,709	71,805	8,917,723
Buffalo, N. Y.	58	10,057,102	1,628,885	2,133,049	1,503,642	46,758	5,808,195
Burlington, Iowa	10	1,888,411	120,299	180,487	148,578	6,177	1,790,150
Burlington, Vt.	6	710,016	130,465	85,519	22,486	4,255	475,209
Camden, N. J.	13	952,364	263,249	131,226	108,661	6,577	756,703
Canton, Ohio	6	627,127	175,068	45,399	27,684	2,877	491,483
Cedar Rapids, Iowa	5	421,157	81,089	42,247	17,208	1,919	387,413
Charleston, S. C.	12	1,322,663	293,669	147,267	162,669	15,684	652,354
Chattanooga, Tenn.	7	719,789	156,833	83,018	49,235	8,670	549,643
Chicago, Ill.	356	57,390,864	11,460,375	21,999,002	5,831,524	450,461	22,794,850
Cincinnati, Ohio	121	12,253,690	2,325,796	3,039,755	2,162,252	71,199	5,777,745
Cleveland, Ohio	65	8,312,939	1,809,568	1,719,531	890,544	73,852	4,893,660
Columbus, Ohio	23	3,113,202	649,960	240,667	171,184	12,298	2,050,619
Concord, N. H.	5	650,811	134,280	42,059	26,433	3,029	413,976
Council Bluffs, Iowa	7	688,346	146,947	42,015	14,509	4,520	434,285
Covington, Ky.	8	518,055	121,306	45,036	49,597	2,352	413,547
Dallas, Tex.	10	2,555,976	299,461	154,802	131,948	8,897	920,452
Davenport, Iowa	9	1,533,339	237,833	99,868	93,023	6,723	756,282
Dayton, Ohio	16	2,197,770	497,447	318,962	231,699	13,118	1,496,637
Decatur, Ill.	5	391,596	95,805	44,085	13,962	1,843	311,451
Denver, Colo.	25	3,396,265	361,219	518,655	292,166	11,371	2,136,599
Des Moines, Iowa	17	2,461,270	509,859	289,635	193,723	13,208	1,444,554
Detroit, Mich.	52	9,381,360	1,904,140	2,002,238	1,053,670	62,587	3,985,252
Dubuque, Iowa	9	746,966	140,304	63,064	45,318	6,523	643,184
Duluth, Minn.	6	239,898	39,229	39,202	20,735	1,072	153,620
Easton, Pa.	7	833,379	180,889	85,630	48,525	3,806	519,199
East Saginaw, Mich.	9	839,752	178,245	101,855	40,963	5,209	758,241
Eau Claire, Wis.	5	8,405,441	77,174	35,118	9,535	2,010	367,907
Elgin, Ill.	5	414,557	63,518	56,636	22,069	1,484	285,354
Elizabeth, N. J.	10	810,086	167,057	157,879	94,262	2,982	631,856
Elmira, N. Y.	9	1,624,960	374,896	207,280	132,330	9,186	738,221
Erie, Pa.	12	2,210,903	268,903	192,477	175,751	1,989	1,686,351
Evansville, Ind.	12	1,334,952	382,131	75,482	80,828	9,832	1,082,711
Fall River, Mass.	12	1,217,861	191,932	80,388	61,072	2,047	946,658
Fitchburg, Mass.	5	302,438	61,880	51,796	21,564	1,138	257,744
Fort Wayne, Ind.	11	923,230	202,641	124,287	78,896	7,348	664,233
Fort Worth, Tex.	7	475,728	79,383	23,773	17,544	3,809	280,171
Galesburg, Ill.	6	601,214	110,618	36,031	29,977	5,911	350,431
Galveston, Tex.	11	1,162,508	146,166	66,715	35,656	10,434	557,628
Gloucester, Mass.	6	341,963	54,976	39,320	25,614	757	222,272
Grand Rapids, Mich.	17	2,816,312	524,011	476,917	293,239	14,323	1,911,369
Hannibal, Mo.	5	401,992	95,331	40,841	27,362	1,934	402,579
Harrisburg, Pa.	10	742,274	170,638	67,562	56,726	3,442	758,726
Hartford, Conn.	20	1,196,491	213,884	318,974	150,767	5,141	1,041,971
Haverhill, Mass.	7	818,145	164,845	57,728	40,316	1,856	539,657
Hoboken, N. J.	7	625,526	153,944	57,273	82,494	3,829	239,788
Holyoke, Mass.	7	490,843	91,816	92,475	19,312	1,950	440,662
Houston, Tex.	9	727,048	126,966	88,041	37,589	6,462	485,543

THE POST-OFFICE DEPARTMENT.

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of mail delivered and collected, the number of pieces handled, the cost of service and the amount the fiscal year ending June 30, 1886.

Collected.			Pieces handled.		Cost of service (including incidental expenses).			Postage on local matter.
Letters.	Postal cards.	Newspapers, &c.	Aggregate.	Per carrier.	Aggregate.	Per piece (in mills).	Per carrier.	
827,347	277,870	245,604	3,191,737	455,962	\$5,900 89	1.8	\$942 98	\$2,354 12
2,222,918	584,743	231,054	9,514,261	297,321	22,185 91	2.3	693 31	15,025 25
1,264,398	398,874	174,320	6,659,061	350,477	19,095 48	2.8	1,005 02	11,329 09
415,077	152,064	53,740	1,723,260	246,180	4,753 37	2.7	679 05	1,526 95
242,125	53,828	21,532	1,300,078	185,725	5,695 25	4.3	813 61	1,813 97
570,619	150,867	54,239	2,422,376	403,729	4,934 14	2.0	822 35	1,389 14
2,184,731	702,444	262,375	10,491,987	617,175	14,478 66	1.3	851 68	18,397 04
726,477	126,709	77,543	3,018,114	335,346	7,687 10	2.5	854 12	3,007 99
544,637	148,238	96,796	3,542,827	442,853	7,300 78	2.0	912 59	3,303 29
504,529	108,853	36,304	1,847,118	369,424	3,762 96	2.0	752 59	1,175 00
58,974	12,438	7,097	205,708	29,387	820 22	3.9	117 17	203 74
276,106	55,797	31,007	1,870,135	311,689	4,758 69	2.5	793 11	1,621 71
20,768,094	4,887,547	1,685,129	50,347,825	344,848	129,116 78	2.5	884 36	85,318 99
605,097	150,407	44,783	1,812,892	362,578	4,390 60	2.4	878 12	1,820 91
348,599	89,796	39,394	1,827,667	304,611	5,359 50	2.9	893 25	5,346 51
496,658	126,980	60,826	2,333,940	291,742	6,363 63	2.7	795 45	3,528 16
581,950	262,523	405,295	3,345,579	418,197	5,892 93	2.7	736 61	2,638 55
50,506,323	11,845,869	5,188,229	182,473,925	449,403	292,877 46	1.2	992 80	465,258 64
643,556	142,246	45,261	2,600,666	216,722	9,766 11	3.7	813 84	6,936 40
229,933	71,592	107,877	1,218,942	203,157	4,345 77	3.5	724 29	2,751 89
12,087,923	4,425,846	1,772,019	53,59,506	254,214	177,137 48	3.2	835 55	264,892 03
5,857,745	1,920,180	1,175,306	29,870,862	511,566	53,879 16	1.8	928 95	69,532 57
1,422,956	267,745	852,500	6,267,363	626,736	7,285 67	1.1	728 56	5,946 30
552,537	108,195	60,676	2,149,358	358,228	6,082 38	2.3	847 09	2,561 35
604,450	220,406	79,185	3,122,621	240,202	8,540 30	2.7	856 94	4,022 48
517,231	140,475	268,670	2,296,024	382,671	4,683 21	2.0	780 53	1,693 33
206,788	56,922	18,604	1,233,347	246,669	4,029 62	3.2	806 92	2,170 88
1,115,852	334,174	134,187	4,178,519	348,210	11,056 51	2.6	921 37	5,797 36
310,510	90,860	28,346	1,996,904	285,272	6,202 21	3.1	886 03	3,686 90
58,587,052	22,744,991	22,486,345	224,294,464	630,041	327,549 37	1.4	920 08	503,783 44
8,590,685	2,807,702	2,004,297	89,033,121	322,588	120,003 96	3.0	991 77	156,437 74
6,580,386	1,816,434	740,452	26,837,366	412,883	58,250 42	2.1	896 17	95,165 85
1,997,707	591,873	257,972	9,085,482	895,021	17,846 46	1.0	775 93	8,838 07
414,054	117,795	53,736	1,856,173	371,235	3,843 53	2.0	768 91	1,623 80
414,310	110,235	33,982	1,889,099	269,871	5,238 77	2.8	748 39	2,073 66
503,680	127,937	110,865	1,892,375	236,547	6,737 99	3.5	845 25	1,628 36
1,898,847	323,683	132,606	6,426,672	642,667	7,718 95	1.2	771 89	5,689 30
702,912	197,123	70,467	3,697,569	410,841	6,635 01	1.8	737 22	3,339 28
1,421,779	475,366	663,920	7,316,698	457,294	14,079 89	1.9	879 99	9,170 20
245,407	70,965	22,238	1,197,352	239,470	3,878 95	3.2	775 99	1,378 66
1,902,459	360,453	209,330	9,188,517	367,541	18,608 40	2.0	744 34	28,277 91
1,472,208	405,012	184,056	6,973,525	410,207	14,166 75	2.0	833 34	8,523 86
4,426,771	1,358,291	511,692	24,686,001	474,431	50,661 67	2.0	974 26	50,991 05
776,863	205,683	82,253	2,709,804	301,089	6,455 69	2.4	717 29	2,436 22
285,093	42,071	14,344	785,354	130,892	2,060 45	1.6	343 41	1,882 25
575,812	289,233	85,709	2,471,682	353,097	6,494 04	2.6	927 85	2,199 07
559,710	137,069	126,195	2,741,239	304,582	6,687 68	2.4	743 08	2,951 12
524,568	91,812	119,239	1,632,804	204,100	4,901 87	3.0	612 73	1,921 35
182,596	42,254	12,356	1,080,824	216,165	4,141 61	3.8	828 32	2,444 47
474,322	131,439	145,342	2,624,225	262,422	7,204 13	2.7	720 41	8,467 18
629,232	194,718	175,165	4,085,988	453,999	7,406 53	1.8	822 95	6,161 15
1,111,914	289,272	144,084	6,131,644	510,970	9,232 33	1.5	769 36	7,465 49
1,132,674	320,445	70,362	4,489,417	874,118	8,789 15	1.9	732 43	2,326 18
484,239	117,398	77,419	3,179,014	264,918	9,707 57	3.0	808 96	4,218 71
246,556	64,670	38,601	1,046,387	209,277	4,052 78	3.9	810 56	2,199 05
500,342	141,926	51,064	2,693,967	244,906	7,783 19	2.9	707 56	3,892 07
262,378	49,753	24,600	1,197,139	171,020	4,947 82	4.1	706 63	1,000 85
421,140	243,070	171,648	1,870,040	311,673	3,823 34	2.0	637 22	1,237 06
968,844	206,297	147,112	3,301,360	300,124	8,818 14	2.6	801 24	2,070 40
196,106	50,446	87,567	1,020,621	170,108	5,241 17	5.1	873 53	1,907 94
2,666,293	871,317	244,074	9,617,875	565,757	15,076 24	1.5	886 84	13,275 42
299,925	83,291	73,933	1,427,188	285,437	4,584 81	3.2	916 96	1,272 20
482,864	162,377	53,672	2,502,281	250,228	8,748 34	3.5	874 83	4,402 99
824,253	188,711	77,128	4,017,320	200,866	16,711 42	4.1	835 57	14,929 16
597,928	100,670	60,398	2,381,543	340,220	5,282 13	2.2	755 30	2,917 53
295,713	131,371	16,956	1,606,894	229,556	5,684 08	3.5	812 01	2,025 34
423,668	66,533	73,306	1,700,565	242,938	5,347 41	3.1	763 92	3,872 83
446,461	99,962	38,042	2,056,114	228,457	6,548 49	3.1	727 61	2,430 99

TABLE D.—Statement showing the number of carriers in service June 30, 1886, the

Post-office.	Carriers in service June 30, 1886.	Delivered.					
		Mail.		Local.		Registered letters.	Newspapers.
		Letters.	Postal cards.	Letters.	Postal cards.		
Indianapolis, Ind	37	4,983,756	905,247	584,823	473,591	28,556	2,272,217
Jackson, Mich	8	1,037,326	238,206	104,339	68,644	3,002	888,143
Jacksonville, Fla	7	851,606	138,539	56,070	44,474	13,018	303,071
Jamestown, N. Y	5	421,495	92,246	44,361	18,811	1,523	313,510
Jersey City, N. J	36	2,385,521	473,697	408,197	341,370	8,839	1,219,933
Kalamazoo, Mich	6	685,352	194,306	41,539	24,403	2,809	452,850
Kansas City, Mo	39	8,912,676	1,755,136	981,939	611,631	42,433	4,072,560
Keokuk, Iowa	6	808,433	177,626	83,073	42,463	5,392	391,011
Knoxville, Tenn	8	673,307	167,990	51,196	28,041	9,755	454,193
La Crosse, Wis	8	501,038	99,558	51,049	23,430	6,313	437,481
La Fayette, Ind	7	593,656	148,085	48,491	27,330	3,201	546,902
Lancaster, Pa	10	857,500	143,068	59,733	59,147	3,390	518,429
Lansing, Mich	6	391,223	90,183	27,112	16,320	1,418	327,809
Lawrence, Kans	6	538,353	83,473	26,615	19,054	4,454	423,316
Lawrence, Mass	12	1,128,725	144,508	139,253	120,805	2,050	1,045,707
Leadville, Colo	4	456,741	17,160	16,858	11,055	354	306,605
Leavenworth, Kans	8	1,128,731	159,489	66,859	95,795	4,373	907,980
Lewiston, Me	6	376,643	75,515	15,349	18,954	1,890	301,104
Lexington, Ky	7	668,922	171,131	41,930	31,180	2,494	452,593
Lincoln, Nebr	8	919,323	175,730	156,853	70,245	2,267	575,791
Little Rock, Ark	7	895,503	223,640	140,803	130,088	6,134	540,578
Lockport, N. Y	6	473,694	101,283	45,048	21,459	1,609	491,022
Los Angeles, Cal	11	600,253	61,693	57,459	33,841	1,297	486,969
Louisville, Ky	49	6,484,511	1,547,276	1,001,969	972,596	60,156	3,594,815
Lowell, Mass	19	1,303,734	199,733	188,992	129,812	8,285	870,269
Lynchburgh, Va	6	511,738	111,434	27,849	14,466	3,217	243,469
Lynn, Mass	15	1,497,773	296,011	140,227	138,089	1,748	939,414
Macon, Ga	9	820,111	295,878	48,338	35,179	8,740	297,118
Madison, Wis	5	514,283	97,043	36,738	15,262	3,413	431,168
Manchester, N. H	11	945,822	168,506	66,920	63,141	3,785	775,673
Mansfield Ohio	5	590,465	142,569	50,266	23,596	2,390	390,395
Memphis, Tenn	16	2,222,037	332,009	211,135	145,121	27,596	942,718
Meriden, Conn	6	342,429	51,941	63,294	34,918	1,191	278,072
Milwaukee, Wis	47	8,348,362	1,426,050	1,508,115	1,317,656	42,161	3,578,176
Minneapolis, Minn	40	5,098,077	695,527	937,993	505,354	20,011	3,161,732
Mobile, Ala	5	261,306	113,835	73,887	66,791	4,679	809,151
Montgomery, Ala	8	683,469	43,071	21,072	17,596	834	171,430
Nashville, Tenn	12	2,244,801	446,287	212,307	156,352	28,950	1,644,307
Newark, N. J	42	3,581,277	774,625	1,944,785	759,198	20,099	1,944,393
New Bedford, Mass	11	1,353,963	200,060	147,583	103,956	4,704	1,026,843
Newburgh, N. Y	6	406,985	72,000	53,355	13,178	1,490	378,988
New Haven, Conn	25	3,347,663	642,527	1,176,659	608,878	13,011	2,661,794
New Orleans, La	64	4,978,006	844,313	1,180,707	1,081,004	42,556	3,240,273
Newport, Ky	4	82,451	19,639	5,119	1,908	415	70,383
Newport, R. I	8	776,978	128,371	176,255	37,735	1,961	402,390
New York, N. Y	703	63,927,757	17,567,784	48,036,061	18,358,315	683,483	33,247,169
Norfolk, Va	9	1,065,024	273,282	121,526	94,594	4,493	663,344
Norwich, Conn	6	369,483	60,480	77,812	17,673	1,152	319,402
Oakland, Cal	14	1,480,737	199,637	252,789	211,799	4,366	1,012,265
Omaha, Nebr	21	3,694,963	585,454	573,442	323,918	12,015	3,227,463
Oshkosh, Wis	8	568,859	104,688	51,876	26,970	1,774	480,720
Oswego, N. Y	8	627,580	113,219	50,381	34,163	2,543	332,184
Ottumwa, Iowa	6	508,312	110,197	50,971	21,436	2,810	358,016
Paterson, N. J	14	907,107	174,592	140,855	106,901	3,653	1,110,458
Pawtucket, R. I	7	717,894	139,709	83,627	55,031	1,119	488,654
Peoria, Ill	11	1,243,079	248,729	122,983	73,148	6,362	796,302
Petersburgh, Va	6	624,131	254,554	43,276	41,179	6,084	571,568
Philadelphia, Pa	438	37,291,351	11,085,287	26,689,986	12,389,859	191,333	24,619,544
Pittsburgh, Pa	55	6,307,347	1,299,075	2,112,661	865,203	30,477	3,088,106
Pittsfield, Mass	5	293,916	53,903	46,533	31,797	879	265,174
Portland, Me	16	1,708,687	328,005	205,641	148,956	29,433	954,266
Portland, Oreg	8	638,172	73,911	83,468	38,863	3,776	588,470
Pottsville, Pa	5	418,405	91,663	34,009	19,266	1,575	526,511
Poughkeepsie, N. Y	7	706,771	105,988	78,309	42,698	3,013	587,554
Providence, R. I	40	2,689,972	561,123	1,323,081	417,731	10,902	2,139,244
Quincy, Ill	11	1,334,680	301,266	80,033	96,029	9,202	875,048
Racine, Wis	6	583,316	129,893	40,026	24,334	2,745	431,113
Raleigh, N. C	4	143,061	29,638	14,354	4,775	1,698	110,503
Reading, Pa	15	1,169,196	265,735	143,088	110,729	4,561	781,490
Richmond, Ind	7	795,577	176,938	67,214	88,741	3,677	671,704

amount of mail delivered and collected, the number of pieces handled, &c.—Continued.

Collected.			Pieces handled.		Cost of service (including incidental expenses).			Postage on local matter.
Letters.	Postal cards.	Newspapers, &c.	Aggregate.	Per carrier.	Aggregate.	Per piece (in mills).	Per carrier.	
2,900,586	949,641	285,439	13,383,856	361,726	\$33,402 38	2.5	\$902 77	\$16,760 99
472,190	129,160	64,945	3,005,855	375,732	5,653 34	1.8	706 67	2,967 64
980,527	171,819	102,847	2,661,971	380,282	5,243 86	1.9	749 12	2,756 66
276,553	65,858	28,784	1,263,241	252,648	3,461 63	2.7	692 33	1,558 09
1,717,633	586,018	325,276	7,416,484	206,013	33,648 10	4.5	994 67	12,357 81
311,858	98,790	76,557	1,888,464	314,744	4,473 64	2.3	745 61	1,548 72
4,379,121	1,502,439	776,117	23,034,052	590,617	32,717 41	1.4	838 91	27,412 96
445,048	146,235	31,192	2,130,473	355,079	5,056 73	2.3	822 79	2,514 47
348,746	75,049	27,245	1,835,462	229,433	6,348 95	3.4	793 62	2,012 80
334,548	113,026	132,052	1,698,505	212,313	4,708 26	2.8	588 53	1,853 46
376,408	116,344	56,001	1,916,418	273,774	5,426 65	2.8	775 24	1,998 99
242,028	65,485	34,636	1,982,966	198,297	5,891 93	2.9	589 19	1,988 09
244,275	69,598	35,285	1,203,223	200,537	4,068 11	3.3	768 02	1,592 32
434,676	78,575	20,628	1,629,124	271,521	3,692 59	2.2	615 43	1,064 55
1,137,700	161,812	123,370	4,058,000	338,167	10,248 43	2.5	854 04	4,690 12
1,137,995	18,233	27,658	992,659	248,165	8,300 00	3.4	850 00	811 09
1,132,262	187,466	106,814	3,789,769	473,721	6,077 24	1.6	759 65	3,914 09
232,388	57,642	27,253	1,106,558	184,426	5,236 45	4.7	872 74	898 35
456,661	145,056	37,373	2,004,340	286,334	5,523 82	2.7	789 12	3,341 59
499,585	112,036	37,303	2,549,133	318,642	5,317 36	2.0	664 67	7,001 85
963,328	314,049	78,740	3,287,863	469,695	5,675 39	1.7	810 77	5,276 41
373,088	78,817	178,321	1,764,901	294,150	4,420 60	2.5	736 77	1,549 18
513,351	67,516	48,352	1,870,691	170,063	8,423 19	4.5	765 74	4,887 09
5,007,084	1,671,369	704,698	21,044,476	429,479	45,826 38	2.1	935 23	43,059 53
773,699	181,807	75,392	3,726,723	196,143	14,450 50	3.9	760 55	7,894 00
265,608	76,318	14,427	1,268,526	211,421	4,362 65	3.4	727 11	1,643 64
890,018	241,818	84,635	4,229,733	281,982	12,213 51	2.9	814 24	5,588 75
773,033	219,911	45,555	2,543,863	282,651	6,075 77	2.3	675 09	1,847 76
341,965	80,556	27,122	1,547,550	309,510	4,149 43	2.7	829 89	1,361 09
407,467	90,327	43,902	2,565,743	233,249	9,537 04	3.7	867 00	2,277 27
463,104	141,491	127,033	1,931,249	386,250	3,415 11	1.7	683 02	1,382 23
896,638	207,716	101,663	5,086,633	317,915	12,399 32	2.4	774 96	5,871 68
90,279	24,108	7,687	893,909	148,984	4,280 31	4.8	713 38	2,984 55
4,293,550	1,153,551	416,364	22,083,965	469,872	46,462 69	2.1	988 57	47,806 62
3,451,264	639,269	558,772	15,067,969	376,699	35,799 81	2.4	895 00	26,158 37
584,607	139,600	140,704	2,594,569	324,321	6,516 66	2.5	814 58	2,621 41
461,583	166,429	37,471	1,202,955	240,591	3,576 36	2.9	715 27	3,284 20
1,645,399	392,086	320,161	7,090,560	393,920	15,047 27	2.1	835 57	7,572 28
2,635,721	989,702	322,952	11,962,752	284,823	38,075 22	3.2	906 55	28,879 14
996,399	232,466	58,998	4,185,034	380,458	10,004 13	2.4	909 47	4,508 51
446,751	82,905	92,191	1,547,843	257,974	4,935 82	3.2	822 64	2,893 81
1,708,958	506,076	269,248	10,934,814	437,393	18,651 66	1.7	746 05	32,893 69
5,475,574	1,742,175	1,349,412	19,884,020	310,688	58,764 53	2.9	918 20	41,075 10
43,733	8,972	8,556	251,186	62,796	1,635 62	6.5	408 90	171 31
489,774	74,335	33,210	2,121,059	265,132	6,399 68	2.9	792 46	4,599 21
111,134,828	26,759,145	17,163,867	336,878,429	479,201	642,396 09	1.9	913 79	1,905,735 61
1,000,334	350,508	90,616	8,663,725	407,081	6,771 68	1.9	752 41	4,027 30
334,789	50,477	48,906	1,280,174	182,882	5,319 09	4.1	759 87	3,054 83
1,077,435	224,459	171,663	4,635,139	331,081	12,448 17	2.7	889 15	7,347 58
1,381,206	435,760	167,488	10,401,709	495,319	15,620 79	1.3	743 85	17,108 02
232,967	83,124	26,514	1,529,512	191,189	6,078 42	3.9	759 80	1,768 35
341,230	90,479	43,354	1,635,133	204,392	6,525 40	3.9	815 67	1,581 06
366,278	103,379	85,767	1,557,166	259,528	4,538 69	2.9	756 45	1,646 48
520,263	178,700	102,990	3,246,549	541,091	11,503 44	5.5	821 67	5,244 89
335,569	79,687	31,201	1,927,491	275,356	6,073 11	3.1	867 59	3,876 14
795,028	212,891	126,604	3,625,126	329,557	9,023 46	2.5	820 31	5,888 63
454,348	323,291	53,436	2,376,869	396,145	5,210 65	2.2	868 44	1,453 34
62,528,047	21,277,210	11,046,773	207,119,390	472,875	447,431 59	2.1	1,021 53	783,707 27
4,938,584	1,693,769	508,546	20,843,768	378,978	51,819 29	2.5	942 17	68,493 76
151,924	30,224	17,670	892,020	198,404	3,849 12	4.3	760 82	2,047 38
1,512,171	378,444	196,736	5,462,339	341,396	12,941 94	2.4	808 87	7,573 58
1,080,143	188,958	87,067	2,732,828	341,603	7,301 61	2.7	912 70	4,313 14
244,276	86,782	144,440	1,566,927	313,385	3,682 12	2.7	872 42	1,186 76
690,186	135,867	86,938	2,437,324	348,189	5,908 34	2.4	844 05	3,062 94
2,993,057	735,290	352,546	11,222,946	280,574	41,250 11	3.6	1,031 25	40,432 93
525,786	167,023	28,688	3,417,755	310,705	6,945 83	2.0	631 44	2,830 73
242,931	46,763	20,726	1,521,841	253,640	5,049 86	3.3	841 48	1,274 60
77,743	19,288	6,045	407,105	101,876	2,379 96	6.7	684 99	1,208 32
688,282	248,611	78,297	3,464,989	230,999	11,848 14	3.4	789 88	4,374 92
679,428	126,704	158,407	2,516,793	859,541	5,743 51	2.2	820 50	3,240 83

TABLE D.—Statement showing the number of carriers in service June 30, 1886, the

Post-office.	Carriers in service June 30, 1886.	Delivered.					
		Mail.		Local.		Registered letters.	Newspapers.
		Letters.	Postal cards.	Letters.	Postal cards.		
Richmond, Va.....	25	2, 170, 101	444, 213	255, 545	212, 683	21, 879	1, 139, 386
Rochester, N. Y.....	37	5, 414, 436	601, 343	766, 061	303, 304	28, 252	6, 018, 724
Rockford, Ill.....	9	836, 545	209, 890	80, 138	38, 202	7, 380	796, 550
Sacramento, Cal.....	9	505, 585	55, 163	37, 910	34, 831	2, 733	417, 307
Saint Joseph, Mo.....	15	2, 020, 700	557, 090	303, 983	236, 455	12, 513	1, 556, 564
Saint Louis, Mo.....	172	21, 436, 760	4, 306, 282	5, 403, 052	3, 523, 699	178, 068	9, 483, 144
Saint Paul, Minn.....	39	5, 084, 300	763, 376	922, 764	510, 267	39, 435	3, 404, 056
Salem, Mass.....	8	542, 312	109, 425	73, 930	66, 192	1, 345	540, 979
Salt Lake City, Utah..	7	389, 275	35, 514	51, 061	15, 372	4, 859	197, 338
San Antonio, Tex.....	9	663, 439	47, 488	27, 101	21, 498	5, 234	460, 506
Sandusky, Ohio.....	6	345, 833	86, 784	24, 700	21, 213	1, 138	370, 171
San Francisco, Cal.....	101	10, 683, 170	1, 515, 114	5, 221, 546	2, 706, 505	88, 870	6, 448, 150
San José, Cal.....	6	353, 991	42, 803	24, 875	24, 081	1, 112	246, 180
Saratoga Springs, N. Y.	7	781, 263	113, 426	39, 020	20, 555	2, 722	506, 745
Savannah, Ga.....	9	1, 158, 696	266, 883	119, 080	80, 063	8, 319	488, 606
Scranton, Pa.....	19	895, 785	180, 972	207, 182	55, 459	4, 314	769, 841
Sedalia, Mo.....	5	573, 378	120, 367	44, 314	25, 496	3, 141	418, 675
Sioux City, Iowa.....	6	301, 415	48, 180	46, 129	15, 538	1, 523	271, 381
South Bend, Ind.....	7	844, 288	139, 184	59, 478	50, 808	3, 752	619, 305
Springfield, Ill.....	10	1, 250, 381	318, 731	79, 642	57, 318	6, 101	1, 025, 2 8
Springfield, Mass.....	13	1, 343, 053	246, 160	196, 827	106, 076	5, 240	850, 027
Springfield, Ohio.....	12	1, 290, 959	362, 232	90, 737	49, 117	10, 712	875, 331
Syracuse, N. Y.....	24	3, 478, 545	731, 449	729, 687	394, 797	14, 393	1, 747, 949
Taunton, Mass.....	7	414, 070	68, 184	66, 121	27, 188	951	513, 505
Terre Haute, Ind.....	11	1, 369, 052	472, 050	109, 674	75, 216	8, 594	1, 182, 103
Toledo, Ohio.....	24	3, 379, 199	608, 504	256, 437	231, 874	15, 213	1, 926, 072
Topeka, Kans.....	9	2, 560, 101	418, 199	275, 158	186, 064	12, 005	1, 352, 498
Trenton, N. J.....	14	869, 593	177, 089	142, 704	87, 354	3, 343	605, 756
Troy, N. Y.....	24	2, 965, 737	512, 394	479, 795	319, 127	7, 570	1, 511, 946
Utica, N. Y.....	14	1, 900, 982	290, 322	239, 117	126, 451	8, 942	1, 029, 308
Washington, D. C.....	76	7, 164, 940	1, 359, 370	1, 145, 319	827, 791	38, 512	4, 688, 126
Waterbury, Conn.....	6	333, 981	55, 774	65, 091	21, 080	1, 131	277, 425
Watertown, N. Y.....	6	701, 311	119, 751	52, 593	15, 951	2, 867	427, 410
Wheeling, W. Va.....	10	969, 424	235, 455	86, 292	54, 180	9, 989	656, 220
Wilkes-Barre, Pa.....	9	635, 760	129, 052	94, 194	35, 834	2, 178	543, 878
Williamsport, Pa.....	8	761, 667	136, 426	79, 576	25, 380	3, 129	507, 680
Wilmington, Del.....	15	1, 262, 492	253, 809	206, 040	119, 236	5, 702	776, 048
Wilmington, N. C.....	6	548, 480	156, 965	87, 523	52, 706	2, 686	957, 754
Worcester, Mass.....	17	1, 464, 776	269, 337	266, 003	223, 453	3, 992	1, 241, 883
Yonkers, N. Y.....	8	949, 335	181, 466	196, 926	80, 590	1, 328	448, 881
York, Pa.....	8	394, 104	95, 261	38, 962	18, 038	1, 844	371, 682
Youngstown, Ohio.....	6	545, 303	131, 927	53, 454	21, 954	2, 557	383, 855
Zanesville, Ohio.....	6	645, 062	180, 408	41, 573	27, 751	4, 689	429, 874
Total.....	4, 841	510, 310, 305	109, 829, 038	171, 416, 284	81, 263, 920	3, 407, 140	300, 138, 850

amount of mail delivered and collected, the number of pieces handled, &c.—Continued.

Collected.			Pieces handled.		Cost of service (including incidental expenses).			Postage on local matter.
Letters.	Postal cards.	Newspapers, &c.	Aggregate.	Per carrier.	Aggregate.	Per piece (in mills).	Per carrier.	
1,383,309	483,007	125,583	6,235,707	249,423	\$18,651 33	2.9	\$746 05	\$3,034 70
5,620,680	291,925	284,895	19,329,620	522,422	33,876 22	1.7	915 57	21,491 95
1,314,923	347,439	728,404	4,359,476	494,386	6,707 10	1.5	745 23	3,244 87
371,315	60,847	40,248	1,525,889	169,543	7,628 79	5.0	847 64	2,381 29
1,376,836	418,498	181,858	6,663,997	444,266	9,777 10	1.4	651 81	9,044 79
5,980,789	4,976,664	3,425,627	68,714,095	399,501	164,769 53	2.4	957 96	219,705 65
3,972,985	1,782,771	825,971	17,005,935	436,050	35,500 84	2.0	910 28	32,559 49
321,034	82,358	40,345	1,777,920	222,240	6,853 51	3.8	856 69	3,084 63
390,195	83,141	94,460	1,156,215	165,174	5,511 31	4.7	787 33	2,767 61
422,730	56,429	40,458	1,744,883	193,876	7,594 23	4.3	843 80	2,426 06
170,956	57,020	15,193	1,093,008	182,168	5,122 51	4.7	853 75	2,091 97
14,997,797	2,798,314	2,114,310	46,573,866	461,127	89,699 47	1.9	888 11	184,339 92
274,637	35,789	22,280	1,025,748	170,958	4,779 54	4.6	796 59	1,975 96
586,205	91,597	85,257	2,226,790	318,113	4,160 65	1.9	594 38	2,096 13
903,231	214,452	93,551	3,332,891	370,321	7,770 62	2.3	803 40	8,283 49
686,122	142,810	64,965	3,006,950	158,261	14,140 39	4.7	744 23	12,946 26
221,156	58,083	24,969	1,489,579	297,916	3,841 92	2.6	768 21	1,752 66
286,343	74,565	57,381	1,102,455	183,742	4,273 55	3.9	712 26	2,688 98
789,533	84,616	55,867	2,646,831	378,119	4,648 67	1.8	664 10	1,854 59
939,619	298,439	412,138	4,387,587	438,759	8,601 75	1.9	860 17	2,412 76
835,795	261,686	101,776	3,946,640	303,588	10,119 07	2.8	778 39	8,135 76
624,466	141,702	154,039	3,605,295	300,441	9,662 16	2.7	805 18	3,717 98
1,821,048	527,076	218,249	9,663,193	402,633	20,321 21	2.1	846 72	19,012 43
234,128	61,226	23,247	1,408,620	201,231	5,861 90	4.1	837 41	4,879 30
1,099,227	469,401	322,171	5,107,488	464,317	6,675 89	1.3	606 90	3,139 51
2,437,446	620,630	323,962	9,805,343	408,566	20,304 46	2.0	846 02	8,688 58
1,130,915	317,489	56,188	6,308,617	700,957	8,206 66	1.3	911 85	7,363 81
654,169	188,929	52,418	2,781,255	198,661	10,521 63	3.8	751 54	5,321 95
2,025,172	479,068	420,404	8,721,213	363,384	21,282 91	2.4	880 79	15,573 36
1,423,626	343,520	143,308	5,505,571	393,255	11,751 84	2.1	839 42	6,897 44
5,641,063	1,343,546	889,195	23,097,862	304,919	74,716 89	3.2	983 12	44,709 80
176,868	29,619	8,219	969,188	161,531	4,485 23	4.6	747 54	3,905 04
434,976	75,923	116,707	1,947,489	324,581	5,045 78	2.6	840 96	1,504 89
909,684	216,169	84,918	3,222,331	322,233	8,820 79	2.7	882 08	3,203 98
478,873	100,218	45,250	2,065,237	229,471	7,734 39	3.7	859 38	5,644 46
590,965	121,750	70,316	2,296,889	284,611	6,248 37	2.7	781 05	3,054 38
715,472	214,817	44,771	3,598,387	239,892	11,378 06	3.1	758 54	6,815 56
509,457	152,267	42,487	2,510,325	418,387	4,535 47	1.8	755 91	3,604 28
801,269	229,507	76,442	4,576,662	269,215	14,699 69	3.2	864 60	10,358 00
352,220	66,317	33,803	2,310,866	288,858	5,205 92	2.2	650 74	5,126 60
195,813	45,876	20,952	1,182,532	147,816	5,350 01	4.5	668 75	1,485 13
401,321	79,190	56,029	1,675,585	279,266	4,049 64	2.4	674 94	1,782 05
385,439	141,361	53,874	1,910,031	318,338	4,926 58	2.5	821 10	1,555 25
531,206,636	150,077,294	91,871,132	1,949,520,599	402,710	4,303,479 99	2.2	889 15	5,639,242 97

TABLE C.—Showing the growth of the free-delivery service from its inauguration, July 1, 1863.

Year.	Number of offices.	Number of carriers.	Cost of service.	Postage on local matter.	Excess of cost.	Excess of postage on local matter.
1863-'64	66	685	\$317,061 20
1864-'65	45	757	448,664 51
1865-'66	46	863	589,236 41
1866-'67	47	943	699,934 34
1867-'68	48	1,198	995,934 59
1868-'69	48	1,246	1,183,915 31
1869-'70	51	1,362	1,230,079 85	\$681,864 70	\$548,215 15
1870-'71	52	1,419	1,353,923 23	758,120 78	595,802 45
1871-'72	52	1,443	1,385,965 76	907,351 93	478,613 83
1872-'73	52	1,498	1,422,495 48	1,112,251,21	310,244 27
1873-'74	87	2,049	1,802,696 41	1,611,481 66	191,214 75
1874-'75	87	2,195	1,880,041 99	1,947,599 54	\$67,517 55
1875-'76	87	2,269	1,981,186 51	2,065,561 73	84,375 22
1876-'77	87	2,265	1,893,619 85	2,254,597 83	360,977 08
1877-'78	87	2,275	1,824,166 98	2,452,251 51	628,084 55
1878-'79	88	2,359	1,947,706 61	2,812,523 86	864,771 16
1879-'80	104	2,688	2,363,693 14	3,068,797 14	705,104 00
1880-'81	109	2,861	2,499,911 54	3,276,630 39	773,718 85
1881-'82	112	3,115	2,623,262 74	3,816,576 09	1,193,313 35
1882-'83	154	3,680	3,173,336 51	4,195,230 52	1,021,894 01
1883-'84	159	3,890	3,504,206 52	4,777,484 87	1,274,278 35
1884-'85	178	4,358	3,985,952 55	5,281,721 10	1,295,768 55
1885-'86	181	4,841	4,312,306 70	5,839,242 97	1,526,936 27

Statistics of free delivery.	1885.	1886.	Increase.	Per cent.
Number of offices	178	181	3	1.68
Number of carriers	4,358	4,841	483	11.08
Mail letters delivered	464,996,842	510,310,305	45,313,463	9.74
Mail postal cards delivered	104,742,598	109,829,038	5,086,440	4.85
Local letters delivered	143,406,578	171,416,284	28,009,706	19.53
Local postal cards delivered	78,226,576	81,263,920	3,037,344	3.88
Registered letters delivered	3,187,965	3,407,140	219,175	6.87
Newspapers, &c., delivered	256,054,602	300,138,850	44,084,248	17.21
Letters collected	469,858,875	531,206,636	61,347,761	13.05
Postal cards collected	140,630,704	150,077,294	9,446,590	6.71
Newspapers, &c., collected	83,432,673	91,871,132	8,438,459	10.11
Whole number of pieces handled	1,744,537,413	1,949,520,599	204,983,186	11.75
Pieces handled per carrier	400,307	402,710	2,403	.60
Total cost of service including post-office inspectors	\$3,985,952 55	\$4,312,306 70	\$326,354 15	8.18
Average cost per piece in mills	2.3	2.2	↓.1
Average cost per carrier*	\$912 90	\$889 15	↓\$23 75	2.6
Amount of postage on local matter	\$5,280,723 10	\$5,839,242 97	\$558,519 87	10.57
Excess of postage on local matter over total cost of service	\$1,294,770 55	\$1,526,936 27	\$232,165 72	17.93

* Based on the aggregate \$4,303,479.99 paid carriers and for incidental expenses, and not including \$8,826.71 paid post-office inspectors.
 † Decrease.

Post-offices at which the local postage exceeded the cost of the service.

Name of office.	Receipts from local postage.	Cost of carrier service.	Net gain.
Boston, Mass	\$465,258 64	\$292,877 46	\$172,381 18
Brooklyn, N. Y.	254,892 03	177,137 48	77,754 55
Buffalo, N. Y.	69,552 57	53,879 16	15,673 41
Chicago, Ill.	503,783 44	327,549 37	176,234 07
Cincinnati, Ohio.	156,437 74	120,003 96	36,433 78
Cleveland, Ohio	59,165 85	58,250 42	915 43
Denver, Colo	28,277 91	18,608 40	9,669 51
Detroit, Mich	50,991 05	50,661 67	329 38
Elizabeth, N. J.	8,467 18	7,204 13	1,263 05
Lincoln, Nebr	7,001 85	5,317 36	1,684 49
Milwaukee, Wis	47,806 62	46,462 69	1,343 93
New Haven, Conn.	32,893 69	18,651 66	14,242 03
New York, N. Y.	1,905,735 61	642,396 09	1,263,339 52
Omaha, Nebr	17,108 02	15,620 79	1,487 23
Philadelphia, Pa.	783,707 27	447,431 59	336,275 68
Pittsburgh, Pa.	68,493 76	51,819 29	16,674 47
Saint Louis, Mo.	219,705 65	164,769 53	54,936 12
San Francisco, Cal	134,339 92	89,699 47	44,640 45
Savannah, Ga.	8,283 49	7,770 62	512 87
Total	4,821,902 29	2,596,111 14	2,225,791 15

The business of the free-delivery system is of such a character that it will not, in justice to the service, permit an accumulation, and when, as is often the case, an unusual amount is required to be done by the division it is disposed of by working extra hours.

EXHIBIT B.—Detailed statement showing the amount and character of business received, transacted, and disposed of during each month of the calendar year 1884.

Character of business.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total.
Letters written:													
Miscellaneous.....	161	121	146	143	90	84	207	234	141	115	101	139	1,682
Auditor.....	12	8	4	1	2	2	12	13	4	2	4	5	69
Letter-boxes.....	28	14	20	2	13	16	90	42	31	20	16	14	306
Satchels and collection bags.....	10	22	18	16	10	9	69	34	21	23	16	20	268
Inspection.....	6	4	4	2	5	3	3	3	3	1	2	4	40
Appointments.....	77	51	48	91	68	53	151	220	144	74	74	88	1,139
Orders of Postmaster-General and copies.....		3					1	30	19	3			56
Circulars addressed and mailed.....							159						159
Monthly reports examined, indorsed, and entered in detail in register.....	159	159	159	159	159	159	159	159	159	170	173	173	1,947
Bonds and oaths (2,518 bonds and 2,518 oaths).....	648	70	48	252	72	56	239	409	303	203	94	124	2,518
Other papers briefed, giving post-office, date, and subject.....	323	242	264	281	207	184	585	601	378	259	234	297	3,855
Cases made (see Exhibit A).....	77	51	48	91	68	53	151	220	144	74	74	88	1,139
Inspection reports briefed and considered (2 to 20 pages each).....	12	15	10	20	6	11	16	14	16	15	8	17	160
Postmasters' accounts: Incidental expenses examined, and letters of authorization to Auditor.....	50	33	17	54	36	18	49	32	16	63	42	22	432
Weekly reports to Auditor (see sample Exhibit G), number of sheets.....	14	10	20	22	20	14	30	60	54	20	32	18	314
Total.....	1,577	803	806	1,134	756	662	1,921	2,071	1,436	1,042	870	1,009	14,084

EXHIBIT C.—Detailed statement showing the amount and character of business received, transacted, and disposed of during each month of the calendar year 1885.

Character of business.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total.
Letters written:													
Miscellaneous.....	224	139	142	101	213	225	228	197	198	198	178	310	2,443
Auditor.....	7	3	3	2	1	4	4	9	13	13	4	20	83
Letter-boxes.....	31	23	26	14	18	14	10	20	20	24	19	32	251
Satchels and collection bags.....	31	19	20	20	22	23	24	22	32	36	45	32	326
Inspection.....	2	4	4	6	6	6	62	7	6	11	8	6	128
Appointments.....	73	85	71	93	110	115	221	132	232	148	158	146	1,584
Orders of Postmaster-General and copies.....	11		5						13	2	8	4	43
Circulars addressed and mailed.....							356						356
Monthly reports examined, indorsed, and entered in detail in register.....	173	173	177	177	178	178	178	178	178	178	178	178	2,124
Bonds and oaths examined, indorsed, and entered in detail in register (2,449 bonds and 2,449 oaths).....	81	90	96	101	146	215	348	274	405	327	243	123	2,449
Other papers briefed, giving post-office, date and subject.....	405	300	293	359	407	426	604	426	551	473	453	601	5,298
Cases made (see Exhibit A).....	73	85	71	93	110	115	221	132	232	148	158	146	1,584
Inspection reports briefed and considered (2 to 20 pages each).....	7	11	13	12	13	20	10	10	22	14	15	24	171
Postmasters' accounts: Incidental expenses examined, and letters of authorization to Auditor.....	63	42	21	66	44	23	75	50	26	73	49	25	557
Weekly reports to Auditor (see sample Exhibit G) number of sheets.....	18	18	16	18	28	26	54	40	68	46	48	30	410
Total.....	1,199	992	958	1,152	1,296	1,390	2,395	1,497	1,996	1,691	1,564	1,677	17,807

EXHIBIT D.—Detailed statement showing the amount and character of business received, transacted, and disposed of during each month of the calendar year 1886.

	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total.
Letters written :													
Miscellaneous.....	133	215	236	283	209	268	334	286	239	215	192	260	2,870
Auditor.....	4	4	10	9	4	2	9	10	8	4	7	18	89
Letter boxes.....	24	20	32	27	25	22	32	32	33	30	34	15	326
Satchels and collection bags.....	36	40	26	44	25	25	46	28	22	36	34	27	389
Inspection.....	6	7	14	6	12	7	2	10	9	6	66	145
Appointments.....	159	142	154	167	203	218	203	176	194	170	196	190	2,172
Orders of Postmaster-General and copies.....	4	4	4	9	24	10	4	4	12	75
Circulars addressed and mailed, and circular letters.....	390	30	30	30	181	60	181	60	30	30	30	30	1,082
Monthly reports examined, indorsed, and entered in detail in register.....	180	180	180	180	181	181	182	182	184	187	187	187	2,191
Bonds and oaths examined, indorsed, and entered in register (3,655 bonds and 3,655 oaths).....	249	198	213	268	495	288	446	244	214	178	229	633	3,655
Other papers briefed, giving post-office, date, and subject.....	398	471	519	583	519	602	694	587	557	510	516	634	6,590
Cases made (see Exhibit A).....	159	142	154	167	203	218	203	176	194	170	196	190	2,172
Inspection reports briefed and considered (2 to 20 pages each).....	9	9	6	10	5	5	16	9	8	7	10	15	109
Postmasters' accounts: Incidental expenses examined, and letters of authorization to Auditor.....	80	54	27	70	46	23	81	54	27	82	54	27	625
Letters indexed (none indexed in 1884 and 1885).....	1,131	1,214	1,246	1,292	269	329	428	358	312	294	273	386	7,532
Weekly reports (see sample Exhibit G), number of sheets.....	32	28	32	42	50	64	40	38	58	54	42	46	526
Jackets made and contents briefed (not including cases), number of jackets.....	112	130	86	155	210	101	114	118	1,026
Total.....	2,994	2,754	2,879	3,176	2,537	2,447	2,997	2,421	2,310	2,081	2,124	2,854	31,574

EXHIBIT E.—Detailed statement showing the amount and character of business received, transacted, and disposed of during each month of the calendar year 1887 to March 1.

	January.	February.	Total.
Letters written :			
Miscellaneous.....	322	246	568
Auditor.....	4	11	15
Letter boxes.....	26	19	45
Satchels and collection bags.....	38	29	67
Inspection.....	86	33	119
Appointments.....	177	128	305
Orders of Postmaster-General and copies.....	5	4	9
Circulars addressed and mailed.....
Monthly reports examined, indorsed, and entered in register.....	188	189	377
Bonds and oaths examined, indorsed, and entered in detail in register (287 each).....	143	144	287
Other papers briefed, giving post-office, date, and subject.....	718	513	1,231
Cases made (see Exhibit A).....	177	128	305
Inspection reports briefed and considered (2 to 20 pages each).....	44	59	103
Postmasters' accounts: Incidental expenses examined and letters of authorization to Auditor.....	72	50	122
Letters indexed.....	476	338	814
Weekly reports to Auditor (see sample Exhibit G), number of sheets.....	44	34	78
Jackets made and contents briefed (not including cases), number of jackets.....	55	20	75
Total.....	2,575	1,945	4,520

EXHIBIT F.—Detailed statement showing the amount and character of business received, transacted, and disposed of during the calendar years 1884, 1885, 1886, and 1887 to March 1.

	1884.	1885.	1886.	1887 (to Mar. 1).
Letters written:				
Miscellaneous	1,682	2,443	2,870	568
Auditor	69	83	89	15
Letter boxes	306	251	326	45
Satchels and collection bags	268	326	339	67
Inspection	40	128	145	119
Appointments	1,139	1,584	2,172	305
Orders of Postmaster-General, and copies	56	43	75	9
Circulars addressed and mailed, and circular letters	159	356	1,082
Monthly reports examined, indorsed, and entered in detail in register	1,947	2,124	2,191	377
Bonds and oaths examined, indorsed, and entered in register	2,518	2,449	3,655	287
Other papers briefed, giving post-office, date, and subject.	3,855	5,298	6,590	1,231
Cases made (see Exhibit A)	1,139	1,584	2,172	305
Inspection reports briefed and considered (2 to 20 pages each)	160	171	109	103
Postmasters' accounts: Incidental expenses examined and letters of authorization to Auditor	432	557	625	122
Letters indexed (none in 1884-'85)			7,532	814
Weekly reports (see sample, Exhibit G), number of sheets	314	410	526	78
Jackets made and contents briefed (not including cases), number of jackets			1,026	75
Total	14,084	17,807	31,574	4,520

EXHIBIT G.—Orders from the appointment office, relating to the free-delivery service, for the week ending Saturday, April 16, 1887.

Date.	Carrier.	Office.	State.	In place of—	Cause of change, &c.	From.	Salary.
Apr. 11	F. G. sub.	Detroit	Mich.	Discontinued.	Declined to serve.
11	Fritz P.	Troy	N. Y.	F. P.	Modification; error in name.	Aug. 1, 1886	\$600
12	W. H. H. N. S.	Auburn	N. Y.	F. D., \$850.	Resigned April 30, 1887.	May 1, 1887..	600
12	P. O'K. S.	Chicago	Ill.	J. H. O'B., \$600	Removed April 30, 1887.	May 1, 1887..	600
12	P. J. Q. S.	Chicago	Ill.	S. B. S., \$1,000.	Deceased March 31, 1887.	Apr. 1, 1887..	600
12	G. E. H. S.	Wichita	Kans.	Additional	Apr. 1, 1887..	600
12	J. J. E., jr. S.	Kalamazoo	Mich.	Additional	Apr. 4, 1887..	600
12	D. G. N. S.	Aurora	Ill.	Additional	Apr. 10, 1887.	600
12	J. W. S.	Memphis	Tenn.	Additional	Apr. 15, 1887.	600
12	J. F. C. N. S.	Portland	Me.	Additional	Apr. 19, 1887.	600
12	J. M. S.	Rochester	N. Y.	Promoted	Act of Aug. 2, 1882.	Apr. 1, 1887..	800
12	W. S. K.	Utica	N. Y.	Promoted	do.	Apr. 1, 1887..	850
13	E. T. B.	Philadelphia	Pa.	Promoted	do.	May 1, 1887..	1,000
13	G. B. T.	Philadelphia	Pa.	Promoted	do.	May 1, 1887..	1,000
13	G. H.	Ottumwa	Iowa.	J. H.	Transferred to clerkship Apr. 1, 1887.	May 4, 1887..	1
13	H. M. R.	Lincoln	Nebr.	T. P.	Failed to qualify.	May 4, 1887..	1
13	G. E. L.	Washington	D. C.	P. F.	Removed April 16, 1887.	May 3, 1887..	1
13	F. W. E.	Philadelphia	Pa.	G. W. A.	Resigned April 17, 1887.	May 2, 1887..	1
13	J. S.	Boston	Mass.	Additional	May 2, 1887..	1
13	H. N.	Boston	Mass.	Additional	May 2, 1887..	1
14	G. K.	Taunton	Mass.	Additional	May 1, 1887..	1

MISCELLANEOUS LETTERS.

These, mentioned in Exhibits B, C, D, E, and F, cover a wide range of subjects, such as:

Answers to complaints of the people regarding the violation by carriers of the postal laws and regulations, the conduct and habits of carriers, the non-delivery or

tardy delivery of mail, and general criticism of the conduct of the service in the various cities in which it is established.

Answers to all applications for appointment as carriers, of citizens for extension of service, establishment of stations, and the free-delivery service, for letter boxes at non-free delivery offices, for painting of letter boxes, and authority to dispose of broken boxes and worn-out satchels, of citizens for reinstatement of carriers, or for investigation of their cases, &c.

Answers to inquiries in relation to the necessary age of carriers, the civil service rules governing their appointment, special exceptions as to honorably discharged soldiers, promotion of carriers, of business men as to provisions of the free-delivery law, and for list of cities entitled to the service under it; in relation to new designs for street letter boxes and satchels, or improvements to those now in use. Also on numerous other subjects not herein enumerated.

EMPLOYÉS OF FREE-DELIVERY DIVISION.

The "average number of employés during each month of the calendar years 1884, 1885, 1886, 1887, to March 1, 1887, and also the maximum and minimum amount of business transacted and disposed of by the employé doing the most and the employé doing the least during each of said months in said years (and if no account has been kept of the business performed and disposed of by each employé during said years or any part or parts thereof, then the reasons why such account has not been kept), and also a statement showing the average number of days and the time and attention devoted to the consideration and transaction of business by the employés, and whether in person or by proxy, during each of said calendar years 1884, 1885, 1886, and 1887 up to March 1, 1887, or during such parts of said years, or either of them, as such employés or any of them have been receiving pay from the United States, and also the maximum and minimum number of days, during each of said years and up to March 1, 1887, so devoted to business by the employés present for the greatest number of days, also for the least number of days."

The "business performed and disposed of" by each employé separately cannot be given, as no clerk is employed exclusively on one class of work. Each employé is required to become familiar with the scope of business transacted by the division, and when the particular work generally assigned to him is finished, or other business is more pressing, he is required to assist the others and they in turn assist him until all is completed. There are no proxies, each clerk in person performing such duties as are required of him, and in the absence of a clerk the others keep up the work of his desk by remaining extra hours when necessary, as the nature of the business will not permit of an accumulation.

[*Note by Committee:* The following table has been compiled from and substituted for three sheets, one giving name of each employé, days on pay-roll, and days employed, working days in each year, and average number of employés during each year, and the other two giving names of each employé, days present in each month and average days present per month of each employé, all in free delivery division.]

	Number of working days.	Number of days on pay-roll.	Number of days employed.	Number of employés.	Average number of employés.	Maximum average number of days present per month.	Minimum average number of days present per month.
1884	307	1,349	1,045	5	3 $\frac{3}{4}$	25 $\frac{7}{8}$	19
1885	303	1,467	1,148	6	3 $\frac{3}{4}$	25 $\frac{1}{2}$	23
1886	305	1,461	1,147 $\frac{1}{2}$	6	3 $\frac{3}{4}$	25 $\frac{1}{2}$	18 $\frac{1}{2}$
1887 (to March 1)	48	239	179	5	3 $\frac{3}{4}$	24	14

[*Note by Committee:* The number of employés includes each one who performed any work in each year. Some were present one day in year, twenty-five days, and twenty-seven days. The one day present is not given as minimum.]

WORK WHICH CANNOT BE TABULATED.

The exhibits, examples, and illustrations given in the preceding pages, without further explanation, do not clearly present the real labor, thought, and responsibility

of the free-delivery division. Among numerous other matters which cannot be tabulated as work done are the following :

(1) The preparation of the annual report, with its numerous and complex calculations and comparisons of the mass of figures necessarily required, and the verification of the tables.

(2) The annual and other estimates required to be frequently made during the year, in order to provide for the next fiscal year, and also to properly guard the appropriation for the service and provide for its equitable expenditure. These estimates necessitate the calculation as to the time of service of each carrier and his promotion, and the amount required for the pay of each to the end of the fiscal year, as also all incidental expenses of the service.

(3) The daily work on the various registers and records, in which are entered all the transactions of the division, including all allowances for this service to the various free-delivery offices, the entering of the names of all the carriers and substitutes, and the recording of all changes by death, resignation, removal, promotion, or otherwise. These registers must be entirely rewritten this year and additional ones provided, on account of the late act of Congress extending the free-delivery system to about double the number of the present offices, which will add largely to the work of the division as to every detail given in this report.

(4) The careful consideration of inspectors' reports and briefing of cases for consideration of the Postmaster-General, the reference by extract to the proper division of all subjects not applicable to this division in omnibus letters and reports, and the comparison of work done by different offices and examination of maps of cities as to distances and routes, so that carriers may be equitably distributed and allowances economically made.

(5) The daily calls of postmasters and of members of Congress when in session, all of whom require information which must be furnished or prepared for them, and the frequent requests for facts and figures by committees, or by the Postmaster-General, or the First Assistant Postmaster-General, &c., &c.

(6) During the year 1886 the accumulated papers of twenty-three years were handled. Those which were unimportant or obsolete were carefully culled out, properly marked, tied in bundles, packed in boxes, and transferred to the vaults in the Department, while all the others were chronologically arranged by offices. All bonds were carefully examined and those found imperfect were returned for correction. The pigeon-holes were relabeled, and a complete system of jacketing and briefing was adopted, so that a paper on any subject can readily be found. Also, during 1886, statistics were procured and arranged, showing the effect of the passage of the eight-hour bill on the carrier system (see report in Congressional Record July 17, 1886); a pamphlet for information of Congress was prepared consisting of nine printed pages of names, remarks, and figures in relation to the extension of the service to cities having a postal revenue of \$10,000, or a population of 10,000; and an exhaustive report was made and submitted to the Postmaster-General relating to the proposed law to reduce the postage on all newspapers and periodicals to the pound rate, including a statement of the circulation and weight of every newspaper and periodical published in the free-delivery cities of the United States. Of this report three copies for chairman of committees of Senate and House were made. The time, labor, and thought expended on this work need not be stated. The above, and numerous other minor reports and statistical memoranda, prepared during the time covered by this report, though requiring in the aggregate much time and attention, cannot be tabulated.

DIVISION OF POST-OFFICE SUPPLIES.

Report of division of post-office supplies, in answer to queries of Hon. F. M. Cockrell, chairman Senate Select Committee.

POST-OFFICE DEPARTMENT,
OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL,
DIVISION OF POST-OFFICE SUPPLIES,
Washington, D. C., April 29, 1887.

SIR: Referring to the request of Hon. F. M. Cockrell, chairman of Senate Select Committee, I have the honor to submit the following report of this division for the fiscal years ended June 30, 1884, June 30, 1885, and June 30, 1886, and for the eight months of the present fiscal year ended February 28, 1887.

1. *Duties of division.*—This division supplies post-offices of the fourth class with eight-ounce letter-balances, facing-slips, canceling ink, stamping pads, postmarking, rating and canceling stamps, thirty-two forms of blanks, and, if the salary of the postmaster be fifty dollars per annum or more, with twine and wrapping paper.

Offices of the third class are furnished, in addition to the above with thirty-eight additional forms of blanks, four-pound scales, and, when necessary to weigh second class matter, sixty-pound and two hundred and forty pound scales.

Offices of the first and second classes are furnished, in addition to the above, with test-weights, six hundred pound scales, when necessary fourteen forms of blanks pertaining to the free-delivery service, and by the stationery room, which is attached to this division, with seventy-seven items of stationery.

The Department proper is furnished by the stationery room with eighty items of stationery, blanks, blank books, labels, records, registers, &c.

2. *Detailed statement of mode of transacting business.*—(a) Blanks for proposals and specifications giving detailed statement of requirements and full instructions as to bidding are prepared by a committee appointed by the Postmaster-General.

(b) Advertisements for proposals are made as required by law.

(c) Blanks for proposals and specifications are furnished in triplicate to those making application therefor.

Each proposal must be signed by the individual or partnership making it, and when made by a partnership the name of each partner thereof must be disclosed. If the proposal be made by a corporation, the Department must be informed of its name, place of business (object of organization and business), and the names of the officers authorized to bind it by contract. The proposal must be accompanied by a guarantee signed by at least two responsible guarantors that the bidder shall, within ten days after being called upon to do so, execute a contract, with at least two good and sufficient sureties, of the character and to be certified as hereinafter required, to furnish promptly and in quantities as ordered the article or articles to be furnished by him, and faithfully and diligently to keep, perform, and abide by each and every of the requirements, provisions, and terms of such contract, and these specifications to be thereto annexed, the responsibility and sufficiency of the signers to such guarantee to be certified to by the postmasters, United States judge, or United States attorney, where the bidder resides; and by such contract the contractor and his sureties covenant and agree that in case the said contractor shall fail to do or perform all or any of the covenants, stipulations, and agreements of said contract on the part of the said contractor to be performed, as therein set forth, the said contractor and his sureties shall forfeit and pay to the United States of America the sum specified in said contract, for which said forfeiture the said contractor and his sureties shall be jointly and severally liable as fixed, settled, and liquidated damages, and not as a penalty, to be sued for in the name of the United States. Such sureties justify their responsibility by affidavit, showing that they severally own and possess property of the clear value in the aggregate of double the amount of the forfeiture, over and above all debts and liabilities and all property by law exempt from execution, to be sworn to before a district or circuit judge of the United States, and to be approved by him.

(d) If the bidder to whom the first award may be made should fail to enter into a contract as herein provided then the award is annulled, and the contract let to the next lowest responsible bidder, if not deemed too high by the Postmaster-General, and so on until the required contract is executed, and such next lowest bidder is required to fulfill every stipulation embraced herein as if he were the original party to whom the contract was awarded.

(e) The contract also provides that if at any time during its continuance the sureties, or either of them, shall die or become irresponsible, the Postmaster-General shall have the right to require additional and sufficient sureties, which the contractor shall furnish to the acceptance of the Postmaster-General within ten days after notice, and in default thereof the contract may be annulled.

(f) If any of the articles advertised for and accepted be patented, the contract therefor contains a warranty on the part of the contractor that the article or articles contracted for shall not infringe any patent of which he is not the patentee or assignee, also a covenant that he will well and truly save, keep, and bear harmless, and fully indemnify the United States from and for all damages or claims for damages, in law or equity, that may at any time arise or be set up for any actual infringement of the patent-right of any person or persons in consequence of the use by the Post-Office Department, or by any of its officers or agents, of the article or articles contracted for and furnished by him.

(g) Bids are made separately for each item and the Postmaster-General reserves the right in his discretion to award the contracts item by item to different bidders, or to award the contract for all articles of the same general character, and described in a group in the list, as a whole, to the lowest responsible bidder in the aggregate, the amount of a bid in the latter case to be ascertained by extending the estimated quantities required at the prices bid respectively and then aggregating the amounts of the several items in the group.

(h) On the failure of the contractor to furnish articles within a reasonable time after they may have been ordered, the right is reserved by the Postmaster-General, if the exigencies of the service shall require it, to purchase such articles in open market;

and if a greater price than that of the contract be paid for such articles the difference in the total amount of the purchase is charged to the contractor.

(i) Articles are inspected within a reasonable time after delivery at the Department, and if, in the opinion of the Postmaster-General, they are not in accordance with contract requirements the Postmaster-General reserves the right to reject any or all of such goods, but in the event that the exigencies of the public service shall require the acceptance by the Department of any articles which, in the opinion of the Postmaster-General or of his duly authorized agent, are inferior in any respect to the requirements of the contract, the right is reserved to the Postmaster-General absolutely to fix the price thereof and to pay for such inferior articles any compensation less than the regular price fixed by the contract that may seem to him just and reasonable under all the circumstances, which shall be a complete discharge of all liability on the part of the Government for such articles.

(j) All articles are delivered at the division of post-office supplies, and the cost of delivery as well as packing, addressing, and labeling is borne by the contractor.

(k) The Postmaster-General reserves the right to annul any contract if in his opinion there shall be a failure at any time to perform faithfully any of its stipulations, or in case of a willful attempt to impose upon the Department articles inferior to those required by the contract.

(l) No contract can in any case be lawfully transferred or assigned.

(m) Any contract may be extended beyond the time named, not exceeding three months, by order of the Postmaster-General.

(n) Payment for goods is made on the complete and satisfactory delivery of each lot ordered, and after proper examination and adjustment of accounts.

(o) All samples submitted are required to be plainly marked with the departmental item number and the name of the bidder, so that they may be easily identified.

Having considered the mode of purchasing and paying for supplies, I now take up the manner of issuing the same and keeping the accounts thereof.

Complete requisitions for stationery are made semi-annually by postmasters of the first and second classes and for miscellaneous stationery when needed.

Requisitions for stamps, twine, wrapping-paper, blanks, records, scales, &c., are made by postmasters entitled thereto, as often as necessary.

These requisitions are:

- (1) Opened by a messenger.
- (2) Sorted by a clerk.
- (3) Compensation of postmaster marked by another clerk.
- (4) Audited by the next clerk.
- (5) Label of address written by the next clerk.
- (6) Goods required are prepared and mailed.
- (7) Requisitions are briefed, a transcript taken on books of record, and then filed.
- (8) Receipts are sent, except to offices of the fourth class, which are signed by the postmasters, returned to this office and filed.

Goods on requisitions drawn by Bureaus and divisions are delivered by messenger to the respective heads and receipts taken.

Separate records are kept in detail for stamps, twine, wrapping-paper, pads, canceling ink, and scales, and monthly transcripts furnished to the book-keeper of the division who keeps an official itemized account of all contract supplies, showing item numbers, description of goods, contract price, post-office and State, date of requisition, date filed, quantity ordered and quantity sent; also a dollars-and-cents account—both in journal and ledger form—with each post-office of the first and second classes, and with each Bureau of the Post-Office Department proper.

As an exact check to these books of issue there are kept by the stationery clerk order books, showing item numbers, description of goods, name and address of contractor, contract price, number and date of order, quantity ordered, and from what appropriation, date and quantity of invoice, and date of certificate of inspection.

Detailed records of appropriations and expenditures are kept, showing date of passing bill, number of voucher, number of order, and to whom paid.

Inventory books show precise quantity of each item and value thereof on hand each June 30.

Accounts are closed at end of each fiscal year, the test of correctness, accuracy, and honesty being that the amount of inventory of current year, plus value of goods issued, must equal amount of inventory for last preceding year, plus value of goods ordered.

As to the business transacted with the Government Printing Office accurate and detailed records are kept.

Requisitions are made daily and entered in a record showing number of the requisition, date, amount and description of goods ordered, partial and total estimates made by Printer, whether "special" or not, date of receipt and return of estimate (after signature of approval of the chief clerk of this Department), date and amount

of bill rendered, and for what Bureau of the Department. The record also shows in dollars and cents the exact amount of appropriation consumed by each Bureau of the Department. Goods pass by receipts, and delivery books show in detail the passage of goods both to and from the Public Printer.

3. *Amount of work done by division.*—The number of requisitions briefed, filed, and filed for the various classes of articles furnished, for the fiscal years ended June 30, 1885, and June 30, 1886, and the eight months ended February 28, 1887, is shown by the following:

TABLE 1.

Class of articles.	Requisitions, 1884-'85.	Requisitions, 1885-'86.	Requisitions, 1886-'87.
Twine and wrapping-paper.....	34,600	39,506	51,589
Marking and rating stamps.....	17,529	21,537	20,886
Letter balances and scales.....	3,728	3,170	2,726
Blanks and books.....	104,083	185,289	204,348
Canceling ink and pads.....	(*)	3,150	6,397
Stationery.....	2,700	3,175	2,196
Total.....	162,640	205,825	288,142

* No appropriation.

The number of packages, registered packages, sacks, and cases of goods sent out for the same period of time is shown by the following:

TABLE 2.

Nature of shipment.	1884-'85.	1885-'86.	1886-'87.
Packages.....	160,000	200,000	195,000
Packages, registered.....	535	600	761
Sacks.....	11,000	15,557	19,569
Cases.....	427	450	533
Total.....	171,962	216,607	215,863

Below is the quantity of the principal contract articles furnished for the fiscal years ended June 30, 1885, and June 30, 1886, and for the eight months ended February 28, 1887. Owing to the absence of complete records prior to the present fiscal year, the statement as to articles of stationery, &c., furnished is somewhat incomplete:

TABLE 3.

Articles.	1884-'85.	1885-'86.	1886-'87.
Blanks.....	51,469,447	57,674,302	39,500,000
Books.....	87,107	125,414	88,323
Facing-slips.....	65,146,760	120,644,680	120,000,000
Marking, rating, and canceling stamps.....	21,229	13,230	8,856
Jute twine.....pounds.....	500,000	590,000	424,073
Hemp twine.....do.....	210,000	146,000	86,251
Cotton twine.....do.....	130,000	100,000	49,322
Letter balances and scales.....	3,728	3,070	2,024
Wrapping-paper.....reams.....	17,313	20,837	14,297
Canceling ink.....pounds.....	(*)	11,100	8,748
Inking pads.....	(*)	5,475	6,442
Writing paper.....reams.....			4,995
Card-blotter.....do.....			132
Card-board.....sheets.....			11,109
Scratch-blocks.....			9,928
Slide labels.....			466,000
Examination card.....			269,000
Envelopes.....			1,440,000
Rubber bands.....gross.....			3,665
Rubber bands.....pounds.....			4,452
Rubber erasers.....			5,220
Pens.....gross.....			7,037
Penholders.....			59,700
Lead-pencils.....			121,476

* No appropriation.

TABLE 3—Continued.

Articles.	1884-'85.	1885-'86.	1886-'87.
Writing inks bottles.....			11,964
Mucilage.....do.....			4,626
Mucilage and inkstands.....			5,040
Sponge-cups and paper-weights.....			2,616
Steel erasers and envelope-knives.....			2,508
Shears.....			1,224
Rulers and folders.....			1,500
Ribbons.....pieces.....			300
Carbon and semi-carbon paper.....sheets.....			52,300
Rubber stamps.....			1,183
Press-copy books.....			640
Blotting pads.....			420
Copying pads and brushes.....			624
Stub-files and letter-clips.....			624
Thumb-tacks.....			3,360
Paper fasteners.....			128,000
Pen-racks.....			1,200
Twine-pots and arm-rests.....			264
Red tape.....spools.....			204
Seal papers.....			6,000
Sealing-wax.....pounds.....			3,450
Pins.....pyr.....			3,432
Pins.....pounds.....			510
Sponge.....do.....			350

The amount of the more important portions of clerical labor performed for the fiscal years ended June 30, 1885, June 30, 1886, and for the eight months ended February 28, 1887, is shown by the following table (minor duties, although occupying considerable time of employes, are omitted for the sake of brevity):

TABLE 4.

Work.	1884-'85.	1885-'86.	1886-'87.
Entries of record, wrapping paper and twine.....	4,300	4,506	5,928
Entries of record, stamps.....	17,529	21,537	20,886
Entries of record, scales.....	3,728	3,170	2,726
Entries of record, ink and pads.....	(*)	3,150	6,397
Entries of record, journals.....		3,744	2,517
Entries of record, ledgers.....		3,744	2,517
Entries of record, order books.....		1,212	1,453
Entries of record, itemized accounts.....			17,200
Entries of record, Government Printing Office.....	15,173	15,337	11,052
Entries of record, on sheets.....			22,823
Accounts kept, itemized.....			130
Accounts kept, dollars and cents.....		466	489
Inspection certificates.....			700
Orders on contractors.....		535	606
Labels and tags written.....	172,000	216,000	288,142
Letters written.....	1,842	1,950	2,183
Receipts written.....	8,800	10,306	10,078
Memorandum bills filed.....		648	520
Duplicate bills passed.....		324	260
Books of record and postal card books.....	27	33	41

* No appropriation.

I would add that there are distributed from this division several thousand each of the annual report of Postmaster-General and of the annual Postal Guide, as well as monthly supplements.

4. *Work pending and undisposed of.*—I am pleased to report that upon the dates January 1, 1884, January 1, 1885, January 1, 1886, January 1, 1887, and March 1, 1887, there was practically no work pending and undisposed of, the current work being closely in hand.

5. *Number of employes.*—The average number of employes for fiscal year 1883-'84 was 18; 1884-'85, 19; 1885-'86, 19; 1886-'87, 20.

6. *Amount of work of each employe.*—Owing to its varied nature, it is impossible to keep an exact record of amount of work performed by each employe of this division. Employes are expected to, and in fact do, perform multifarious duties, the only limit being the completion of work then in hand.

7. *Average time worked.*—The average time worked is most readily shown by the following statement of average lost time, which includes all vacations:

Average lost for calendar year 1884, 24½ days.

Average lost for calendar year 1885, 21½ days.

Average lost for calendar year 1886, 22 days.

Average lost for two months ending February 28, 1887, 1½ days.

Hours of labor are from 9 a. m. to 4 p. m., with one-half hour's intermission for noon-day lunch.

9. *Proxies or substitutes*.—I have to report that no proxies or substitutes have at any time served in this division.

10. *Least time lost*.—The least time lost by any employé is shown by the following statement:

For the calendar year 1884, 8 days.

For the calendar year 1885, 1 day.

For the calendar year 1886, 7 days.

For two months ended February 28, 1887, 0 days.

11. *Most time lost*.—The most time lost by any employé is shown by the following statement:

For the calendar year 1884, 44 days.

For the calendar year 1885, 48 days.

For the calendar year 1886, 40 days.

For the two months ended February 28, 1887, 5 days.

All vacations are included in computation of time lost in each of above statements.

It will be seen that the average time lost by the employés of this division has at all times been less than the legal vacation of thirty days.

I am, very respectfully,

J. L. WOODBRIDGE,
Superintendent.

Hon. WM. F. VILAS,
Postmaster-General

DIVISION OF CORRESPONDENCE.

Report of division of correspondence, office of First Assistant Postmaster-General.

To this division is referred the miscellaneous correspondence of the Department.

Controversies between the public and postmasters in the discharge of their duties, classification of mail matter, delivery of mail, and the decision of new points raised by other Bureaus of the Department, are a few of the questions with which this division is called upon to deal.

The principal correspondence of this office is the classification of newspapers and other mail matter. The term "classification" may need some explanation to the committee.

Congress has provided a rate of postage known as the second-class rate, and which is one cent for each pound (and free in the county) upon periodicals that meet certain requirements of the law, and which are not published primarily for advertising purposes or for free circulation; there are also different rates of postage upon various articles of mail matter, and to classify this matter is to decide what class or rate of postage is chargeable thereon.

As the work of this division is of such a diversified nature, it is somewhat difficult to select an illustration that will properly convey to the committee the practical workings of the office.

The first case, however, that comes to hand is an application made by the publisher of the Adirondack News to the postmaster at Saint Regis Falls, N. Y., for permission to mail that publication at the second-class rate of postage. The postmaster has forwarded the application, with a copy of the paper, and it is found to be a weekly newspaper that meets all the requirements of the law, and he has therefore been instructed to admit it to the mails at that rate.

A special stamp is provided for the payment of postage upon this class of matter, and as no other newspaper has been admitted at Saint Regis Falls, the Third Assistant Postmaster-General has been requested to supply that post-office with the "periodical" stamps.

In the next case the postmaster at Christian, Kans., has admitted the Leader, and so informed the Department. His action is correct, and no further correspondence is required.

The postmaster at Louisville, Ky., asks for instructions as to the rate of postage to be charged upon second-class matter when mailed in quantities to purchasers. This letter comes direct to this division from the messenger who opens it, and is replied to at once and the necessary instructions given.

The correspondence of this office is answered by the clerk into whose hands it may come, and then submitted to the chief of the division for examination and approval, who initials it, and submits it to the First Assistant Postmaster-General for signature, after which it is returned to the division and copied in the letter book and mailed.

If new points are raised that are not clear to the chief the matter is brought to the

attention of the First Assistant Postmaster-General and by him decided, but if he is in doubt it is either submitted by him to the Postmaster-General or to the office of the Assistant Attorney-General for the Department for the opinion of that office.

No account has been kept of the individual work of the clerks, nor would such a record be a fair representation of the working capacity of the force. It frequently happens that much time is spent upon a single letter, which when prepared for signature may be composed of but a few words, while others do not require so much time.

The number received daily averages about sixty.

Information is asked as to the amount and character of business pending on the 1st day of January, 1884. This is a question easily answered so far as the division of correspondence is concerned.

From the very nature of the business it is of the utmost importance to the public and to the public service that the questions submitted, or inquiries made, be replied to at as early an hour as possible. Mail matter may be lying in the post-office for delivery or for dispatch; a delay in either may result in a loss or damage to the business of the parties interested, or to the discredit of the service. It is the special object of this division to reply to questions submitted upon the very day that they are received, but while this cannot in all cases be done, it may be proper to say that the work that remained on hand to be acted upon on January 1, 1884, was simply nominal.

This is also true of January 1, 1885, 1886, and 1887, as well as of to-day.

An account was not kept of the work performed during any calendar year, but the following table will show the gradual increase of business during the past three fiscal years, and that the number of letters written in 1886 was 49 per cent. greater than in 1884.

The force of this division at present is small, consisting of one clerk of class 3, as chief, one clerk of class 2, and one stenographer and type-writer at a salary of \$340 per annum, who was detailed from the office of the Postmaster-General.

During the years above mentioned extra service has been frequently called for and promptly and willingly accorded.

	1884.	1885.	1886.	1887 (to March 1).
Number of letters written to postmasters and to private individuals during the fiscal year	11, 155	12, 517	16, 637	10, 769
Number of telegrams sent in reply to communications requiring the immediate action of the Department	98	102	66	63
Number of newspapers and periodicals claiming the right to admission to the mails as second-class matter that have been examined, admitted, or rejected	3, 410	3, 819	4, 380	2, 747
Amount of money collected from publishers of second-class matter for violation of law in inclosing third-class matter with their publications	\$3, 689	\$1, 090	\$2, 086	\$1, 618

The money collected from publishers for inclosing circulars and other third-class matter with their publications and mailing them at the second-class rate is disposed of by postmasters canceling postage stamps to the amount of the collection, and forwarding the stamps so canceled to the Third Assistant Postmaster-General for his disposal of the same.

[*Note by Committee:* The following table has been compiled from and substituted for four sheets, one giving names of employes, days absent, sick, on leave, and total, and another giving name of each employe and number of days employed in each year, and the other two giving names of employes, days worked by each in each month of each year, and average days worked by each per month.]

	Working days.	Total days present.	Total days absent, sick.	Total days on leave.	Total number of employes.	Average number of employes.	Average maximum days present per month.	Average minimum days present per month.
1884	307	823	13	85	3	3	25	23
1885	303	795	16	69	4	3	25	22
1886	305	778	36	67	4	3	25	20
1887 (to March 1)	48	143	1	3	3	24	23

SECOND ASSISTANT POSTMASTER-GENERAL.

CONTRACT DIVISION.

SIR: The contract division of the office of the Second Assistant Postmaster-General is under the immediate charge of the chief clerk of that office. To this division is assigned the arrangement of all star, steamboat, mail messenger, and special mail service of the United States, including all correspondence relative thereto, the preparation of all advertisements inviting proposals for carrying the mails, the indorsing and recording of all proposals received, the awarding of contracts for carrying the mails, the preparation of all cases for establishment of new service, and changes in existing service to be acted upon by the Second Assistant Postmaster-General, the preparation of all orders relative to the establishment of all new service other than railroad, changing existing routes, changing frequency of trips, fixing schedules of departures and arrivals of mails, keeping the records and files pertaining to the service, the keeping of the journal of the Postmaster-General, showing all orders affecting service and pay, and the preparation of the statistics and the reports of mail service required by law. It reports to the Auditor of the Treasury for the Post-Office Department all contracts made for carrying the mails, and to the said Auditor, the Third Assistant Postmaster General, and the division of inspection all orders affecting mail service of every kind or the pay therefor, and to the First Assistant Postmaster-General the means of supplying with mail all new post-offices not on railroad route.

The clerical force assigned to this division is as follows: 6 clerks class 4, in charge of sections; 1 clerk class 4, statistician; 9 clerks class 3, in charge of sections; 2 clerks class 3, drawing and examining contracts; 1 clerk class 3, Postmaster-General's journal; 1 clerk class 3, assistant to statistician; 1 clerk class 2, in charge of copying and blank room; 1 clerk class 3, in charge of mail-messenger service; 8 clerks class 2, keeping route books; 1 clerk class 2, keeping mail-messenger service books; 1 clerk class 2, in charge of file room; 1 clerk class 2, reporting orders; 4 clerks class 1, keeping route books; 2 clerks class 1, copying letters and circulars; 1 clerk class 1, report to Congress of bids received; 1 clerk class 1, assistant to clerk in charge of mail-messenger service; 1 clerk, class \$1,000, assistant to clerk in charge of main-messenger service; 1 clerk class \$1,000, copying letters and circulars; 1 clerk class \$1,000, press copying, opening mails, and messenger work; 1 clerk class \$1,000, assistant to statistician; 1 clerk class \$900, assistant to clerk in charge of section; 1 clerk class \$900, copying letters and circulars; 1 clerk class \$900, reporting orders to auditor; 1 assistant messenger, class \$720, copying letters; 1 laborer, class \$660, messenger work.

The methods of doing the business of this division are shown by the statements hereto attached, to wit:

Statement A, with Exhibits from 1 to 48, shows clerical work incident to the establishment of new star or steamboat route under a temporary contract.

Statement B, with Exhibits from 1 to 21, shows the clerical work on an application for additional service on a star or steamboat route when the application is granted.

Statement C, with Exhibits from 1 to 5, shows the clerical work on an application for additional service on a star or steamboat route when the application is denied.

Statement D, with Exhibits from 1 to 23, shows the clerical work incident to the letting of star routes under a general advertisement.

Statement E, with Exhibits from 1 to 17, shows the clerical work incident to the reduction of service on a star or steamboat route.

Statement F, with Exhibits from 1 to 14, shows the clerical work involved in the discontinuance of a star or steamboat route.

Statement G, with Exhibits from 1 to 15, shows the clerical work involved in establishing mail-messenger service.

Statement H, with Exhibits from 1 to 19, shows the clerical work involved in authorizing settlement for temporary mail-messenger service.

Statement I, with Exhibits from 1 to 13, shows the clerical work involved in discontinuing mail-messenger service.

The character and amount of business performed during the calendar years 1884, 1885, and 1886, and from January 1 to February 28, 1887, are shown by the accompanying statement marked J.

Statement K shows the average number of days each employé devoted to business within the prescribed office hours.

Statement L shows the average number of days of each employé devoted to the business of the contract division, including time employed before and after office hours.

Statement M shows the number of days within the prescribed office hours devoted to business by the employé present for the greatest number of days and by the employé present for the least number of days.

Statement N shows the number of days, including extra time devoted to business by the employé present for the greatest number of days and by the employé present for the least number of days.

The business of this division is of such a nature as to require its execution with the greatest possible celerity. It is seldom that any business is allowed to remain incomplete. There was but one class of work on the 28th of February, 1887, that was not up to date, which was the transcribing of letters in records from the letter-press copy books. On that day there were about 1,500 letters not copied. The number of letters not copied on January 1, 1884, and at the beginning of each calendar year thereafter, cannot be stated, but is believed to have differed but very little from the number remaining uncopied on February 28, 1887.

The inquiry as to the amount of business transacted by the employé doing the most and by the employé doing the least cannot be answered, there having been no record kept of the work performed by each individual employé in this division, the character and diversity of the work being such as to render it difficult to keep an exact record of that kind, and the necessity or utility of such a record not having been apparent. The personal supervision necessarily given to all the work of the contract division by the Second Assistant Postmaster-General and his chief clerk is such as to admit of no material neglect of duty on the part of any employé.

STATEMENT A.—Showing clerical work incident to the establishment of new star or steam-boat route under a temporary contract.

Exhibits showing clerical work incident to the establishment of new postal service under a temporary contract, the office routine of which is the same in all cases, but the actual work and time required varying with the importance of each case and the extent of the investigation and consideration necessarily involved, and the change of existing service that the establishment of the new service may require.

Exhibit 1 consists of the petitions (indorsed by Hon. J. D. Sayers) upon which the office took up the question of establishing service from Corn Hill to Bartlett, in the State of Texas, such new route being numbered 31845. The petitions being stamped with the date of receipt (in the mail room) were sent to the clerk in charge of Texas star route service, by whom a brief statement of their nature was indorsed thereon, which was followed by the sending of circular No. 2028 to the postmasters at Corn Hill and Bartlett, calling for detailed reports as regards such proposed new service (see Exhibits 2 and 3). The postmasters' reports having been received (Exhibits 2 and 3), a brief of the case was prepared by the corresponding clerk, and submitted with the papers to the chief clerk for the consideration and decision of the Second Assistant Postmaster-General (see Exhibit 4).

The Second Assistant Postmaster-General, directing that the cost of the proposed new service be ascertained by inviting proposals (see pencil memorandum on Exhibit 4), circular No. 2061, was posted on the bulletin board (see Exhibit 5), and circular No. 2050 (with blank forms of proposals inclosed), were sent to the postmasters at Corn Hill and Bartlett (see Exhibits 6 and 7), and a letter written to the Hon. J. D. Sayers in answer to his indorsement on the petition (see Exhibit 8).

Bids and postmasters' reports having been submitted and briefed (see Exhibits 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19), a statement of the bids was indorsed on the original brief (Exhibit 4), and the case again submitted for the decision of the Second Assistant Postmaster-General as to award of contract.

Award of contract having been decided in favor of the lowest bidder, a formal order making the award was issued (see Exhibit 20), and a note thereof made in the day-book (see Exhibit 21).

Notice of such award of contract (circular No. 2036) was sent to the accepted bidder (see Exhibit 22), also notices sent to postmasters at Corn Hill and Bartlett (see Exhibits 23 and 24), and a schedule circular (No. 2012) sent to postmaster at Corn Hill (see Exhibit 25).

Order awarding contract (Exhibit 20) having been recorded in the Postmaster-General's journal (see Exhibit 26), two copies of such record are made for the Auditor, one copy for the Third Assistant Postmaster-General, and one copy for the division of inspection. The original order is sent to the statistician and noted by him, and is then returned to the corresponding clerk for entry in the route book (see Exhibit 27), after which the order is checked off the day book and put on file.

The order being entered in the route book the clerk in charge of drawing contracts is so notified (see Exhibit 28), and the contract then drawn in duplicate (see Exhibit 29) and recorded in a register, and sent to the postmaster at the accepted bidder's place of residence (see Exhibit 30) for execution.

Upon the return of the contract (Exhibit 29) the same is examined as to proper exe-

cution and verified by the records as regards the period of service and rate of pay, and if correct in all respects is submitted to the Second Assistant Postmaster-General for approval and signature. After being signed it is reported to the Auditor of the Treasury for the Post-Office Department (see Exhibit 31), and one copy furnished that officer; also notice of the execution of the contract sent to the corresponding clerk (see Exhibit 32), of which a note is made on the route book.

At the end of the month a report of the establishment of the new route is made to the topographer (see Exhibit 33). A monthly report of the cost of service, which includes report of the increase of cost, occasioned by such new service (see Exhibit 34), is made to the chief clerk of the contract office.

Postmasters and contractor having recommended a schedule of departures and arrivals (see Exhibit 34 A) such schedule is, if in conformity with the regulations, formally adopted (see Exhibit 35), and notice thereof sent to the contractor and postmasters (see Exhibits 36, 37, and 38), and such schedule order noted in the day book, recorded in the route book, and filed.

Consequent upon the establishment of such new service (Corn Hill to Bartlett), service on route No. 31231 (Georgetown to Corn Hill) was reduced to three times a week (see Exhibits 39, 40, 41, 42, 43, 44, 45, 46, 47, and 48), the order for which involved the same routine work as regards recording, &c., as did the other order, except that it involved no work as regards making a contract.

EXHIBIT 1.

BARTLETT AND CORN HILL, TEX.,
May 20, 1886.

Hon. J. D. SAYERS,
Washington, D. C.:

DEAR SIR: We hand you a petition from the citizens of the two towns named asking for the establishment of mail route between the two places. The facts set forth are true to the letter, and we beg that you give this your personal attention and use your influence in securing us the route, to commence July 1, 1886.

Very respectfully,

M. L. HAIR,
Editor Bartlett Headlight.
 GEO. E. SAYLES,
Editor Corn Hill Clipper.

BARTLETT, WILLIAMSON COUNTY, TEXAS,
May 13, 1886.

To the Hon. SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C.:

GREETING: We, the undersigned citizens of Bartlett, respectfully petition and pray that you grant us new mail route from this place to Corn Hill, a distance of 12 miles. This route will greatly increase our mail facilities and place us in direct connection with the rural districts, besides the Corn Hill section of the country will get their northern and eastern mails at least 24 hours earlier than they now get it. A daily mail (except Sunday) is recommended, as the importance of the route will fully justify it.

E. H. MCKNIGHT,
 J. C. JOHNSON,
 JNO. T. BARTLETT,
And 62 others.

CORN HILL, WILLIAMSON COUNTY, TEXAS,
May 13, 1886.

To the Hon. SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C.:

GREETING: We, the undersigned citizens of Corn Hill, respectfully petition and pray that you grant us a new mail route from Bartlett, on M. P. R. R., to Corn Hill, a distance of 12 miles. By this route Corn Hill will be enabled to get her northern and eastern mails at least 24 hours earlier than she now gets them, besides otherwise

greatly increasing our mail facilities. We recommend a daily mail (Sunday excepted), as the importance of the route will fully justify it.

GEORGE E. SAYLES,
Editor Clipper.
J. W. HARRISON,
J. B. TERRY,
• *And 103 others.*

The following is the indorsement of the Hon. Joseph D. Sayres on the foregoing letter:

Respectfully referred to the Hon. the Second Assistant Postmaster-General, recommending the establishment of the route called for with the facilities desired. It is a very populous community.

JOSEPH D. SAYERS.
M. C., Texas.

EXHIBIT 2.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, May 28, 1886.

SIR: For the purpose of determining whether it is practicable to order postal service on the following route, viz., from Bartlett to Corn Hill, Tex., the Postmaster-General requests you to ascertain from the most authentic sources within your reach, and *without expense to the Department*, the length of this route, and such facts in relation to the country through which it passes, its rivers, mountains (if any), as may be useful in preparing the advertisement inviting proposals for mail service on it and in locating it on the maps of the Department, and for this latter purpose a diagram should be furnished, if practicable, and without expense. You are at liberty to submit any suggestions which occur to you in relation to the kind of service required, number of trips per week, days and hours of departure and arrivals, &c. The length of the route is quite important; please give it as correctly as possible.

If the track of the route is by existing offices, you will give their official names. Also name any local points not post-offices by which the route should run, giving distances from point to point.

Make your answer on this sheet and return it, without delay, under envelope addressed to this office.

Respectfully, &c.,

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

POSTMASTER, *Corn Hill, Williamson County, Texas.*

CORN HILL POST-OFFICE,
WILLIAMSON COUNTY, TEXAS STATE,
June 5, 1886.

Length of the above route, 13 miles.

Name in proper order points by which route should run. No noted points, no offices.

How many trips a week are required? Six.

On what day should mail leave your office? Daily, except Same day.

At what hour? 8 a. m.

On what day should mail reach the other end of route? Same day.

At what hour? 11 a. m.

On what day should mail leave the other end of route? Same day.

At what hour? 4 p. m.

On what day should mail arrive at your office? Same day.

At what hour? 7 p. m.

Is this route, in your judgment, necessary for postal purposes? It is.

If put in operation, what existing service, if any, could be dispensed with? We now have a daily mail from Georgetown, which we would still like to retain, yet we do not think this place of enough importance to require two daily mails, therefore, in order to get a daily from Bartlett we recommend that the route from Georgetown to this place be cut down to a tri-weekly at the expense of securing daily from Bartlett, as by this proposed new route Corn Hill will be enabled to receive and dispatch her mails at least 24 hours earlier than can possibly be done under the present system. Besides, Bartlett, is our nearest railroad point by one mile. But if you can grant us this new route without cutting the Georgetown route down to a tri-weekly it would be preferable.

Give here any further information which you may deem important to be in possession of the Department.

[Indorsement.]

REPORT ON PROPOSED POST ROUTE.

Bartlett to Corn Hill, by postmaster at Corn Hill.

Distance, 13 miles.

Service recommended 6 times a week.

Schedule time, 3 hours.

EXHIBIT 3.

UNITED STATES POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, May 28, 1886.

SIR: For the purpose of determining whether it is practicable to order postal service on the following route, viz: From Bartlett to Corn Hill, Tex., the Postmaster-General requests you to ascertain from the most authentic sources within your reach, and *without expense to the Department*, the length of this route, and such facts in relation to the country through which it passes, its rivers, mountains (if any), as may be useful in preparing the advertisement inviting proposals for mail service on it and in locating it on the maps of the Department, and for this latter purpose a diagram should be furnished, if practicable, and without expense. You are at liberty to submit any suggestions which occur to you in relation to the kind of service required, number of trips per week, days and hours of departures and arrivals, &c. The length of the route is quite important; please give it as correctly as possible.

If the track of the route is by existing offices, you will give their official names. Also name any local points not post-offices by which the route should run, giving distances from point to point.

Make your answer on this sheet, and return it, without delay, under envelope addressed to this office.

Respectfully, &c.,

G. M. SWENEY,

Act'g Second Assistant Postmaster-General.

POSTMASTER, Bartlett, Williamson County, Texas.

BARTLETT POST-OFFICE,
WILLIAMSON COUNTY, TEXAS STATE,
June 2d, 1886.

Length of the above route.—13 miles.

Name in proper order points by which route should run.—Public road.

How many trips a week are required?—Six each way.

On what day should mail leave your office?—Every week day except Sunday.

At what hour?—4 o'clock p. m.

On what day should mail reach the other end of route?—Same day.

At what hour?—7.30.

On what day should mail leave the other end of route?—Every week day except Sunday.

At what hour?—7.30.

On what day should mail arrive at your office?—Same day.

At what hour?—11 a. m.

Is this route, in your judgment, necessary for postal purposes?—Yes.

If put in operation, what existing service, if any, could be dispensed with?

Give here any further information which you may deem important to be in possession of the Department.

Owing to the mail having to start at this office, have put it at 4 o'clock; or start from Corn Hill at 7.30 and arrive here at 11, and leave here at 4 o'clock and arrive at Corn Hill at 7.30.

It is said that the mail from Corn Hill to Georgetown can be reduced from a daily to a tri-weekly mail.

The service will have to be on hack; mail and running time, $3\frac{1}{4}$ hours.

Respectfully,

THOS. MCKNIGHT,
GEO. MCKNIGHT, Clerk.

[Indorsement.]

REPORT ON PROPOSED POST ROUTE.

Bartlett to Corn Hill, by postmaster at Bartlett.

Distance, 13 miles.

Service recommended, 6 times a week.

Schedule time, $3\frac{1}{4}$ hours.

EXHIBIT 4.

Date: June 10, 1886; State: Texas; No. of route: 86 to 90.

Proposed termini of route: Corn Hill, Bartlett.

Length of route: 13 miles.

No. of trips per week: Six.

Contractor: _____.

Pay, \$ _____.

Subcontractor: _____.

Pay, \$ _____.

(Across face in pencil:) 6, 10. Ad. for cont. Sweney.

June 12, '86. Sent out No. 2050, and so informed Hon. Mr. Sayers.

Hon. Jos. D. Sayers, M. C., recommends favorable consideration of the inclosed petitions from citizens of Corn Hill and Bartlett, asking for the establishment of service

as above, which will, it is represented, greatly benefit Corn Hill by the improved postal facilities that the same would afford. Present six times a week supply of Corn Hill from Georgetown (its county seat) will, from July 1, 1886, cost \$350 per annum. Comp. of P. M. at Corn Hill, for the year ended June 30, 1885, was \$217.61.

In reply to No. 2028, P. M. at Corn Hill reports that 6 t. a. w. service from both Georgetown and Bartlett is desired, but that he thinks the service is hardly warranted, and that in order to obtain 6 t. a. w. from Bartlett they will assent to a reduction to 3 t. a. w. from Georgetown. Says that 6 t. a. w. from Bartlett will expedite the principal mail to and from Corn Hill at least 24 hours.

Bids submitted as follows :

F. J. Burns	\$900	J. M. Lanier	\$424
M. J. Harris	570	P. L. Chapman	375
Oscar Holman	549	A. C. Burnham	290
J. D. Emerson	440	W. J. Dunn	*269

(Across face:) *7, 12. Contract. Sweney.

Net add'l cost (reducing 31231 to 3 t. a. w.), \$94 per annum.

Order No. —; Date: —, 188 .

Day-book page: —.

Wrote P. M. & contractor, —, 188

EXHIBIT 5.

TEMPORARY MAIL SERVICE, STATE OF TEXAS.

Sealed proposals for carrying the United States mails from Corn Hill to Bartlett-Texas, thirteen miles, six times a week each way, by a schedule of three hours running time each way, from July 19, 1886, until June 30, 1887, will be received by the Postmaster-General until June 24, 1886.

A contract with sureties is required to be executed, and persons bidding must be honest and capable, and not less than twenty-one years old.

No more will be allowed than a fair and reasonable compensation for the service, to be determined by the Department.

Proposals must be filed in the office of the Second Assistant Postmaster-General; and in all cases the rate per annum should be stated.

WM. F. VILAS,
Postmaster-General.

(On back:) June 25, 1886. Corn Hill to Bartlett. No. 2061. Posted June 12 to 24, 1886.

EXHIBIT 6.

U. S. POST-OFFICE DEPARTMENT, OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL, Washington, June 12, 1886.

SIR: The Postmaster-General authorizes and instructs you to advertise, for ten days, by public notice, in the form annexed, posted in your office and other conspicuous places so as best to draw general attention, but without expense, for bids to carry the mails from Corn Hill to Bartlett, Tex., 13 miles, six times a week each way, by a schedule of three hours, from July 19, 1886, to June 30, 1887.

All proposals thus received you will forward to this office unopened, and all at the same time and in one envelope, with a report of your action in the matter, and stating the number of bids you send. Also send copy of notice. Rate per annum to be stated in proposals. If no bids are received, report that fact immediately upon close of advertisement.

A contract, with sureties, is required to be executed; and persons bidding must be honest and capable, and not less than twenty-one years old.

No more will be allowed than a fair and reasonable compensation for the service.

All persons engaged in the mail service are required, before entering on the duty, to take the oath prescribed by law.

N. B.—Postmasters and assistants cannot draw pay from the Department for any mail service.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Corn Hill, Williamson County, Texas.

Postmaster at Bartlett notified.

TEMPORARY MAIL SERVICE, STATE OF ———.

Sealed proposals for carrying the United States mails from ———, via ———, to ———, ——— miles, ——— times a week each way, by a schedule of ——— hours running time, each way, from ———, 188—, until June 30, 188—, will be received by the postmaster at ——— until ———, 188—. In all cases the rate per annum to be stated in proposal.

A contract, with sureties, is required to be executed; and persons bidding must be honest and capable, and not less than twenty-one years old.

No more will be allowed than a fair and reasonable compensation for the service, to be determined by the Department.

Postmasters and assistants cannot bid for such service.

WM. F. VILAS,
Postmaster-General.

EXHIBIT 7.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, June 12, 1886.

SIR: The Postmaster-General authorizes and instructs you to advertise, for ten days, by public notice, in the form annexed, posted in your office and other conspicuous places so as best to draw general attention, *but without expense*, for bids to carry the mails from Corn Hill to Bartlett, 13 miles, six times a week each way, by a schedule of three hours, from July 19, 1886, to June 30, 1887.

All proposals thus received you will forward to this office *unopened*, and all at the same time and in one envelope, with a report of your action in the matter, and stating the number of bids you send. Also send copy of notice. Rate per annum to be stated in proposals. If no bids are received, report that fact immediately upon close of advertisement.

A contract with sureties is required to be executed; and persons bidding must be honest, capable, and not less than twenty-one years old.

No more will be allowed than a fair and reasonable compensation for the service.

All persons engaged in the mail service are required, before entering on the duty, to take the oath prescribed by law.

N. B.—Postmasters and assistants cannot draw pay from the Department for any mail service.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Bartlett, Williamson Co., Texas.
P. M. at notified.

TEMPORARY MAIL SERVICE, STATE OF ———.

Sealed proposals for carrying the United States mails from ——— via ——— to ———, ——— miles ——— times a week each way, by a schedule of ——— hours' running time each way, from ——— 188—, until June 30, 188—, will be received by the Postmaster at ——— until ———, 188—. In all cases the rate per annum to be stated in proposal.

A contract with sureties is required to be executed; and persons bidding must be honest and capable and not less than twenty-one years old.

No more will be allowed than a fair and reasonable compensation for the service, to be determined by the Department.

Postmasters and assistants cannot bid for such service.

WM. F. VILAS,
Postmaster-General.

EXHIBIT 8.

Please refer to these initials J. C. in replying.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., June 12, 1886.

SIR: Referring to your indorsement on a petition from citizens of Corn Hill and Bartlett, Williamson County, Texas, accompanied by a letter addressed to you by M. L. Hair, of Bartlett, and George E. Sayles, of Corn Hill, urging the establishment of six times a week postal service between said points, I have the honor to inform you

that the postmasters at Corn Hill and Bartlett have this day been directed to invite proposals for the performance of such proposed new postal service, but final action in the premises will depend upon the bids that may be submitted.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Hon. JOSEPH D. SAYERS,
House of Representatives.

EXHIBIT 9.

TEMPORARY MAIL SERVICE, STATE OF TEXAS.

Sealed proposals for carrying the United States mails from Corn Hill to Bartlett, 13 miles, six times a week each way, by a schedule of three hours' running time each way, from July 19, 1886, until June 30, 1887, will be received by the postmaster at Corn Hill, Tex., until June 26, 1886. In all cases the rate per annum to be stated in proposal.

A contract with sureties is required to be executed, and persons bidding must be honest and capable and not less than twenty-one years old.

No more will be allowed than a fair and reasonable compensation for the service, to be determined by the Department.

Postmasters and assistants cannot bid for such service.

WM. F. VILAS,
Postmaster-General.

(On back:) July 12, '86. Corn Hill to Bartlett. No. 2051. From postmaster at Corn Hill.

EXHIBIT 10.

TEMPORARY MAIL SERVICE, STATE OF TEXAS.

Sealed proposals for carrying the United States mails from Corn Hill to Bartlett, 13 miles, six times a week each way, by a schedule of three hours' running time each way, from July 19, 1886, until June 30, 1887, will be received by the postmaster at Bartlett until June 26, 1886. In all cases the rate per annum to be stated in proposal.

A contract with sureties is required to be executed, and persons bidding must be honest and capable and not less than twenty-one years old.

No more will be allowed than a fair and reasonable compensation for the service, to be determined by the Department.

Postmasters and assistants cannot bid for such service.

WM. F. VILAS,
Postmaster-General.

(On back:) July 2, '86. Corn Hill to Bartlett. No. 2051. From P. M. at Bartlett (with one bid).

EXHIBIT 11.

CORN HILL, TEX., June 28, 1886.

TO SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C. :

DEAR SIR: Please find inclosed five bids on the mail route from Corn Hill, Tex., to Bartlett, Tex. I have advertised the letting of this route for ten days as per your instructions of June 12, 1886.

Yours, respectfully,

GEORGE W. WEATHERFORD,
Postmaster, Corn Hill, Tex.

EXHIBIT 12.

PROPOSAL FOR TEMPORARY SERVICE.

(This form of proposal to be used only in response to notice inviting proposals for temporary service.)

The undersigned, F. J. Burns, whose post-office address is Corn Hill, county of Williamson, State of Texas; proposes to carry the mails of the United States from Corn Hill, via _____, to Bartlett, State of _____, six (6) times a week each way, by a schedule satisfactory to the Department, not to exceed 3 hours' running time each way, from 19th July, 1886 (or such subsequent date as the Department may order), to June 3rd, 1887, at the rate of \$900 per annum; and, if this proposal is accepted, will enter into contract accordingly, with good and sufficient sureties for the fulfillment thereof.

F. J. BURNS,
Bidder.

JUNE 26, 1886.

(On back:) July 12, '86. Route No. _____. State of _____. Corn Hill to Bartlett. Proposal of F. J. Burns, \$900. (Bidders will make no writing whatever on this face.)

[*Note by Committee:* Exhibits 13 to 19, same as above, with exception of names, post-office, and sums of money, are omitted.]

EXHIBIT 20.

Date: July 13, 1886; State: Texas.

No. of route: 31845.

Termini of route: Corn Hill, Bartlett.

Length of route: 13 miles. No. of trips per week: Six. Contractor: _____.

Pay, \$_____. G. M. S. Sub-contractor: _____.

Pay, \$_____.

(See inclosed papers and brief.)

Contract with W. I. Dunn, of Corn Hill, Williamson County, Texas, for temporary service in conveying the mail from Corn Hill to Bartlett, Texas, 13 miles and back, six times a week (by a schedule not to exceed three hours running time each way), from August 1, 1886, to June 30, 1887, at the rate of two hundred and sixty-nine dollars (\$269.00) per annum, and number route 31845.

KNOTT.

Postmaster-General's journal, July 13, 1886. Entered.

Order No. 11093, Date: _____, 188 . Day-book page: 33.

Wrote P. M. and contractor, July 13, 1886.

EXHIBIT 21.—*Extract from day-book.*

		Annual cost.	
		Increase.	Decrease.
1886.			
July 13	31845 Texas contract (new).....	\$269 00
July 13	31231 Texas reduce service.....	\$175 00

EXHIBIT 22.

UNITED STATES POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 13, 1886.

SIR: The Postmaster-General has ordered that a contract be made with you for carrying the mail from August 1, 1886, to June 30, 1887, on route No. 31845 between

* To avoid any possible misunderstanding, bidders should state rate of pay per annum, regardless of the period of service.

Corn Hill and Bartlett, Texas, six times a week each day, for the sum of \$269 per annum, as per your proposition.

Blank contracts will be sent to the postmaster at your place of residence, to be executed by yourself and sureties, in due time; but the service must be begun on the date first named, or the next mail-day thereafter, whether the contracts be executed or not.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. W. I. DUNN,
Corn Hill, Williamson County, Texas.

Postmasters at Corn Hill and Bartlett, Texas, notified.

EXHIBIT 23.

UNITED STATES POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 13, 1886.

SIR: The Postmaster-General has ordered that a contract be made with W. I. Dunn, of Corn Hill, Tex., for conveying the mail on route No. 31845, from Corn Hill to Bartlett and back, six times a week, from August 1, 1886, to June 30, 1887, at \$269 per annum.

Deliver the mail accordingly, and report date of commencement of service.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Corn Hill, Williamson Co., Tex.

[Note by Committee: Exhibit 24, similar to above, omitted.]

EXHIBIT 25.

UNITED STATES POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 13, 1886.

SIR: A change of schedule is desired on mail route No. 31845, on which W. I. Dunn, the accepted bidder for service from August 1, 1886.

Annexed herunto is a blank which the Postmaster-General requests you to fill up with such days and hours as will preserve the proper connection with other routes, and return to this office, verified by your signature and by the signature of the postmaster at the other end of the route, and of the contractor, or the sub-contractor. Or if they, or either of them, after proper consultation, shall not agree with you as to a schedule, let the reasons be given.

The service is to be six times a week each way.

Be careful to allow no more than three hours' running time each way.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Corn Hill, Williamson County, Tex.

(On margin:) Do not detach this sheet.

REGULATIONS RESPECTING CHANGES IN THE SCHEDULES OF DEPARTURES AND ARRIVALS.

1. Application cannot be granted without the assent of the postmasters at the offices named in schedule, excepting in cases of manifest necessity.
2. Or, unless agreed to by the contractor, except in cases where the propriety of the change is clearly shown.
3. It cannot be granted if more running time is asked than is given in the contract schedules.
4. Or, if it breaks connection with any other route.
5. Or, if it puts the mail on a wrong day for the newspapers circulated over the route.
6. Or, if it prevents or lessens any other special accommodation to the public.
7. Or, if it fails to show a good reason for the change.
8. Or, if the contracts be not executed and on file in the Department.
9. Or, if more than *pro rata* time is asked upon routes which have been curtailed than is given in the contract schedules.
10. In cases where a radical change in schedule is asked, the signature of all the postmasters will be required, or a statement of their objections to proposed change.

SCHEDULE.

(Days and hours of service to be distinctly stated.)

The undersigned postmasters and contractor recommend the following departures and arrivals on mail route No. —, State of —

Leave —
 Arrive at —
 Leave —
 Arrive at —
 Leave —
 Arrive at —
 Leave —
 Arrive at —
 —, p. m. at —
 —, p. m. at —
 —, p. m. at —

Dated —, 188—.

—, Contractor.

EXHIBIT 26.

POST-OFFICE DEPARTMENT,
 OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C., —, 188—.

Abstract of orders of the Postmaster-General issued through the office of the Second Assistant Postmaster-General, originating a new account or affecting an old one, for —, 188—.

Date.	No. of order.	Name or service.	Order.
	11093	-----	<p><i>Extract from Postmaster-General's journal, report of order of July 13, 1886.</i></p> <p>31845. Texas. Corn Hill to Bartlett, 13 miles, 6 t. a. w. Contract with W. I. Dunn, of Corn Hill, Williamson County, Tex., for temporary service in conveying the mail from Corn Hill to Bartlett, Tex., 13 miles and back, six times a week (by a schedule not to exceed three hours' running time each way), from August 1, 1886, to June 30, 1887, at the rate of two hundred and sixty-nine dollars per annum, and number route 31845.</p>

EXHIBIT 27.—*Extract from route book.*

TEXAS.

Advertised Jan. 24, 1887; restated page 246.

31845. From Corn Hill, Williamson, Tex., (31231) to Bartlett, Williamson, Tex., (31028.829) 13 miles and back, six times a week.

Leave Corn Hill daily ex. Sunday at 9 a. m. (sch. adopt'd fr. Aug. 7, '86).

Arrive Bartlett by 12 m. (sch. ch. Sep. 3, '86).

Leave Bartlett daily ex. Sunday at 2 p. m. (sch. ch. Oct. 9, '86).

Arrive Corn Hill by 5 p. m.

Bids submitted as follows: F. J. Burns, \$900; J. M. Lanier, \$424; M. J. Harris, \$570; R. L. Chapman, \$375; Oscar Holman, \$594; A. C. Burnham, \$290; J. D. Emerson, \$440; W. I. Dunn, \$269.

No. 11093. July 13, 1886. Contract with W. I. Dunn, of Corn Hill, Williamson, Co., Texas, for temporary service in conveying the mail from Corn Hill to Bartlett, Tex., 13 miles and back, six times a week (by a schedule not to exceed three hours running time each way) from August 1, '86 to June 30, '87, at the rate of two hundred and sixty-nine dollars (\$269.00) per annum, and number route 31845.

Contractor: W. I. Dunn, Corn Hill, Williamson Co., Tex. \$269.00.

EXHIBIT 28.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 21, 1886.

SIR: An order to make contract for carrying the mail on route No. 31845, Corn Hill—Bartlett, State of Texas, has this day been recorded in route register, vol. 8, page 132.

Very respectfully,

CHAS. S. KNODLE,
Tex. Sec.

W. P. DUMBLE, Esq.,
Contract Clerk.

EXHIBIT 29.

UNITED STATES OF AMERICA.

Corn Hill, Williamson County, Texas.

No. 31845.]

[\$269 per annum.

This article of contract, made the thirteenth day of July, eighteen hundred and eighty-six, between the United States of America (acting in this behalf by the Postmaster-General) and W. I. Dunn, contractor, and A. F. Johnson, of Corn Hill, Texas, and J. T. McCarty, of Corn Hill, Texas, as his sureties:

Witnesseth, That whereas W. I. Dunn has been accepted according to law as contractor for transporting the mail on route No. 31845, from Corn Hill, Texas, to Bartlett and back, six times a week, by a schedule not to exceed three hours running time each way, by a schedule satisfactory to the Department, at the rate of two hundred and sixty-nine dollars per year, for and during the term beginning the first day of August, 1886, and ending June 30, eighteen hundred and eighty-seven: Now, therefore, the said contractor and his sureties do jointly and severally undertake, covenant, and agree with the United States of America, and do bind themselves—

1st. To carry said mail with certainty, celerity, and security using therefor such means as may be necessary to transport the whole of said mail, whatever may be its size, weight, or increase during the term of this contract, and within the time fixed in the annexed schedule of departures and arrivals, and so to carry until said schedule is altered by the authority of the Postmaster-General of the United States, as hereinafter provided, and then to carry according to such altered schedule; and in all cases to carry said mail in preference to passengers and freight, and to their entire exclusion if its weight, bulk, or safety shall so require. And that they will carry the mail, upon demand, by any conveyance which said contractor regularly runs, or is concerned in running, on the route, beyond the number of trips above specified, in the same manner and subject to the same regulations as are herein provided touching regular trips.

2d. To carry the mail in a safe and secure manner, if in a vessel, and to be similarly protected, free from wet or other injury, under a sufficient rubber, oil-cloth, or bear-skin if carried on a horse, and in a boot or covered receptacle under the driver's seat if carried in a coach or other vehicle.

3d. To take the mail and every part thereof from, and deliver it and every part thereof at, each post-office on the route, or that may hereafter be established on the route (or on any route that may hereafter be established, and to which this contract may be extended, as hereinafter provided), and into the post-office at each end of the route, and into the post-office, if one is there kept, at the place at which the carrier stops for the night; and if no post-office is there kept, to lock it up in some secure place, at the risk of the contractor.

They also undertake, covenant, and agree with the United States of America, and do bind themselves, jointly and severally, as aforesaid, to be accountable and answerable in damages for the person to whom the said contractor shall commit the care and transportation of the mail, and his careful and faithful performance of the obligations assumed herein, and those imposed by law; not to commit the care or transportation of the mail to any person under sixteen years of age; nor to any person not authorized by law to be concerned in contracts for carrying the mails; to discharge any carrier of said mail whenever required so to do by the Postmaster-General; not to transmit, by themselves, or either of them, or either of their agents, or be concerned in transmitting, commercial intelligence more rapidly than by mail; not to carry, otherwise than in the mail, letters, packets, or newspapers which should go by mail, or convey or transport any person engaged in carrying letters, packets, or news-

papers which should go by mail; to carry post-office blanks, mail locks and bags, and other postal supplies, and also the post-office inspectors on the exhibition of their credentials, if a coach or other suitable conveyance is used, without additional charge; to collect quarterly, if acquired by the Postmaster-General, of postmasters on the route, the balances due from them to the United States on their quarterly returns, and faithfully to render an account thereof to the Postmaster-General in the settlement of the quarterly accounts of said contractor, and to pay over to the Auditor of the Treasury for the Post-Office Department, on the order of the Postmaster-General, all balances remaining in his hands.

For which services, when performed, and evidence thereof shall have been filed with the Postmaster-General, the said W. I. Dunn, contractor, is to be paid by the United States at the rate of two hundred and sixty-nine dollars a year, to wit: Quarterly, in the months of November, February, May, and August, or as soon thereafter as accounts can be adjusted and paid, through the postmasters on the route, or otherwise, at the option of the Postmaster-General; said pay to be subject, however, to be reduced or discontinued by the Postmaster-General, as hereinafter stipulated, or to be suspended in case of delinquency.

It is hereby stipulated and agreed by the said contractor and his sureties that the Postmaster-General may discontinue or extend this contract, change the schedule and termini of the route, and alter, increase, decrease, or extend the service, in accordance with law, he allowing not to exceed a *pro rata* increase of compensation for any additional service thereby required; and, in case of decrease, curtailment, or discontinuance of service, as a full indemnity to said contractor, one month's extra pay on the amount of service dispensed with, and not to exceed a *pro rata* compensation for the service retained; but no increase of compensation shall be allowed for a change of service not amounting to an increase, nor indemnity of month's extra pay for any change of service not involving a decrease of service.

It is hereby also stipulated and agreed by the said contractor and his sureties that whenever, in the opinion of the Postmaster-General, it shall become necessary to increase the speed upon which the mail is carried, the service shall be readvertised for the reduced running time required: *Provided*, That the contractor, with the consent of his sureties, shall, subject to all the conditions hereinbefore and hereinafter stipulated, have the option of continuing service upon the expedited running time without additional compensation therefor; and in case the contractor, with the consent of his sureties, shall have signified his desire to continue the service upon the reduced running time, and an order shall have been made in pursuance thereof, he shall, if required by the Postmaster-General, perform the expedited service, subject to all the conditions hereinbefore and hereinafter stipulated, until the termination of his contract in like manner as if such expedited service had been the original covenant.

It is also stipulated and agreed that this contract may, in the discretion of the Postmaster-General, be continued in force beyond its express terms for a period not exceeding six months.

It is hereby also stipulated and agreed by the said contractor and his sureties as aforesaid, that he shall forfeit—

1. The pay of a trip when it is not run, and, in addition, if no sufficient excuse for the failure is furnished, an amount not more than three times the pay of the trip.

2. At least one-fourth of the pay of a trip when the running is so far behind time as to fail to make connection with a depending mail.

3. For violating any of the foregoing provisions touching the transmission of commercial intelligence more rapidly than by mail; or giving preference to passengers or freight over the mail or any portion thereof, or for leaving the same for their accommodation; or carrying, otherwise than in the mail, matter which should go by mail; or transporting persons engaged in so doing, with knowledge thereof, a penalty not to exceed a quarter's pay.

4. For the loss of, or depredation upon, a mail-pouch in the custody of the contractor, a penalty may be imposed in a sum not to exceed one and one-fourth times the value of the contents lost thereby: *Provided*, That the loss is occasioned by the fault of the contractor or his agent.

5. For violating any other provision of this contract touching the carriage of the mails, or the time and manner thereof, without a satisfactory explanation of the delinquency, in due time, to the Postmaster-General, a penalty in his discretion. That these forfeitures may be increased into penalties of a higher amount, in the discretion of the Postmaster-General, according to the nature or frequency of the failure and the importance of the mail: *Provided*, That, except as herein otherwise specified, and except as provided by law, no penalty shall exceed three times the pay of a trip in each case.

And it is hereby further stipulated and agreed by the said contractor and his sureties that the Postmaster-General may annul the contract or impose forfeitures in his discretion for repeated failures or for failure to perform service according to contract;

for violating the postal laws or regulations; for disobeying the instructions of the Post-Office Department; for refusing to discharge a carrier, or any other person having charge of the mail by his direction, when required by the Department; for subletting service without the consent of the Postmaster-General, or assigning or transferring this contract, or for combining to prevent others from bidding for the performance of postal service; for transmitting commercial intelligence or matter which should go by mail, contrary to the stipulations herein; for transporting persons so engaged as aforesaid; whenever the contractor shall become a postmaster, assistant postmaster, or member of Congress, or otherwise legally incompetent to be concerned in such contract; and whenever, in the opinion of the Postmaster-General, the service cannot be safely continued, the revenues collected, or the laws maintained on the road or roads herein.

And it is hereby further stipulated and agreed that such annulment shall not impair the right to claim damages from said contractor and his sureties under this contract; but such damages may, for the purpose of set-off or counter-claim, in the settlement of any claim of said contractor or his sureties against the United States, whether arising under this contract or otherwise, be assessed and liquidated by the Auditor of the Treasury for the Post-Office Department.

And it is hereby further stipulated and agreed that, within the meaning of this contract, foreign mails in transit across the territory of the United States shall be deemed and taken to be mails of the United States.

And it is hereby stipulated and agreed by the said contractor and his sureties that this contract may, in the discretion of the Postmaster-General, be continued in force beyond its express terms for a period not exceeding six months, until a new contract with the same or other contractors shall be made by the Postmaster-General.

And it is further stipulated and agreed that no member of or delegate to Congress shall be admitted to any share or part of this contract or agreement, or to any benefit to arise therefrom.

And this contract is further to be subject to all the conditions imposed by law, and by the several acts of Congress relating to post-offices and post-roads.

In witness whereof the said Postmaster-General has caused the seal of the Post-Office Department to be hereto affixed, and has caused the same to be attested by the signature of the Second Assistant Postmaster-General, in accordance with the act of Congress approved March 3, 1877 (sec. 3, 19 Stats., p. 335), and the said contractor and his sureties have hereunto set their hands and seals the day and year set opposite their names, respectively.

Signed, sealed, and delivered by the Second Assistant Postmaster-General in the presence of—

J. B. BROWNLOW.

Signed this 12th day of August, 1886.

By order of the Postmaster-General:

A. LEO KNOTT,
Second Assistant Postmaster-General.

And by the other parties hereto in the presence of—

ALEXANDER H. SMITH,
J. C. DENMAN,

Witnesses.

Signed this 28th day of July, 1886.

[SEAL.]

W. I. DUNN,
Contractor.

Signed this 28th day of July, 1886.

[SEAL.]

A. P. JOHNSON,

Signed this 28th day of July, 1886.

[SEAL.]

J. T. McCARTY,
Sureties.

POST-OFFICE, CORN HILL, TEX.,
July 28, 1886.

I hereby certify that A. P. Johnson, of Corn Hill, Tex., and J. T. McCarty, of Corn Hill, Tex., are good and sufficient sureties for the amount of the foregoing contract.

GEORGE W. WEATHERFORD,
Postmaster.

SCHEDULE OF DEPARTURES AND ARRIVALS.

Leave _____ at _____.
 Arrive at _____ by _____.
 Leave _____ at _____.
 Arrive at _____ by _____.
 Leave _____ at _____.
 Arrive at _____ by _____.
 Leave _____ at _____.
 Arrive at _____ by _____.

Provided, That when more than seven minutes are taken for opening and closing the mails at any office the surplus time so taken is to be allowed in addition to the time fixed in this schedule.

Certificate of the oath of mail contractors and carriers.

Required by act of Congress of March 5, 1874.

(☞ Take this oath after signing the foregoing contract.)

I, W. I. Dunn, being "employed in the care, custody, and conveyance of the mail" as contractor on route No. 31845, from Corn Hill to Bartlett, State of Texas, do solemnly swear that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post-offices and post-roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control. And I also further swear that I will support the Constitution of the United States. So help me God.

W. I. DUNN, *Contractor.*

COUNTY OF WILLIAMSON,
State of Texas, ss :

Sworn before the subscriber, G. W. Weatherford, postmaster at Corn Hill, State of Texas, this 28th day of July, A. D. 1886; and I also certify that the person above named is above the age of twenty-one years to the best of my knowledge and belief.

GEORGE W. WEATHERFORD,
Postmaster at Corn Hill, Texas.

NOTE.—When the above oath is taken before a duly commissioned postmaster no certificate of a county clerk or notary public is required; but, when administered by a justice of the peace or other officer not using a seal, there must be appended thereto a certificate of the county clerk, under seal, that the person who administered the oath was, at the time, authorized to administer oaths.

EXHIBIT 30.

INSTRUCTIONS TO POSTMASTERS.

☞ After the contract in duplicate shall have been executed, please examine it carefully by these instructions, and see that it be not returned to the Department imperfectly executed.

UNITED STATES POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 21, 1886.

SIR: By direction of the Postmaster-General, the inclosed contract, in duplicate, for conveying the mail, is intrusted to you to be signed by the contractor therein named, and two sureties.

You are requested to present it to the parties immediately, and see—

1st. That the names of the sureties be correctly inserted on face of contract in the blank spaces left for that purpose, also their residence.

2d. That the contract be signed by each of the parties, the contractor to sign first and opposite the upper seal, and the date of signing placed against each signature.

☞ (When there are two or more contractors, each should sign against a separate seal.)

3d. That the signatures be witnessed by one person or more.

4th. The contractor's signature must be uniform wherever it is affixed to the contract; that is, the contractor must not sign his initials in one place and his full name in another on the same contract.

In addition to the foregoing instructions you will be particularly careful in regard to the pecuniary responsibility of sureties and in no case sign the certificate of their sufficiency until thoroughly satisfied on this point. You will sign it under your oath of office, and will be held to a rigid accountability for your good faith. You will be expected to protect the Department to the best of your ability from all imposition. Your certificate must not bear date prior to signatures of the sureties.

You will permit no erasure or alteration in the contract, except in case of an error in the name or address of the contractor, and in no case change the schedule. If schedule is not inserted, leave it blank.

You will permit no person to be substituted as contractor for the one named in the body of the contract.

You will see that the oath under the schedule on each be properly filled and certified, and when taken before a justice of the peace, or any other officer not using a seal, except a judge of a United States court or a duly commissioned postmaster, the certificate of the clerk of a court of record must be added, under his seal of office, that the person who administered the oath was duly qualified as such officer.

You will also be careful that the sureties sign the contract on the same day or after the contractor signs, but never on a prior day.

The contract in duplicate, duly executed, must be mailed in time to reach this office without unnecessary delay.

As no payments can be made until the contract in duplicate, *i. e.*, both copies, properly executed, shall be in possession of the Department, the interests of the contractor, as well as your duty, demand of you careful attention to these requirements.

Respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

To the POSTMASTER.

N. B.—The postage on all contracts returned to the Department must be prepaid by the contractor.

EXHIBIT 31.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., August 13, 1886.

To the Auditor of the Treasury for the Post-Office Department :

The contracts enumerated below have been duly executed, and are herewith reported to your office, according to law :

No. of route.	State.	Termini of route.	Contractor's name.	Annual pay.
31845	Texas	Corn Hill to Bartlett	W. I. Dunn.....	\$269

Respectfully,

C. C.,
For Second Ass't P. M. General.

EXHIBIT 32.

POST-OFFICE DEPARTMENT,
Washington, D. C., August 13, 1886.

The following contracts in the State of Texas have been reported to the Auditor :
No. 31845.

THE POST-OFFICE DEPARTMENT.

EXHIBIT 33.

MONTHLY STATEMENT.

(To be furnished to the topographer on the first day of each month.)

[Extract.]

From corresponding clerk for State of Texas for the month of July, 1886.

Date.	N. o. of route.	County.	State.	Remarks.
July 13	31845	Texas...	From Corn Hill to Bartlett, 13 miles, six times a week service ordered (new).

Corresponding Clerk.

EXHIBIT 34.

MONTHLY STATEMENT OF COST OF SERVICE.

(To be filled up and returned to the chief clerk on the first day of each month.)

Report of increase and decrease in cost of mail service during the month of July, 1886.

States and Territories.	Railroad service.		Celerity, certainty, and security.		Steamboat service.		Mail-messenger service.		Total.	
	Inc.	Dec.	Inc.	Dec.	Inc.	Dec.	Inc.	Dec.	Inc.	Dec.
Texas	\$269	\$175	\$269	\$175

Corresponding Clerk.

EXHIBIT 34 A.

SCHEDULE.

Days and hours of service to be distinctly stated.

The undersigned, postmasters and contractors, recommend the following departures and arrivals on mail route No. 31845, State of Texas:

Leave Corn Hill daily, except Sunday, at 8 a. m.

Arrive at Bartlett daily, except Sunday, by 11 a. m.

Leave Bartlett daily, except Sunday, at 4.15 p. m.

Arrive at Corn Hill daily, except Sunday, by 7.15 p. m.

GEORGE W. WEATHERFORD,
Postmaster at Corn Hill.
THOMAS MCKNIGHT,
Postmaster at Bartlett.
W. I. DUNN,
Contractor.

Dated July 28, 1886.

EXHIBIT 35.

Date, August 7, '86; State: Texas.
 Number of route: 31845.
 Termini of route: Corn Hill-Bartlett.
 Length of route: 13 miles.
 Number of trips per week: six.
 Contractor: W. I. Dunn.
 Pay: \$269.
 Subcontractor: G. M. S.
 Pay: \$——.

Postmaster and contractor recommend schedule as follows:

Leave Corn Hill daily, except Sunday, at 8 a. m.
 Arrive at Bartlett daily, except Sunday, by 11 a. m.
 Leave Bartlett daily, except Sunday, at 4.15 p. m.
 Arrive at Corn Hill daily, except Sunday, by 7.15 p. m.
 Adopt schedule as above.

KNOTT.

Order No. ——. Date: —, —, 188—.
 Day-book page: 42.
 Wrote postmaster and contractor August 7, 1886.

EXHIBIT 36.

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C., August 7, 1886.

SIR: The following is the schedule of departures and arrivals of mail on route No. 31845, ordered by the Postmaster-General, to take effect immediately:

Leave Corn Hill daily except Sunday at 8 a. m.
 Arrive at Bartlett by 11 a. m.
 Leave Bartlett daily except Sunday at 4.15 p. m.
 Arrive at Corn Hill by 7.15 p. m.

Fines will be imposed for all failures to convey the mail in the time above prescribed unless satisfactorily explained with proper proof. Copies of this schedule are furnished to the postmasters at the termini of the route, who are required to report every failure.

Very respectfully,

A. LEO KNOTT,
 Second Assistant Postmaster-General.

Mr. W. I. DUNN, Contractor,
 Corn Hill, Williamson County, Texas.

P. M.'s at Corn Hill and Bartlett notified.

EXHIBIT 37.

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C., August 7, 1886.

SIR: The following is the schedule of departures and arrivals of the mail on route No. 31845, of which W. I. Dunn is the contractor, ordered by the Postmaster-General, to take effect immediately.

Leave Corn Hill daily except Sunday at 8 a. m.
 Arrive at Bartlett by 11 a. m.
 Leave Bartlett daily except Sunday at 4.15 p. m.
 Arrive at Corn Hill by 7.15 p. m.

When service is less than six times a week and a failure occurs on schedule day, the mail should be carried on the first day possible thereafter.

Report to the inspection division of this office every failure of the mail to depart as above required, and every failure to arrive at the time above set, when so far behind time as to cause complaint or breach of connection with any outgoing mail; or when-

ever, in any case, the mail is run upon a day different from what is specified in the schedule.

Registers of arrival and departure of the mail should be addressed inspection division, contract office.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Corn Hill, Williamson County, Texas.

[NOTE.—Exhibit 38, letter to postmaster at Bartlett, Tex., on same form and containing same information as Exhibit 37, is omitted.]

EXHIBIT 39.

Date: July 13, 1886. State: Texas.

No. of route: 31231.

Termini of route: Georgetown to Cornhill.

Length of route: 13 miles.

No. of trips per week: Six.

Contractor: N. C. Black.

Pay: \$350.

Subcontractor: G. M. S.

Pay: ———.

Corn Hill having been given six times a week service to Bartlett, to begin August 1, 1886.

From August 1, 1886, reduce service to three times a week, and deduct \$175 from the annual pay of contractor, being pro rata. Allow contractor one month's extra pay on the amount deducted.

KNOTT.

Postmaster-General's journal, July 13, 1886, entered.

Order No. 11092 Date: ———, 1884.

Day-book page: 33.

Wrote postmaster and contractor July 13, 1886.

Bulletin, July 14, 1886.

EXHIBIT 40.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, July 13, 1886.

SIR: The Postmaster-General orders that the service on route No. 31231, from Georgetown to Corn Hill, Tex., be reduced to three times a week each way, and \$175 deducted from your annual pay, being pro rata.

One month's extra pay allowed you on the sum deducted.

This order to take effect August 1, 1886.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. N. C. BLACK, Contractor,
Corn Hill, Williamson County, Texas.

P. M's. at Georgetown and Corn Hill notified.

EXHIBIT 41.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 13, 1886.

SIR: The contractor on route No. 31231, from Georgetown to Corn Hill, Tex., has been instructed, in pursuance of an order of the Postmaster-General, to reduce the service to three times a week, each way.

The order is to take effect August 1, 1886, and you will report if it is then complied with.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Georgetown, Williamson County, Texas.

[NOTE.—Exhibit 42, letter to postmaster at Corn Hill, Tex., on same form and containing same information as Exhibit 41, is omitted.]

EXHIBIT 43.

U. S. POST-OFFICE DEPARTMENT;
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 13, 1886.

SIR: A change of schedule is desired on mail route No 31231, on which N. C. Black is the contractor, because of a reduction of service ordered, from the 1st proximo.

Annexed hereunto is a blank which the Postmaster-General requests you to fill up with such days and hours as will preserve the proper connection with other routes, and return to this office, verified by your signature and by the signature of the postmaster at the other end of the route, and of the contractor or the subcontractor. Or if they, or either of them, after proper consultation, shall not agree with you as to the schedule, let the reasons be given.

The service is to be three times a week each way.

Be careful to allow no more than three hours running time each way.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Corn Hill, Williamson County, Texas.

[NOTE.—“Regulations respecting changes in the schedules of departures and arrivals” and “schedule” omitted, being same as in Exhibit 25.]

EXHIBIT 44.

SCHEDULE.

Days and hours of service to be distinctly stated.

The undersigned postmasters and contractor recommend the following departures and arrivals on mail route No. 31231, State of Texas:

Leave Corn Hill Monday, Wednesday, and Friday at 8 a. m.

Arrive at Georgetown Monday, Wednesday, and Friday by 11 a. m.

Leave Georgetown Monday, Wednesday, and Friday at 3.30 p. m.

Arrive at Corn Hill Monday, Wednesday, and Friday by 6.30 p. m.

GEO. W. WEATHERFORD,
P. M. at Corn Hill, Tex.
D. S. CHESSBER,
P. M. at Georgetown, Tex.

Contractor.

Dated Aug. 2, 1886.

EXHIBIT 45.

Date, Aug. 11, '86; State, Texas.

No. of route, 31231.

Termini of route, Georgetown, Corn Hill.

Length of route, 13 miles.

No. of trips per week, three.

Contractor, N. C. Black.

Pay, \$175.00.

Sub-contractor, _____,

Pay, \$_____.

For reduced service P. M. and contractor recommend change of schedule as noted in black :

Leave Georgetown Monday, Wednesday, and Friday* at 3.30 p. m.

Arrive at Corn Hill by 6.30 p. m.

Leave Corn Hill Monday, Wednesday, and Friday* at 8 a. m.

Arrive at Georgetown by 11 a. m.

Change as in black.

KNOTT.

Order No. — ; date, — —, 188 .

Day-book, page 43.

Wrote P. M. and contractor, Aug. 11, 1886.

EXHIBIT 46.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., August 11, 1886.

SIR: The following is the schedule of departures and arrivals of the mail on route No. 31231; ordered by the Postmaster-General to take effect immediately :

Leave Georgetown Monday, Wednesday, and Friday at 3.30 p. m.

Arrive at Corn Hill by 6.30 p. m.

Leave Corn Hill Monday, Wednesday, and Friday at 8 a. m.

Arrive at Georgetown by 11 a. m.

Fines will be imposed for all failures to convey the mail in the time above prescribed, unless satisfactorily explained, with proper proof. Copies of this schedule are furnished to the postmasters at the termini of the route, who are required to report every failure.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. N. C. BLACK, *Contractor,*
Corn Hill, Williamson County, Texas.

Postmasters at Georgetown and Corn Hill, Tex., notified.

EXHIBIT 47.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., August 11, 1886.

SIR: The following is the schedule of departures and arrivals of the mail on route No. 31231, of which N. C. Black is the contractor; ordered by the Postmaster-General to take effect immediately:

Leave Georgetown Monday, Wednesday, and Friday at 3.30 p. m.

Arrive at Corn Hill by 6.30 p. m.

Leave Corn Hill Monday, Wednesday, and Friday at 8 a. m.

Arrive at Georgetown by 11 a. m.

When service is less than six times a week and a failure occurs on schedule day, the mail should be carried on the first day possible thereafter.

Report to the inspection division of this office every failure of the mail to depart as above required, and every failure to arrive at the time above set, when so far behind time as to cause complaint or breach of connection with any outgoing mail; or whenever, in any case, the mail is run upon a day different from what is specified in the schedule.

Registers of arrival and departure of the mail should be addressed inspection division, contract office.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, *Georgetown, Williamson County, Texas.*

[NOTE.—Exhibit 48, letter to postmaster at Corn Hill, Tex., on same form and containing same information as Exhibit 47, is omitted.]

* "Monday, Wednesday, and Friday" written in black.

STATEMENT B.—*Showing clerical work on an application for additional service on a star or steamboat route when the application is granted.*

Exhibits showing the clerical work incident to an application for additional postal service on a star or steamboat mail route, in cases in which the application is granted; the office routine in all such cases being the same, but the actual work and time required varying with the importance of the case and the extent of the investigation and consideration necessarily involved.

Exhibit 1 shows a letter from the postmaster at Farmersville, La., forwarding, with his recommendation (Exhibit 2), a petition from the citizens of Oakland, La., for one additional trip per week on route No. 30249, from Farmersville to Oakland, La. These communications are opened in the mail room, stamped with the date of the receipt, and referred to the clerk in charge of the Louisiana star routes, who indorses thereon a brief statement of the subject matter, and sends out (Exhibits 3 and 4) inquiries to the several postmasters on the route, to ascertain the amount of business done and the necessity for additional service.

The replies to these inquiries having been received, stamped in the mail room with the date of receipt, referred to and indorsed by the clerk in charge of the Louisiana star service, the latter prepares a statement (Exhibit 5, red ink) briefly setting forth the facts in the case, which is sent, with all the papers pertaining thereto, to the chief clerk of the contract office, for the decision of the Second Assistant Postmaster-General.

His decision being favorable (as indicated by the black ink indorsement on the face of Exhibit 5), the case is returned to the corresponding clerk in charge of the service, who prepares the order increasing service from two to three trips per week (Exhibit 5, black ink), makes an entry thereof in his day-book (Exhibit 6), and prepares circular letters, giving notice of the order to increase the service to the contractor (Exhibit 7), and the terminal postmasters on the route (Exhibits 8 and 9), and also to the subcontractor, if the records of the office show one. The order and letters are then sent to the Second Assistant Postmaster-General for signature, after which the letters are copied in press-books and mailed, while the order is entered in the Postmaster-General's journal for his signature, and four copies thereof are made, one for the pay division of the Auditor's Office, a second for the review division of the Auditor's Office, a third for the finance division of the Third Assistant Postmaster-General's Office, and the fourth for the division of inspection of the Second Assistant Postmaster-General's Office (Exhibit 10). The order is then sent to the statistician and noted by him, then to the route-book clerk, who enters it in the route-book for Louisiana (Exhibit 11), checks the entry on the day-book, and places it under its proper number in the Louisiana files.

The increase in trips necessitating a change of schedule on the route, the corresponding clerk addresses a circular letter (Exhibit 12) to the terminal postmaster, for the purpose of arranging a satisfactory schedule, which circular is signed, copied in press-book, and mailed.

Exhibit 13 shows the schedule as recommended by postmasters and contractor, which is opened and stamped in the mail-room, referred to, and indorsed by the corresponding clerk for Louisiana, who prepares an order adopting the new schedule (Exhibit 14), enters the same in his day book (Exhibit 15), and prepares notices of the order for the contractor (Exhibit 16), and terminal postmasters (Exhibits 17 and 18.)

The notices are signed, press-copied, and mailed. The order is signed by the Second Assistant Postmaster-General, and then sent to the route-book clerk, who enters it in the Louisiana route-book (Exhibit 19), checks the entry in the day book, and places it under its proper number in the Louisiana files.

At the close of the month the corresponding clerk in charge of the service makes a report (Exhibit 20) to the chief clerk of the Bureau, of the increase and decrease in the cost of the service, and also a report (Exhibit 21) to the topographer for the Post-Office Department, showing such changes in the service as affect the maps.

In addition to the above whenever the original petition or any paper relating to the case is referred to the Department by a Senator or Representative such Senator or Representative is duly notified by letter of the action taken by the Department.

EXHIBIT 1.

POST-OFFICE,
FARMERSVILLE, UNION PARISH, LA.,
October 13, 1886.

Hon. A. LEO KNOTT,
Second Assistant Postmaster-General:

SIR: The citizens of Marion and Oakland, La., send to me the inclosed petitions asking for an increase of service on their respective routes to three trips per week,

and representing the facts as they exist. I therefore respectfully request that you will grant them their prayer in petition, and your favorable consideration of their petition.

I am, very respectfully,

J. SHUSTER, P. M.

EXHIBIT 2.

OAKLAND, UNION PARISH, LA.,
August 14, 1886.

To the SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C. :

SIR: We, the undersigned, citizens of Oakland and vicinity, respectfully represent that the present mail facilities Route No. 30249, of twice a week to Farmerville by the way of Conway P. O. is insufficient for our business interest, as we have neither railroad nor telegraph communication, and our mails lying over at Farmerville three days each week, which is detrimental to our business.

We therefore ask that our mail facilities be increased to three times a week, and we further pray that you will grant our petition for the increase.

We are, very respectfully,

H. SLADE,
W. C. MURPHY,
(and sixty-two others.)

EXHIBIT 3.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, October 19, 1886.

SIR: The Postmaster-General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet, containing such answer, signed and dated, without delay.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

To P. M. CONWAY,
Union Parish, La.

[30249.]

INQUIRY OF SECOND ASSISTANT P. M. G.

How large a population does your office supply?
How much mail do you forward and receive per trip?
How many newspapers per week are received at your office?

ANSWER OF R. B. BILBERRY, P. M., DATED OCTOBER 25, 1886.

The population is something over one hundred. From about 3 to 15 letters each mail comes and goes.
9 different papers come to subscribers at this office each week; in all about forty numbers are received.

EXHIBIT 4.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, October 19, 1886.

SIR: The Postmaster-General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet containing such answer, signed and dated, without delay.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

To P. M. OAKLAND,
Union Par, La.

[30249.]

INQUIRY OF SECOND ASSISTANT P. M. G.

How large a population does your office supply?
How much mail per trip do you forward and receive?
How many newspapers per week are received at your office?

ANSWER OF T. K. M'FADEN, DATED, OCT. 27, 1886.

Two hundred and fifty.

I suppose we average fifty letters from here. I have no idea how much comes. More than is sent off, I know.

Twenty weeklies.

EXHIBIT 5.

Date, Nov. 3, 1886; State, Louisiana; Union County.
 No. of route, 30249.
 Termini of route, Farmerville-Oakland.
 Length of route, 18 miles.
 Number of trips per week, ———.
 Contractor, W. J. Pickel.
 Pay, \$174.
 Subcontractor, ——— ———.
 Pay, ———.
 (Written across face:) 11, 5, '86. Increase to three trips a week.—SWENEY.
 Petition for increase to three trips a week. Sixty-four names, including postmasters, ex-United States judge, sheriff, proprietor of the Gazette, and others, on ground of business needs.
 Two offices interested:
 Oakland supplies 250 people; forwards 50 letters a trip, receives more, and 20 weekly papers.
 Conway supplies a farming population of 100; forwards and receives from 3 to 1² letters each trip, and receives about 40 papers a week.
 Compensation of postmasters: Oakland, \$64.12 per annum; Conway, \$13.04; total \$77.16.
 Cost to increase to three trips a week, \$87 per annum.
 Order No. 16326; date, Nov. 8, 1886.
 Day-book page, 46.
 Wrote P. M. and contractor Nov. 8, 1886.

G. M. S.

From November 15, 1886, increase service to three trips per week and allow contractor \$87 per annum additional pay, being pro rata.

KNOTT.

Bulletin, Nov. 9, 1886.

EXHIBIT 6.

[From day book, November, 1886.]

Date.	Route.	State.		Increase.	Decrease.
8	30249	Louisiana.	Increase to 3 trips a week	\$87.00

EXHIBIT 7.

U. S. POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, Nov. 8, 1886.

SIR: The Postmaster-General orders that the service on route No. 30249, from Farmersville to Oakland, La., be increased to three trips per week, allowing you \$87 per annum additional pay, being pro rata.
 This order to take effect November 15, 1886.

Very respectfully,

A. LEO KNOTT,
 Second Assistant Postmaster-General.

Mr. W. J. PICKEL, Contractor,
 Farmersville, Union Parish, Louisiana.

Postmasters at Farmersville and Oakland, La., notified.

EXHIBIT 8.

U. S. POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C., Nov. 8, 1886.

SIR: The contractor on route No. 30249, from Farmersville to Oakland, La., has been instructed, in pursuance of an order of the Postmaster-General, to increase service to three trips per week.

The order is to take effect Nov. 15, 1886, and you will report if it is then complied with.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, *Farmersville, Union Parish, Louisiana.*

[NOTE.—Exhibit 9, letter to postmaster at Oakland, La., on same form and containing same information as Exhibit 8, is omitted.]

EXHIBIT 10.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., November 10, 1886.

The following is an abstract of orders of the Postmaster-General issued through the office of the Second Assistant Postmaster-General, originating a new account or affecting an old one, for Monday, November 8, 1886:

Date.	No. of order.	Name or service.	Order.
	16826	W. J. Pickel, \$174	30249. La. Farmersville to Oakland, 18 ms., 2 t. a. w. From November 15, 1886, increase service to three trips per week, and allow contractor \$87 per annum additional pay, being pro rata.

A. LEO KNOTT,
Second Assistant Postmaster-General.

Compared with official journal and is correct.

C. W. MORGAN,
Journal Clerk.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT 11.

[Extract from route book.]

Route No. 30249, Louisiana.

1886, Nov. 8. No. 16826.—From Nov. 15, 1886, increase service to three trips per week and allow contractor \$87 per annum additional pay, being pro rata.

EXHIBIT 12.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., Nov. 8, 1886.

SIR: A change of schedule is desired on mail route No. 30249, on which W. J. Pickel is contractor, because of increased service from Nov. 15, 1886.

Annexed hereunto is a blank which the Postmaster-General requests you to fill up with such days and hours as will preserve the proper connection with other routes, and return to this office, verified by your signature and by the signature of the postmaster at the other end of the route, and of the contractor, or the subcontractor: Or if they, or either of them, after proper consultation, shall not agree with you as to a schedule, let the reasons be given.

The service is to be 3 times a week.

Be careful to allow no more than 6 hours running time each way.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, *Farmersville, Union County, Louisiana.*

(On margin:) Do not detach this sheet.

[Note.—“Regulations respecting changes in the schedules of departures and arrivals” omitted, being same as in Exhibit 25.]

EXHIBIT 13.

SCHEDULE.

[Days and hours of service to be distinctly stated.]

The undersigned postmasters and contractor recommend the following departures and arrivals on mail route No. 30249, State of Louisiana :

Leave Farmersville Monday, Wednesday, and Friday at 6 a. m.

Arrive at Oakland same days by 12 m.

Leave Oakland Monday, Wednesday, and Friday at 1 p. m.

Arrive at Farmersville same days by 7 p. m.

ISAAC SHUSTER, *P. M. at Farmersville, La.*

E. R. BILBERRY, *P. M. at Conway, La.*

T. A. MCFADEN, *P. M. at Oakland, La.*

W. J. PICKEL, *Contractor.*

Date November, 15, 1886.

EXHIBIT 14.

Date: Nov. 26, 1886 ; State, Louisiana.

No. of route: 30249.

Termini of route: Farmersville—Oakland.

Length of route: 18 miles.

No. of trips per week: 3.

Contractor: W. J. Pickel.

Pay, \$261.00.

Subcontractor: ————.

Pay, \$———.

Service increased.

Postmaster and contractor recommend schedule.

Leave Farmersville Monday, Wednesday, and Friday at 6 a. m.

Arrive at Oakland by 12 m.

Leave Oakland Monday, Wednesday, and Friday, at 1 p. m.

Arrive at Farmersville by 7 p. m.

From Nov. 29, 1886, adopt schedule.

KNOTT:

Order No. — ; Date: ———, 188 .

Day-book page: 48.

Wrote postmaster and contractor Nov. 26, 1886.

EXHIBIT 15.

[From day-book, November, 1886.]

Date.	Route.	State.		Annual cost.	
				Increase.	Decrease.
26	30249	Louisiana.	Schedule.....		

EXHIBIT 16.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., November 26, 1886.

SIR: The following is the schedule of departures and arrivals of the mail on route No. 30249, ordered by the Postmaster-General to take effect November 29, 1886 :

Leave Farmersville, Mondays, Wednesdays, and Fridays at 6 a. m.

Arrive at Oakland by 12 m.

Leave Oakland, Mondays, Wednesdays, and Fridays at 1 p. m.

Arrive at Farmersville by 7 p. m.

Fines will be imposed for all failures to convey the mail in the time above prescribed unless satisfactorily explained, with proper proof. Copies of this schedule are furnished to the postmasters at the termini of the route, who are required to report every failure.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. W. J. PICKEL, *Contractor,*
Farmersville, Union Parish, La.

Postmasters at Farmersville and Oakland, La., notified.

EXHIBIT 17.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., November 26, 1886.

SIR: The following is the schedule of departures and arrivals of the mail on route No. 30249, of which W. J. Pickel is the contractor, ordered by the Postmaster-General to take effect November 29, 1887:

Leave Farmersville, Mondays, Wednesdays, and Fridays, at 6 a. m.

Arrive at Oakland by 12 m.

Leave Oakland Mondays, Wednesdays, and Fridays, at 1 p. m.

Arrive at Farmersville by 7 p. m.

When service is less than six times a week and a failure occurs on schedule day, the mail should be carried on the first day possible thereafter.

Report to the inspection division of this office every failure of the mail to depart as above required, and every failure to arrive at the time above set, when so far behind time as to cause complaint or breach of connection with any outgoing mail; or whenever, in any case, the mail is run upon a day different from what is specified in the schedule.

Registers of arrival and departure of the mail should be addressed inspection division, Contract Office.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, *Farmersville, Union Parish, La.*

[NOTE.—Exhibit 18, letter to postmaster at Oakland, La., on same form and containing same information as Exhibit 17, is omitted.]

EXHIBIT 19.

[Extract from route book.]

Route No. 30249, Louisiana.

Leave Farmersville Mondays, Wednesdays, and Fridays at 6 a. m.

Arrive at Oakland by 12 m.

Leave Oakland Mondays, Wednesdays, and Fridays, at 1 p. m.

Arrive at Farmersville by 7 p. m.

EXHIBIT 20.

MONTHLY STATEMENT OF COST OF SERVICE.

[To be filled up and returned to the chief clerk on the 1st day of each month.]

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL.

The following is a report of increase and decrease in cost of mail service during the month of November, 1886:

States and Territories.	Railroad service.		Celerity, certainty, and security.		Steamboat service.		Mail messenger service.		Total.	
	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.
Louisiana.....			\$87.00						\$87.00	

G. F. STONE,
Corresponding Clerk.

EXHIBIT 21.

MONTHLY STATEMENT.

[To be furnished to the topographer on the 1st day of each month.]

CONTRACT OFFICE, POST-OFFICE DEPARTMENT.

From corresponding clerk for States of Louisiana, &c., for the month of ———, 188 .

Date.	No. of route.	County.	State.	Remarks.
1886. Nov. 8	30240	Union...	Louisiana.....	Service increased to three trips per week.

G. F. STONE,
Corresponding Clerk.**STATEMENT C.**—Showing clerical work on an application for additional service on a star or steamboat route when the application is denied.

Exhibits showing the clerical work incident to an application for additional postal service on a mail route in cases in which the application is denied, the office routine in all such cases being similar, but the actual work and time required varying with the importance of the case, and the extent of the investigation and consideration involved.

Exhibit 1 shows a petition from the citizens of Mobeetie, Tex., and vicinity for an increase from three to six trips per week on mail route No. 32166, from Camp Supply, Ind. T., to Mobeetie, Tex. This petition is opened in the mail room, stamped with the date of receipt, referred to the corresponding clerk in charge of the Indian Territory star routes, who briefly indorses thereon the subject matter, and sends out inquiries (Exhibits 2 and 3) to the several postmasters on the route to ascertain the amount of business done, the necessity for the additional service, and whether any existing service could be cut off in case the increase asked for should be granted.

These inquiries having been signed, press-copied, and sent out, and the replies thereto received, stamped, and indorsed, the corresponding clerk prepares a brief (Exhibit 4) of all the facts in the case, gathered from the papers above described, and the reports of the contract office and the Auditor's office.

The case is then sent to the chief clerk for the decision of the Second Assistant Postmaster-General.

Said decision having been unfavorable, as indicated by the indorsement on the face of the brief, the case is returned to the corresponding clerk, who prepares a letter (Exhibit 5) to the postmaster at Mobeetie (the point interested), declining to grant the additional service asked for. The letter is examined by the chief clerk, signed by the Second Assistant Postmaster-General, press-copied, indexed, and mailed.

In case of a recommendation or communication from a Senator or Representative, he is informed of the action taken by the Department.

EXHIBIT 1.

MOBEETIE, TEXAS,

October 10, 1886.

DEAR SIR: We, the undersigned, petitioners, of Mobeetie, Wheeler County, Texas, and vicinity, would most respectfully request that the tri-weekly mail service on route No. 32166, from Fort Supply, Ind. T., to Mobeetie, Tex., be increased to six times a week, for the following reasons, to wit:

First. On account of the great accumulation of mail matter along this route; makes it too weighty and bulky for a tri-weekly service.

Second. That the commercial correspondence from the East is carried over said route, and causes great vexation and delay in commercial matters, which is of vital importance to this section, and the time for the transmission of all such mail, we feel, should be materially lessened, and the facilities so increased as to at least give us a mail six times a week.

Third. The rapid increase of settlement of this section is another just and valid reason why this service should be increased.

We have the honor to request that you give the subject your early attention.

As all Eastern mail comes over this route, 32166, we would recommend a delivery of six times per week.

GEO. M. SMITH, *Postmaster, Mobeetie, Tex.*
 TEMPLE HOUSTON, *Senator 19th District.*
 HENRY HAMBURG, *Treasurer Wheeler Co.*
 FRANK WILLIS, *District Judge.*
 N. F. LOCKE, *District Clerk.*
 J. N. BROWNING, *Rep. 43 Rep. District,*
And forty-five others.

To Hon. FIRST ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C.

EXHIBIT 2.

U. S. POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, Nov. 19, 1886.

SIR: The Postmaster General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet, containing such answer, signed and dated, without delay.

Very respectfully,

A. LEO KNOTT,
 Second Assistant Postmaster-General.

To POSTMASTER, *Mobeetie, Wheeler County, Texas.*

[32166.]

INQUIRY OF SECOND ASSISTANT P. M. G.

If service were to be increased to six trips a week between Mobeetie and Camp Supply, how much service could be dispensed with between Mobeetie and Clarendon? Could it be reduced to two trips a week?

How much mail per trip do you forward and how much receive on Route No. 32166 (Camp Supply to Mobeetie)?

How much mail do you forward and how much receive per trip on Route No. 31761 (Harold to Mobeetie)?

How large a population does your office supply?

ANSWER OF ———, DATED NOV. 30, 1886.

(1) Service between Mobeetie and Clarendon could be reduced to two trips a week.

(2) Average amount of mail forwarded on Route 32166, 50 pounds. Average received, 100 pounds.

(3) Average amount of mail forwarded on Route 31761, 20 pounds. Average amount of mail received, 85 pounds.

(4) This office supplies an estimated population of 2,500.

Respectfully,

GEO. M. SMITH,
 Postmaster.

EXHIBIT 3.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, Nov. 19, 1886.

SIR: The Postmaster General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet, containing such answer, signed and dated, without delay.

Very respectfully,

A. LEO KNOTT,

Second Assistant Postmaster General.

To POSTMASTER, *Camp Supply, Cherokee Nation, Ind. T.*

[32116.]

INQUIRY OF SECOND ASSISTANT P. M. G.

How much mail per trip do you forward and how much do you receive on Route No. 32166 (Camp Supply to Mobeetie)?

ANSWER OF ———, DATED NOV. 25, 1886.

One leather pouch full of first-class matter and registers, and one and a half sacks printed matter forwarded; about half-full leather pouch of matter of all classes received each trip.

J. M. FERGUSON,

Postmaster, *Camp Supply, Ind. T.*

EXHIBIT 4.

Date, Dec. 7, 1886; Cherokee Nation, Indian Territory.

No. of route: 32,166.

Termini of route: Camp Supply—Mobeetie, Tex.

Length of route: 98 miles.

No. of trips per week: 3.

Contractor: John M. Crowell.

Pay, \$1,920.

Subcontractor: ———.

Pay, \$———.

(Across the face:) 12.7,'86. Decline. Swaney.

November 17, 1886.—Petition for increase to 6 trips a week, because—

(1) Mail is too heavy for 3 trips a week.

(2) The commercial correspondence from the East is forwarded to Mobeetie over this route, and is delayed by reason of only 3 trips-a-week service.

(3) The rapid increase in the settlement of that section demands it.

Petition bears 50 names, including State senator and representative, district judge and clerk, county treasurer and commissioner, U. S. commissioner, sheriff, and postmaster.

November 19, 1886.—Sent inquiries. Postmaster, Camp Supply, forwards per trip 1 pouch full of first-class matter and 1½ sacks of printed matter; receives pouch half-full of matter of all classes.

Postmaster, Mobeetie, reports mail forwarded on this route, 50 pounds; received, 100 pounds per trip; that if increase to 6 trips a week be granted the service on Texas route 31761 (Vernon to Mobeetie) could be reduced between Mobeetie and Clarendon, 53 miles, from 6 to 2 trips a week, on which route he now forwards per trip 20 pounds and receives 35 pounds; that his office supplies about 2,500.

To increase route 32166 to 6 trips a week would cost \$1,920 per annum.

To reduce 31761 to 2 trips a week, on 53 miles, would save \$1,316.34 per annum.

Net increase, \$603.66 per annum.

Mobeetie is the post-office for Fort Elliott, which belongs to the Department of the Missouri, headquarters Fort Leavenworth, Kans., so that the most direct route for official mail would be via Camp Supply.

The corresponding clerk in charge of Texas is advised that a railroad is being rapidly pushed from Vernon towards Clarendon, and is of the opinion that if the service between Mobeetie and Clarendon is reduced there would be an effort to have it restored as soon as the railroad shall have reached Clarendon.

Compensation of postmaster at Mobeetie, \$1,000 per annum.

Present schedules:

To reach Mobeetie from railroad at Vernon requires 54½ hours.

To reach Mobeetie from railroad at New Kiowa, Kans., via Camp Supply, requires 76 hours and 100 hours alternately, with 124 hours when Sunday intervenes.

Order No. ———; date: ———, 188—.

Day-book page: ———.

Wrote P. M. at Mobeetie, declining, December 9, 1886.

EXHIBIT 5.

[Please refer to these initials G. F. S. in replying.]

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., December 9, 1886.

SIR: The petition signed by yourself and others for increase to 6 trips per week on Route No. 32166—Camp Supply, Ind. T., to Mobeetie, Tex.—has been received and carefully considered; but the Department thinks it inexpedient to grant the request at present.

Very respectfully,

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

POSTMASTER, *Mobeetie, Wheeler County, Tex.*

STATEMENT D.—*Showing clerical work incident to the letting of star routes under a general advertisement.*

Statement and exhibits showing the clerical work incident to the advertising and letting of the star mail routes in a State or Territory under a general advertisement, the office routine being the same in all such cases, but the actual work and time required varying with the number of routes advertised and the extent of the investigation and consideration necessarily involved in questions as to changes in the existing service and the establishment of new service.

The clerk in charge of the State or Territory to be advertised (called corresponding clerk) prepares the advertisement in manuscript, having for his guide the route register for the current contract term, which shows the length of each route, its terminal and intermediate offices, the frequency of the service, and the schedule of departures and arrivals thereon. He compares the aggregate business of the offices benefited by the route with the cost of the service under the existing contract, and where an increase or decrease in the number of trips for the ensuing contract term appears proper, the question of making it is submitted for the decision of the Second Assistant Postmaster-General or his chief clerk. He submits for the same decision cases where new routes or radical changes of service have been recommended or appear advisable, and also a statement of the special offices in operation whose age or business appear to entitle them to star route service. Certain minor details, both as regards the arrangement and changes of service and schedules, are necessarily left to the judgment and discretion of this clerk.

Exhibit 1 shows a route as prepared in manuscript for the printer; Exhibit 2, a part of the index to the advertisement. The proof is read by the corresponding clerk, and when the advertisements are received from the printer a copy (see Exhibit 3) is sent to every postmaster in the State and every contractor and subcontractor holding service in it. Inclosed with each advertisement thus distributed are three blank forms of proposals, and with those sent to postmasters there are also inclosed instructions to them to conspicuously post the advertisement and one of the poster notices accompanying it in the post-office for at least sixty days preceding the date set for the close of the advertisement, and to report to this office any change in the service to or from their respective offices, as provided under said advertisement, that they may deem expedient. (See Exhibits 4 and 5.)

The preparation of the books of record is now begun; the routes advertised are copied verbatim into books known as "route registers" (see Exhibit 6, showing page of route register after copy from advertisement), and an "index to offices and routes" is compiled, showing each office in the State and such offices in other States that are embraced in the advertisement and the route or routes upon which each office is located. (See Exhibit 7.) In addition to these books, there are also kept a "day-book," an "index to contractors," a register of "special offices," and another of "post-offices established," but which are not brought into use until later.

It is proper to state here that, under the postal regulations, the United States are divided into four contract sections, a general letting for one of which sections occurs every year, the advertisements being issued usually in September. The several States in each section are, as a rule, advertised in separate pamphlets, though all, of course, bear the same date. The bids received are opened State by State, and the subsequent work upon them is conducted on the same plan. The last general advertisement was issued on September 15, 1886, and the time for receiving bids closed on January 3,

1887. The section advertised was that known as No. 3, which includes the States of Ohio, Indiana, Minnesota, Wisconsin, Michigan, Illinois, Iowa, and Missouri. The total number of routes advertised was 3,648, and the total number of bids received was 77,770.

As fast as proposals are received they are stored in a vault set apart for that purpose, where they remain in charge of the custodian of the vault until the advertisement has closed. Under the supervision of a committee appointed by the Postmaster-General they are then opened and counted, after which each proposal is stamped with a scroll adopted for the particular advertisement and the date upon which it was opened. They are then counted a second time, arranged in packages of one hundred, and delivered to the chief clerk of the Second Assistant Postmaster-General. From his room they are given first to the clerks selected to brief or "indorse" them. The indorser indorses upon each proposal the number of the route, the State in which it is located, the name of the bidder, the amount of his bid, his own name, and the date he indorsed it, noting in his brief any informalities in the proposal which may appear from the examination he is required to make of it. The proposals are next "examined." The clerks assigned to this work verify the indorser's brief and make a searching examination of each proposal, ascertaining whether it is in every respect formal. The examiner writes on each proposal his name and the date of its examination and the nature of any informality discovered.

When the proposals have been indorsed and examined they are folded, separated into hundreds with reference to respective numeral designation of routes, arranged first by routes, then by amounts, and then are ready for the "recorders." The recorder enters the names of the bidders and the amounts of their bids on the appropriate routes, and indorses each bid entered with his name and the date it was recorded. Exhibit 8 shows a proposal with the stamps, brief, and indorsements above explained.

The chief clerk, with the corresponding clerk in charge of the section, then goes over the route registers and checks the name of the lowest bidder, whose bid is in due form, on each route that it is deemed proper to let, which check stands as the order to the "contract clerk" to draw a contract in the name of such bidder. In a hand book of the advertisement the chief clerk also makes a memorandum, showing the name and address of each accepted bidder and the amount of the accepted bid. This hand book is daily submitted to the Second Assistant Postmaster-General for examination and approval. The proposals are then put in the files. Strict tally is kept of them during their passage through each of the various channels mentioned.

After the designation by the chief clerk of the awards that are to be made, the word "accepted" and the date of the acceptance, which is the date given in the advertisement for the announcement of decisions, are written on the route register opposite the name of each accepted bidder. (See Exhibit 9, showing a page of the route register with bids recorded and the check and entry made against the name of the accepted bidder).

The next step is the Postmaster-General's formal order accepting the bids of the persons so designated. Accompanying said order, and as a part of it, is a list of the routes to be let and their termini, with the name of each accepted bidder and the amount of his bid. (See Exhibits 10 and 11.) This order is copied in full in the Postmaster-General's journal of orders. Upon its issuance, the accepted bidders are notified of the acceptance of their bids by circular letter (see Exhibit 12), of which letter a press copy is retained (Exhibit 13). The acceptance is followed by contracts in duplicate, which are sent to the bidder through the postmaster at his place of residence, and when returned, properly executed by himself and sureties, they are signed by the Second Assistant Postmaster-General in behalf of the United States. One copy is retained by the Second Assistant Postmaster-General, and the other is delivered to the Auditor of the Treasury for the Post-Office Department, as required by law. (See Exhibits 14, 15, and 16.)

A month before the beginning of service under the new advertisement the postmasters at both ends of each route, and any other reporting offices thereon, are furnished with a copy of the advertised schedule of departure and arrivals therefor, together with the name and post-office address of the contractor, the amount of his pay, and necessary instructions as to delivery of mail, &c. (See Exhibit 17.) Upon the beginning of service a call is made upon the postmasters on each route for the distances between the several offices thereon (see Distance Circular, marked Exhibit 18), which, when reported, are entered upon the route register, and stand as the basis in calculations that may be necessitated by changes in service affecting the distance.

Nothing now remains to be done prior to the contractor entering upon the performance of service in accordance with his contract.

Exhibits 19, 20, 21, 22, and 23 show pages, respectively, of the "day book," "index to contractors," "index to subcontractors," registers of "special offices," and register of "post-offices established," heretofore referred to.

EXHIBIT 1.

28102. From Acasto, by Anson, to Farmington (Iowa), 10½ miles and back, three times a week.

Leave Acasto Tuesday, Thursday, and Saturday at 8 a. m.

Arrive at Farmington by 11 a. m.

Leave Farmington Tuesday, Thursday, and Saturday at 1 p. m.

Arrive at Acasto by 4 p. m.

Bond required with bid, \$300.

EXHIBIT 2.

MISSOURI.

Index to routes in Missouri.

From—	To—	Number of route.
Acasto.....	Farmington (Iowa)	28102
Adrian.....	Altoona.....	28531
Agency.....	Gower.....	28193
Albany.....	Allendale.....	28160
Albany.....	Bethany.....	28157
Albany.....	Evona.....	28158
Albany.....	Gara.....	28159
Aldrich.....	Orleans.....	28584
Aldrich.....	Shady Grove.....	28583
Alpha.....	Lindley.....	28234
Alton.....	May Springs.....	28719
Alton.....	Thayer's.....	28718
Alton.....	Thomasville.....	28720
Amity.....	Haydenville.....	28174
Amity.....	Trading Post (Kans.).....	28536

EXHIBIT 3.

[*Note by Committee*: This Exhibit No. 3 is a printed pamphlet of 131 pages, being the advertisement of September 15, 1886, inviting proposals for carrying the mails of the United States in the State of Missouri from July 1, 1887, to June 30, 1891, and containing index to routes in Missouri and a description of each route, showing its length, terminal and intermediate offices, the frequency of the service and the schedule of departures and arrivals thereon, the amount of the bond and of the deposit by check, if any be required; and also containing the instructions to bidders and postmasters, subcontractors, conditions of permission to sublet, and form of proposal, bond, and certificate. It is considered unnecessary to print same herein, as the Exhibits 1, 2, and following give a correct idea of the contents of the pamphlet.]

EXHIBIT 4.

CIRCULAR LETTER.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., September 15, 1886.

Postmasters receiving a copy of the advertisement of this date, inviting proposals for carrying the mail, will conspicuously post the same and one of the accompanying posters in the post-office at least sixty days preceding January 3, 1887, in order to give the matter all possible publicity, and are requested to give such advertisement their careful personal consideration so far as it relates to service to or from their respective offices, and to report at this office anything that they may consider as being an improper or erroneous advertisement of the service, or wherein different service would be more beneficial or meet the actual necessities of the case with less expense to the Department.

Especial attention should be given to the advertised frequency of trips, and in cases where less frequent service would be sufficient an immediate special report of the fact should be made.

Postmasters (trusted agents of the Department) should at all times promptly report any unnecessary service or service that may be reduced or curtailed without public detriment, and a saving of useless expense to the Department be thereby effected.

Postmasters should not indorse petitions for unnecessary increase of service or for the establishment of unnecessary new service, and should promptly advise this office of the circulation of any petition of that character.

Make each matter the subject of a separate report, and make each report an explicit statement of all the facts upon which any suggestion or recommendation is based.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

EXHIBIT 5.

MAIL LETTINGS.

POST-OFFICE DEPARTMENT,
Washington, D. C., September 15, 1886.

Proposals will be received at the contract office of this Department until 4 p. m. of January 3, 1887, for carrying the mails of the United States from July 1, 1887, to June 30, 1891, upon the star and steamboat routes in the States of Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, and Missouri, specified in pamphlet advertisements of this date, and for the performance of mail messenger, mail station, and transfer service at the cities of Cincinnati, Cleveland, Toledo, Ohio; Chicago, Ill.; Detroit, Mich.; Saint Paul, Minn.; Burlington, Iowa; Saint Louis and Kansas City, Mo.

Lists of routes, forms of proposals and bonds, and all other necessary information will be furnished upon application to the Second Assistant Postmaster-General, Washington, D. C.

WILLIAM F. VILAS,
Postmaster-General.

Post conspicuously in the post-office.

EXHIBIT 6.

[Extract from route book.]

From.....	Acasto	Clark.....	Missouri.....	
By	Anson	do	do	
To	Farmington.....	Van Buren	Iowa	27008-018
<p>10½ miles and back, three times a week. Leave Acasto Tuesday, Thursday, and Saturday at 8 a. m. Arrive at Farmington by 11 a. m. Leave Farmington Tuesday, Thursday, and Saturday at 1 p. m. Arrive at Acasto by 4 p. m. Bond required with bid, \$300.</p>				

EXHIBIT 7.

[Extract from index of offices and routes.]

Abattis.....	Warren.....	Mo.....	28339
Acosta.....	Clark.....	Mo.....	28102
A come.....	Clay.....	Mo.....	28257
Acorn Ridge.....	Stoddard.....	Mo.....	28667
Anson.....	Clark.....	Mo.....	28102
Farmington.....	Van Buren.....	Iowa.....	27008-018-28102

EXHIBIT 8.

Proposals altered by erasures or interlineations of the route, the service, the yearly pay, or the name of the bidder, will not be considered.

Proposal opened, Jan. 15, 1887.
P. O. D.]

PROPOSAL.

[P. O. D.]

The undersigned, John R. Boreing, whose post-office address is Magnolia, county of Columbia, State of Arkansas, proposes to carry the mails of the United States, from July 1, 1887, to June 30, 1891, on route No. 28102, between Acasto and Farmington (Iowa) State of Missouri, under the advertisement of the Postmaster-General dated September 15, 1886, "with celerity, certainty, and security," for the sum of \$155 (one hundred and fifty-five dollars) per annum; and if this proposal is accepted he will enter into contract, with sureties to be approved by the Postmaster-General, within sixty days after the date of acceptance.

This proposal is made with full knowledge of the distance of the route, the weight of the mail to be carried, and all other particulars in reference to the route and service; and, also, after careful examination of the forms and instructions attached to said advertisement.

Dated Nov. 18, 1886.

JOHN R. BOREING, *Bidder.*

OATH REQUIRED BY SECTION 245 OF AN ACT OF CONGRESS APPROVED JUNE 23, 1874, TO BE AFFIXED TO EACH BID FOR CARRYING THE MAIL, AND TO BE TAKEN BEFORE AN OFFICER QUALIFIED TO ADMINISTER OATHS.

I, John R. Boreing, of Magnolia, Ark., bidder for carrying the mail on route No. 28102, from Acasto to Farmington, do swear that I have the ability, pecuniarily, to fulfill my obligation as such bidder; that the bid is made in good faith, and with the intention to enter into contract and perform the service in case said bid shall be accepted.

[Bidder sign here.] JOHN R. BOREING.

Sworn to and subscribed before me, notary public for the county of Columbia, State of Ark., this 20 day of November, A. D. 1886, and in testimony thereof I hereunto subscribe my name and affix my official seal the day and year aforesaid.

[SEAL.]

J. H. POLLARD,
Notary Public.

NOTE.—When the oath is taken before a justice of the peace, or any other officer not using a seal, except a judge of a United States court, the certificate of the clerk of a court of record must be added, under his seal of office, that the person who administered the oath is duly qualified as such officer.

Bids must be accompanied by a certified check, or draft, on some solvent national bank, payable to the order of the Postmaster-General, equal to 5 per centum on the present annual pay on the route when the present pay exceeds \$5,000; or in case of new service, not less than 5 per centum of the amount of the bond accompanying the bid, if said bond exceeds \$5,000.

The proposal must be signed by the bidder or each of the bidders, and the date of signing affixed.

Direct to the "Second Assistant Postmaster-General, Post-Office Department, Washington, D. C.," marked "Proposals, State of _____"

(On left hand margin:) Proposals for different States must not be inclosed in the same envelope, and should never be rolled.

NOTE.—Any alteration, by erasure or interlineation of a material part of the following bond, will cause it to be rejected, unless it appears by a note or memorandum, attested by the witnesses, that the alteration was made before the bond was signed and sealed.

When partners are parties to the bond, the partnership name should not be used, but each partner should sign his individual name.

Insert the names of the principal and sureties in full in the body of the bond; also the date. The signatures to the bond should be witnessed, and each signature must be opposite a separate seal.

Proposals illegibly written will not be considered.

BOND.

Know all men by these presents that John R. Boreing, of Magnolia, in the State of Arkansas, principal, Zadok L. Daniel and Vincent Boreing, London, Ky., of Magnolia, in the State of Arkansas, as sureties, are held and firmly bound unto the United States of America in the just and full sum of three hundred dollars, lawful money of the United States, to be paid to the said United States of America or its duly appointed or authorized officer or officers; to the payment of which, well and truly to be made and done, we bind ourselves, our heirs, executors, and administrators, jointly and severally, firmly by these presents.

Scaled with our seals, and dated this 18th day of November, 1886.

Whereas by an act of Congress approved June 23, 1874, entitled "An act making appropriations for the service of the Post-Office Department for the fiscal year ending June thirtieth, eighteen hundred and seventy-five, and for other purposes," it is provided "that every proposal for carrying the mail shall be accompanied by the bond of the bidder, with sureties approved by a postmaster," in pursuance whereof, and in compliance with the provisions of said law, this bond is made and executed, subject to all the terms, conditions, and remedies thereon, in the said act provided and prescribed, to accompany the foregoing and annexed proposal of the said John R. Boreing, bidder:

Now, the condition of the said obligation is such that if the said bidder, as aforesaid, shall, within such time after his bid is accepted as the Postmaster-General has prescribed in said advertisement, to wit, within sixty days after date of acceptance of the bid, enter into a contract with the United States

of America, with good and sufficient sureties to be approved by the Postmaster-General, to perform the service proposed in his said bid, and further shall perform said service according to his contract, when this obligation shall be void; otherwise, to be in full force and obligation in law.

In witness whereof we have hereunto set our hands and seals this 18th day of Nov., 1886.

[Bidder sign here.] JOHN R. BOREING. [SEAL.]
 [Sureties sign here.] VINCENT BOREING. [SEAL.]
 ZADOK L. DANIEL. [SEAL.]

Witness:
 HENRY C. STEWART.
 JOHN C. COLQUIT.

NOTE.—A married woman will not be accepted as surety. Sureties are liable during the whole of contract term.

(On left-hand margin:) The law requires at least two sureties; one will not be sufficient.

INTERROGATORIES.

The following interrogatories are prescribed by the Postmaster-General, to be answered, under oath, by each of the sureties in the foregoing bond:

1. What amount in value of real estate is owned by you?
2. Of what description—town or city lots, improved or unimproved, or farming land, cultivated or uncultivated?
3. Where is it situated, and in what county and State does record evidence of your title exist. (Answer fully on next page.)

OATH OF SURETIES.

STATE OF ARKANSAS,
 County of Columbia, ss:

On this 20th day of November, 1886, personally appeared before me Zadok L. Daniel and Vincent Boreing, sureties in the foregoing bond, to me known to be the persons named in said bond as sureties, and who have executed the same as such, who, being by me duly sworn, depose and say, and each for himself deposes and says, he has executed the within bond; that his place of residence is correctly stated therein; that he is the owner of real estate worth the sum hereinafter set against his name over and above all debts due and owing by him, and all judgments, mortgages, and executions against him after allowing all exemptions of every character whatever, the total sum thus assured amounting to (\$600) six hundred dollars, being double the amount of the foregoing bond.

And in answer to the foregoing interrogatories, each of the said sureties further deposes and says that the value, description, and location of his real estate is as follows:

Names of sureties.	Value of real estate.*	Description of real estate.†	Where located.‡	Record evidence of title.‡
Zadok L. Daniel.....	\$8,000	Improved farms and timberlands.	Columbia, Nevada, Bradley, and Drew Counties, Arkansas.	
Vincent Boreing.....	25,000	Improved town lots, cultivated farming, and coal and timber lands.	In Laurel, Whitley, Bell, and Letcher Counties, Kentucky.	In Laurel, Bell, Whitley, and Letcher Counties, Kentucky.

* As required by interrogatory No. 1.
 † As required by interrogatory No. 2.
 ‡ As required by interrogatory No. 3.

[Sureties sign here.]

ZADOK L. DANIEL (\$8,000).
 VINCENT BOREING (\$25,000).

Subscribed and sworn before me this 20th day of November, 1886.

[SEAL.]

J. H. POLLARD,
 Notary Public.

NOTE.—When the above oath is taken before a justice of the peace, or any other officer not using a seal, except a judge of a U. S. court, the certificate of the clerk of a court of record must be added, under his seal of office, that the person who administered the oath is duly qualified as such officer. If the oath is taken before a notary public and his seal is affixed, the certificate of the clerk of a court is not necessary.

CERTIFICATE OF POSTMASTER.

I, the undersigned, postmaster at Magnolia, State of Arkansas, after the exercise of due diligence to inform myself of the pecuniary ability and responsibility of the principal and his sureties in the foregoing bond, and of the real estate owned by them, respectively, do hereby approve said bond, and certify that, in my belief, the said sureties are sufficient—sufficient to insure the payment of double the entire amount of the said bond; and I do further certify that the said bond was duly signed by John R. Boreing, bidder, and Z. L. Daniel and Vincent Boreing, his sureties, before signing this certificate.

J. N. SMITH,
 Postmaster.

Dated December 20, 1886.

Postmasters will observe that the improper approval of the bond, or the certificate of the sufficiency of sureties therein, exposes them not only to dismissal, but also to fine or imprisonment. Certificate must not be signed until proposal is *completed and bond signed*. Postmasters must not divulge the amount of any proposal certified by them under penalty of removal.

(On right-hand margin:) Location of property and record evidence of title in same county and State.
(On the back:)

Route No. 28102.

STATE OF MO.

(Advertisement of September 15, 1886.)

(July 1, 1887, to June 30, 1891.)

Proposal of John R. Boreing.

\$155.

Indorsed by Burnham, January 17, 1887.

Examined by J. T. C., January 18, 1887.

Recorded by D. S., January 27, 1887.

[Bidders will make no writing whatever on this face.]

EXHIBIT 9.

[Extract from route-book.]

28102.				
.....	Thomas Bolend, Wm. T.			
.....	Boyer	\$275 00	J. H. Davis.....	\$171 99
.....	Jacob Sherwell.....	200 00	F. S. Smith.....	169 00
.....	G. A. Denham	198 00	W. S. Jackson.....	168 00
.....	E. H. Gaither.....	196 00	J. J. Campbell	168 00
.....	W. F. Hansberger.....	193 00	F. W. Casteel	168 00
.....	Andrew Easley.....	188 88	C. C. Morse	156 00
.....	R. L. Pease	180 00	B. F. Moss	166 00
.....	C. B. Mitchell.....	177 00	J. P. Stewart and H. T. Symp-	
.....	J. R. Pigg	175 00	son	165 00
.....	Gardner Cowles.....	174 00	J. B. Colegrove.....	164 00
.....	M. T. Craft	173 00	E. J. Melton.....	162 00
	J. D. Smith, 160.			
	A. N. Sanborn, 156.			
	John R. Boreing, 155.			
	Magnolia, Columbia County, Ark.			
Accepted Feb'y 23, 1886.				

EXHIBIT 10.

POST-OFFICE DEPARTMENT,
Washington, D. C., February 23, 1887.

The proposals for carrying the mails on the several mail routes in the State of Missouri under the advertisement of the Postmaster-General of September 15, 1886, for and during the contract term commencing on the 1st day of July, 1887, and ending on the 30th day of June, 1891, of the several persons, partnerships, and companies against whose names are written on the route register for said State the words, "Accepted February 23, 1887," at the compensation set opposite their respective names, are hereby accepted by me; being the same, and only those specified in the annexed list; and it is ordered that contracts be made with the said persons, partnerships, and companies, respectively, for the service to be performed during the contract term aforesaid, on the said routes, at the compensation aforesaid: *Provided*, That contracts be executed in due form by the said bidders, respectively, with sureties approved by the Postmaster-General, and delivered at the office of the Second Assistant Postmaster-General on or before the 25th day of April, 1887.

WM. F. VILAS,
Postmaster-General.

Order No. 2127.

(Entered on route register, vol. 1.)

EXHIBIT 11.

[Extract from list of routes embraced in the foregoing order of the Postmaster-General of February 23, 1887.]

MISSOURI.

No. of route.	From—	To—	Name of bidder.	Amount of bid.
28102	Acasto	Farmington (Iowa).....	John R. Boreing	\$155
28103	Saint Francisville	Wayland	F. G. Trestrail	149
28104	Wayland	Saint Patrick	E. J. Melton	186
28105	Kahoka	Peakesville	W. F. Hanaberger	137
28106	Wahoka	Antioch	James D. Smith	160
28107	Fairmont	Kahoka	C. C. Morse	466
*	*	*	*	*

EXHIBIT 12.

ACCEPTANCE.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., February 23, 1887.

SIR: The Postmaster-General has accepted your proposal, under advertisement of September 15, 1886, for conveying the United States mail, from July 1, 1887, to June 30, 1891, on Missouri route No. 28102, between Acasto and Farmington (Iowa), at \$155 a year, "with celerity, certainty, and security."

Contracts will be sent in due time to the postmaster at your place of residence, which you must execute at once, and file in the Department within sixty days from this date; otherwise you will be declared a failing bidder, and the service will be relet at your expense.

You will request the postmasters at the beginning and end of the route to inform this office when you make the first trip.

For notice to accepted bidders see inside.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

MR. JOHN R. BOREING,
Magnolia, Columbia Co., Ark.

NOTICE TO ACCEPTED BIDDERS.

In sending the accompanying acceptance of your proposal for mail service, the Postmaster-General directs that distinct information be given you on the following points:

Contractors and carriers, including persons to whom routes may be sublet by a contractor, are required to take the oath prescribed by the acts of Congress for the purpose. The law provides that the oath shall be taken prior to beginning service, and that no payment be made until it shall have been placed on file in the Department.

Although the contract term is from the first of July next, contractors will not then begin the service unless there are postmasters appointed and commissioned at both ends of the route, except in cases where the route ends at a railroad station where there is no post-office. This requirement is important to contractors, as they cannot be paid without the register or certificate of such postmasters, showing the performance of service.

Contractors may aid in having post-offices opened at intermediate points, or where they formerly existed, by informing the inhabitants that applications addressed to the First Assistant Postmaster-General, naming a suitable person for postmaster, who is over 21 years of age, will receive attention.

Contractors are requested to urge upon postmasters at schedule points the necessity of reporting service at the end of each month by "Register of arrivals and departures," in order that payments for service performed may be promptly made quarterly, within the time named in the contract.

You will acknowledge the receipt of this acceptance, and say if you intend to carry the mail in person or by a carrier or agent. Inform the postmasters at the beginning and end of the route, in writing, of your intentions in this respect, and give the names of the carriers or agents to be employed, if any.

If you call for the mail in person the first of July, or the first mail day, take this acceptance with you and show it to the postmasters; also have with you the magistrate's certificate that you have taken the oath required by law.

If you employ a carrier, give him an order on the postmaster for the mail, and see that he, also, is provided with evidence of having been sworn.

REGULATIONS RELATIVE TO SUBLETTING SERVICE ON STAR ROUTES.

Contractors must in all cases secure the permission of the Postmaster-General before making a sub-contract on any route. The application to sublet must be made separately for each route, specifying the number and terminal points thereof.

Conditions of permission to sublet.

1. The subcontract must be executed for service upon the whole route, and for a period not less than one year, or for the balance of the contract term when less than one year, and it must be filed by the contractor in the office of the Second Assistant Postmaster-General within thirty days after the time when service is to begin under it.

2. The subcontractor must be a resident of a locality upon or contiguous to the route.

3. The subcontract must be executed in the form prescribed by the Postmaster-General in blank No. 2075, and must specify the rate to be paid per annum under it in case the service shall be changed; must stipulate that the subcontractors shall assume liability for fines and deductions, and that he shall receive pro rata of the one month's extra pay allowed contractor for curtailment, reduction, or discontinuance of service.

4. None of the stipulations of the subcontract (Form No. 2075) are to be eliminated therefrom, and no collateral stipulations of any character whatever are to be added thereto.

The execution of a subcontract on any route without permission, or, if after permission, in violation of these instructions, renders the original contract liable to annulment.

When a route is sublet to a party living at an intermediate point, or at the foot of the route, the schedule will not be changed unless an investigation shall show that a change will be an improvement on the existing schedule.

Neither the permission to sublet, nor the recognition of the subcontract made in pursuance thereof, shall be construed as releasing the contractor from any of the obligations of his contract with the United States. (See section 3963, Revised Statutes.)

The word "transfer," as used in section 2 of the law above quoted, is declared to be synonymous with sublet, and does not permit in any case the absolute transfer of a mail contract.

The provisions of this law are applicable to all mail contracts.

The evidence of payment of a subcontractor by a contractor, provided for in section 3, must be the receipt of the subcontractor, attested by a postmaster at one of the terminal offices of the route sublet on a form furnished by the office of the Second Assistant Postmaster-General.

A subcontractor may avail himself of the benefits of the laws and receive payment from the Post-Office Department direct, by filing a copy of his subcontract in the office of the Second Assistant Postmaster-General, furnishing therewith his post-office address. No subcontractor can be paid by the Department for service, at a greater rate than that named in the original contract.

The copy of subcontract filed must be certified to be a true copy of the original by a postmaster at one of the termini of the route therein sublet.

No subcontract can be recognized unless made with the original contractor.

These regulations apply exclusively to the star service. Special permission must be obtained for subletting steambot service.

EXHIBIT 13.

[NOTE.—Exhibit 13, a partly illegible manifold copy of letter of acceptance of contract given in Exhibit 12, is omitted.]

EXHIBIT 14.

[NOTE.—This exhibit is a copy of "article of contract, made February 23, 1887, between the United States of America (acting in this behalf by the Postmaster-General) and John R. Boreing," for transporting the mail on Route No. 28102, from Acasto, Mo., to Farmington, Iowa, and back, three times a week. A similar contract, on the same form, has been printed as Exhibit 29 under "Statement A;" which see.]

EXHIBIT 15.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C. March 22, 1887.

To the Auditor of the Treasury for the Post-Office Department :

The contracts enumerated below have been duly executed, and are herewith reported to your office, according to law.

No. of route.	State.	Termini of route.	Contractor's name.	Annual pay.	Remarks.
28, 102	Missouri.	Acasto to Farmington (Ia.).	John R. Boreing.	\$155 00	

Respectfully,

C. O. for Second Ass't P. M. General.

EXHIBIT 16.

POST-OFFICE DEPARTMENT,
Washington, D. C., March 22, 1887.

The following contract in the State of Missouri has been reported to the Auditor:
No. 28,102.

EXHIBIT 17.

REQUIRED BY LAW TO BE CONSPICUOUSLY POSTED UP IN THE POST-OFFICE.

Mail route No. 28,102, Missouri, from Acasto to Farmington, Iowa. Advertisement of September 15, 1886. Term, July 1, 1887, to June 30, 1891.

Contractor, John R. Boreing.

Residence, Magnolia, Ark.

Number of trips per week in each direction, 3.

Pay per annum, \$155.

Highest rate per annum that can be paid for temporary service, \$300.

Schedule of departures and arrivals:

Leave Acasto Tuesday, Thursday, and Saturday at 8 a. m.

Arrive at Farmington by 11 a. m.

Leave Farmington Tuesday, Thursday, and Saturday at 1 p. m.

Arrive at Acasto by 4 p. m.

POST-OFFICE DEPARTMENT,

Contract Office, June 1, 1887.

(The postmaster will note the alterations in the route, in contractor's name, increase of trips, or change of departures and arrivals, which the Department may order from time to time.)

INSTRUCTIONS PRESCRIBED BY THE POSTMASTER-GENERAL.

The postmaster will report by letter to the Second Assistant Postmaster-General, contract office—

(1) The day on which this service is begun by the contractor or his carrier or agent.

(2) The mode of conveyance.

The name of the person who takes the mail; and if different from that of the contractor, whether as his agent or otherwise.

The contractor will not be allowed to commence the service unless there are postmasters appointed and commissioned at both ends of the route.

In case the contractor fails to appear in person or by his agent for the mail, the postmaster will report that fact and the reasons, if known, to the Second Assistant Postmaster-General.

In case of the failure of the contractor temporary mail service is to be employed only by the postmaster at Acasto, being the office at the head of the route. The other postmasters on the route are to communicate to him the offers they may receive, if any.

Temporary service is not to be engaged except in case of absolute and unquestionable failure on the part of the contractor, and then only until the contractor, in person or by agent, appears and takes charge of the route, or until otherwise ordered by the Second Assistant Postmaster-General. The postmaster is to have no interest, direct or indirect, in the temporary engagement. He is to make engagements upon the best terms for the Department that can be obtained, and in no event at a greater cost per annum than the sum named in the bond for the route; and he is to report all the facts without delay to the Second Assistant Postmaster-General.

Postmasters are forbidden by law, under penalty of dismissal from office and a pecuniary liability, to act as the agent of contractors or bidders, with or without compensation, in any matter or thing relating to the business of the Department.

In case the route is not fully supplied with pouches, locks, and keys, requisition must be made upon the Second Assistant Postmaster-General for the same before the date of beginning service.

It is the duty of postmasters to see that contractors and all carriers, before they begin service, take and subscribe the oath required by law, which may be administered by a duly commissioned postmaster; and they will deliver the mail to no person as carrier or contractor who is not sworn as such.

The postmaster will notify subcontractor, if there be one on this route, to file his subcontract immediately in this Department, as provided by law.

Contractors must be of legal age; carriers not under sixteen years.

Blank forms of oath are sent to the office above named at the head of the route.

The mail must be carried precisely according to the annexed schedule until changed by order of the Department.

Registers of departures and arrivals of the mail, special reports of mail failures and irregularities, and oaths of contractors and carriers, must be addressed "Division of Inspection, Contract Office," Post-Office Department.

A. LEO KNOTT,
Second Assistant P. M. General.

THE POST-OFFICE DEPARTMENT.

EXHIBIT 18.

DISTANCE CIRCULAR.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., ———, 188—.

SIR: To preserve accuracy in the route books of the Department, the Postmaster-General requests the insertion in the columns below of the official names of the post-offices on Missouri route No. 28,102, between Acasto and Farmington, Iowa, to be written in the order in which they are situated, with the distance from one office to another.

The postmaster to whom this paper is addressed will give the distance to his office from the post-office immediately preceding (and no more), certifying the same by his signature. He will then forward it to the next postmaster on the route for similar action. The last postmaster on the route will return the completed paper to this office.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Anson, Mo.

From—	To—	Miles.	Postmasters' signatures.
Distance from.....	to.....		
Distance from.....	to.....		
Distance from.....	to.....		

State of ———.
Route No. ———.

DISTANCE CIRCULAR.

Sent ———, 188—.
Returned ———, 188—.

EXHIBIT 19.

Specimen page of day book.

		Annual cost.	
		Increase.	Decrease.
1887. Nov. 24	Permit contractor to sublet.....		

EXHIBIT 20.

Specimen page of index to contractors.

Contractor's name.	Residence.	No. of route.
Argue, W. L.....	Washington, D. C.....	28254-648-836

EXHIBIT 21.

Specimen page of index to subcontractors.

Subcontractor's name.	Residence.	Number of route.
Angell, J. H.....	Houston, Texas Co., Mo.....	28706-708-742,

EXHIBIT 22.

Specimen page of register of special offices.

Authorized the postmaster at each of the following-named post-offices to employ a carrier at a rate not exceeding two-thirds of his compensation as postmaster, from date of commencement of service.

Name of office.	County.	State.	Supplied from—	Distance, miles.	Number of order.	Date.
Anderson.....	McDonald ..	Missouri..	Pineville.....	4½	15, 603	Oct. 11, 1887

EXHIBIT 23.

Specimen page of book of post-offices established.

Office.	State.	Postmaster.	Admitted.
Schofield, Polk Co.—Special from Half Way, 7 ms. N. W., route 28380. [26 feb 87.]	Missouri..	Wm. T. Chittenden .	April 6, 1887.

STATEMENT E.—*Showing the clerical work incident to the reduction of service on a star or steamboat route.*

Exhibits showing the clerical work incident to the reduction of service on a mail route, which varies somewhat in similar cases according to the preliminary papers, and the circumstances of each particular case under which it is found advisable to reduce the service.

The case selected as an example grew out of a general examination of the cost of star routes in connection with an examination of the revenues of the post-offices supplied.

The corresponding clerk in charge of the star routes in Michigan, in the course of such an examination, found that the cost of operating route No. 24444, from Ontonagon to Nonesuch, was very large as compared with the revenue of the office supplied, and therefore prepared a brief statement of the facts (Exhibit 1, red ink*), which was sent to the chief clerk for the action of the Second Assistant Postmaster-General. His decision being indicated by the indorsement on the face of the brief, the case was returned to the corresponding clerk, who prepared the order reducing the service from three trips to one trip per week (Exhibit 1, black ink), entered the same in his day-book (Exhibit 2), prepared the notices of the order for the contractor (Exhibit 3) and terminal postmasters (Exhibits 4 and 5).

The order and circular letters were then sent to the Second Assistant Postmaster-General for consideration and decision, after which the latter were press-copied, indexed, and mailed, while the former was entered in the Postmaster-General's journal and four copies thereof made, one for the pay division of the Auditor's office, a second for the review division of the Auditor's office, a third for the finance division of the Third Assistant Postmaster-General's office, and a fourth to the division of inspection of the Second Assistant Postmaster-General's office. (See Exhibit 6.)

The order was then sent to the statistician, noted by him, and sent to the route-book clerk for Michigan, who entered it in the route book (see Exhibit 7), checked the entry in the day book, and placed it under its proper number of the Michigan files.

The reduction of the number of trips on said route necessitated a change of schedule.

The corresponding clerk, therefore, addressed (Exhibit 8) a circular letter to the terminal postmaster for the arrangement of a satisfactory schedule, which letter was signed, press-copied, indexed, and mailed.

Exhibit 9 shows the schedule recommended by the postmasters, which was received at the mail room, opened, stamped, and sent to the corresponding clerk, who prepared the order adopting schedule (Exhibit 10), entered it in his day book (Exhibit 11), and addressed notices of the order to the contractor (Exhibit 12) and to the terminal postmasters. (Exhibits 13 and 14.)

*Words written in red ink are printed in italic in exhibit.

The order and circular letters were then sent to the Second Assistant Postmaster-General for consideration and decision, after which the latter were press-copied, indexed, and mailed, while the former was sent to the route-book clerk for Michigan, who entered it in his route book (Exhibit 15), checked the entry in the day book, and placed it under its proper number of the Michigan files.

At the close of the month the corresponding clerk makes to the chief clerk a report of the increase and decrease in cost of service for the month (Exhibit 16) and a report to the topographer of the Post-Office of such changes as affect the maps. (Exhibit 17.)

EXHIBIT 1.

Date: *Sept. 10, 1885*; State: *Mich., Ontonagon Co.*

No. of Route: 24433.

Termini of route: *Ontonogan—Nonesuch.*

Length of route: 22 miles.

No. of trips per week: 3.

Contractor: *J. B. Colegrove.*

Pay, \$600. Reduction to one trip a week.

Sub-contractor: \$——— \$———.

Pay, \$———.

(Across the face:) 9, 8, '85.

Nonesuch is the only office supplied.

For the year ended March 31, 1885, the compensation of P. M. was \$24.22, and the sale of stamps amounted to \$26.61.

Shall service be reduced?

From October 1, 1885, reduce service to one trip per week, and deduct from pay of contractor \$400 per annum, being prorata.

Allow contractor one month's extra pay on service dispensed with. Sweney.

Order No. 13390; date: Sept. 10, 1885.

Day-book page: 118.

Wrote P. M., and contractor, Sept. 10, 1885.

NOTE.—Words printed in italic in the above exhibit were written in red ink

EXHIBIT 2.

[Extract from day book, October, 1885.]

Date.	Route.	State.		Annual cost.	
				Increase.	Decrease.
October 1	24533	Michigan .	Reduce to one trip a week.....	400 00

EXHIBIT 3.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, September 10, 1885.

SIR: The Postmaster-General orders that the service on route No. 24433, from Ontonagon to Nonesuch, Mich., be reduced to one trip per week, deducting from your pay \$400 per annum, being pro rata, and allowing you one month's extra pay on service dispensed with.

This order is to take effect October 1, 1885.

Very respectfully,

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

Mr. J. B. COLEGROVE, Contractor,
Washington, D. C.

Postmasters at Ontonagon and Nonesuch, Mich., notified.

EXHIBIT 4.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., September 10, 1885.

SIR: The contractor on route No. 24443, from Ontonagon to Nonesuch, has been instructed, in pursuance of an order of the Postmaster-General, to reduce service to one trip per week.

The order is to take effect October 1, 1885, and you will report if it is then complied with.

Very respectfully,

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

POSTMASTER, Ontonagon, Ontonagon County, Michigan.

[NOTE.—Exhibit 5, letter to postmaster at Nonesuch, on same form and containing same information as Exhibit 4, is omitted.]

EXHIBIT 6.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., September 12, 1885.

The following is an abstract of orders of the Postmaster-General issued through the office of the Second Assistant Postmaster-General, originating a new account or affecting an old one, for _____, 188 :

Date.	No. of order.	Name or service.	Order.
	13390	J. B. Colegrove, \$600.....	24443. Mich., Ontonagon to Nonesuch, 22 ms., 3 a w. From October 1, 1885, reduce service to one trip per week, and deduct from pay of contractor \$400 per annum, being pro rata. Allow contractor one month's extra pay on service dispensed with.

A. LEO KNOTT,
Second Assistant Postmaster-General.

Compared with official journal and is found correct.

C. W. MORGAN,
Journal Clerk.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT 7.

[Extract from route book.]

Route No. 24433, Michigan.
1885. September 10. No. 13390. From October 1, 1885, reduce service to one trip per week and deduct from pay of contractor \$400 per annum, being pro rata.
Allow contractor one month's extra pay on service dispensed with.

EXHIBIT 8.

UNITED STATES POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., September 10, 1885.

SIR: A change of schedule is desired on mail route No. 24433, on which J. B. Colegrove is the contractor, because of reduced service.

Annexed hereunto is a blank which the Postmaster-General requests you to fill up with such days and hours as will preserve the proper connection with other routes, and

return to this office, verified by your signature and by the signature of the postmaster at the other end of the route, and of the contractor or the subcontractor; or if they, or either of them, after proper consultation, shall not agree with you as to a schedule, let the reasons be given.

The service is to be once a week.

Be careful to allow no more than seven hours' running time each way.

Very respectfully,

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

POSTMASTER, *Ontonagon, Ontonagon County, Michigan.*

(On margin:) Do not detach this sheet.
(For regulations respecting changes in the schedules of departures and arrivals see Exhibit 25, Statement B.)

EXHIBIT 9.

SCHEDULE.

[Days and hours of service to be distinctly stated.]

The undersigned postmasters and contractor recommend the following departures and arrivals on mail route No. 24433, State of Michigan :

Leave Ontonagon Wednesday at 8 a. m.

Arrive at Nonesuch by 3 p. m.

Leave Nonesuch Thursday at 8 a. m.

Arrive at Ontonagon by 3 p. m.

ASA A. PARKER,
Postmaster at Ontonagon, Mich.
THOS. HOOPER,
Postmaster at Nonesuch, Mich.

Dated September 28, 1885.

EXHIBIT 10.

Date, October 6, 1885; State, Michigan.

No. of route, 24433.

Termini of route, Ontonagon-Nonesuch.

Length of route, 22 miles.

No. of trips per week, 1.

Contractor, J. B. Colegrove.

Pay, \$200.

Subcontractor, ————.

Pay, \$———.

Service reduced.

Postmaster's recommend schedule:

Leave Ontonagon Wednesday at 8 a. m.

Arrive at Nonesuch by 3 p. m.

Leave Nonesuch Thursday at 8 a. m.

Arrive at Ontonagon by 3 p. m.

From October 12, 1885, adopt schedule.

KNOTT.

Order No. — ; date, ———, 188 .

Day-book page, 120.

Wrote postmaster and contractor October 6, 1885.

EXHIBIT 11.

[Extract from day book, October, 1885.]

Date.	Route.	State.		Annual cost.	
				Increase.	Decrease.
Oct. 6, 1885	24433	Michigan ...	Schedule

EXHIBIT 12.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., October 12, 1885.

SIR: The following is the schedule of departures and arrivals of the mail on Route No. 24433, ordered by the Postmaster-General, to take effect October 12, 1885:

Leave Ontonagon Wednesday at 8 a. m.

Arrive at Nonesuch by 3 p. m.

Leave Nonesuch Thursday at 8 a. m.

Arrive at Ontonagon by 3 p. m.

Fines will be imposed for all failures to convey the mail in the time above prescribed, unless satisfactorily explained, with proper proof. Copies of this schedule are furnished to the postmasters at the termini of the route, who are required to report every failure.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. J. B. COLEGROVE, *Contractor,*
Washington, D. C.

Postmasters at Ontonagon and Nonesuch, Mich.. notified.

EXHIBIT 13.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., October 6, 1885.

SIR: The following is the schedule of departures and arrivals of the mail on Route No. 24433, of which J. B. Colegrove is the contractor; ordered by the Postmaster-General to take effect October 12, 1885:

Leave Ontonagon Wednesday at 8 a. m.

Arrive at Nonesuch by 3 p. m.

Leave Nonesuch Thursday at 8 a. m.

Arrive at Ontonagon by 3 p. m.

When service is less than six times a week and a failure occurs on schedule day, the mail should be carried on the first day possible thereafter.

Report to the inspection division of this office every failure of the mail to depart as above required, and every failure to arrive at the time above set, when so far behind time as to cause complaint or breach of connection with any outgoing mail; or whenever, in any case, the mail is run upon a day different from what is specified in the schedule.

Registers of arrival and departure of the mail should be addressed inspection division, contract office.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, *Nonesuch, Ontonagon County, Michigan.*

[NOTE.—Exhibit 14, letter to postmaster at Ontonagan, Mich., on same form and containing same information as Exhibit 13, is omitted.]

EXHIBIT 15.

[Extract from route book.]

Route No. 24433, Michigan.

Schedule changes October 12, 1885.

Leave Ontonagon Wednesday at 8 a. m.

Arrive at Nonesuch by 3 p. m.

Leave Nonesuch Thursday at 8 a. m.

Arrive at Ontonagon by 3 p. m.

EXHIBIT 16.

MONTHLY STATEMENT OF COST OF SERVICE.

[To be filled up and returned to the chief clerk on the first day of each month.]

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL.

The following is a report of increase and decrease in cost of mail service during the month of September, 1885:

States and Territories.	Railroad service.		Celerity, certainty, and security.		Steamboat service.		Mail-messenger service.		Total.	
	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.
Michigan.....	-----	-----	-----	\$400	-----	-----	-----	-----	-----	\$400

G. F. STONE,
Corresponding Clerk.

EXHIBIT 17.

MONTHLY STATEMENT.

[To be furnished to the topographer on the first day of each month.]

CONTRACT OFFICE, POST-OFFICE DEPARTMENT.

From corresponding clerk for States of Michigan, &c., for the month of September, 1885:

Date.	No. of route.	County.	State.	Remarks.
September 10	24433	Ontonagon.	Mich.	Reduce service to one trip per week.

G. F. STONE,
Corresponding Clerk.

STATEMENT F.—Showing clerical work involved in the discontinuance of a star or steamboat route.

Exhibits showing the clerical work involved in the discontinuance of a mail route, which varies, as to the preliminary papers in similar cases, according to the circumstances of the particular case under which the service becomes unnecessary.

Exhibits 1 and 2 are communications from the subcontractor on route No. 32162, from Sac and Fox Agency to Pawnee Agency, Indian Territory, suggesting to the Department the advisability of discontinuing service on said route. These communications are opened in the mail room, stamped with the date of receipt, and sent to the corresponding clerk in charge of the star routes in the Indian Territory, who briefly indorses thereon the subject-matter, and addresses circular letters of inquiry (Exhibits 3 and 4) to the postmasters on the route, to ascertain whether the service could be dispensed with. These letters are signed, press-copied, indexed, and mailed. The replies thereto are opened in the mail room, stamped, and sent to the corresponding clerk in charge, who indorses them, and prepares (Exhibit 5, red ink *) a brief setting forth the facts in the case, which is sent to the chief clerk for the decision of the Second Assistant Postmaster-General. Such decision being indicated by the indorsement on the face of the case, it is returned to the corresponding clerk, who prepares the order (Exhibit 5, black ink), noting the same in his day book (Exhibit 6), and addresses

* Words written in red ink are printed in italic in exhibit.

circular notices of the order to the contractor (Exhibit 7), subcontractor (Exhibit 8), and terminal postmasters (Exhibits 9 and 1)).

The order and circulars are then sent to the chief clerk of the Bureau, who submits them to the Second Assistant Postmaster-General for consideration and decision. The circulars are then press-copied, indexed, and mailed, while the order is entered in the Postmaster-General's journal, and four copies thereof made (Exhibit 11), one for the pay division of the Auditor's office, a second for the review division of the Auditor's office, a third for the finance division of the Third Assistant Postmaster-General's office, and a fourth for the division of inspection of the Second Assistant Postmaster-General's office.

The order is then sent to the statistician, noted by him, and sent to the route-book clerk for Indian Territory, who enters it in his route-book (Exhibit 12), checks the entry in the day-book, and places it under its proper number of the Indian Territory files.

At the close of the month the corresponding clerk makes to the chief clerk of the Bureau a report of the increase and decrease in cost of service for the month (Exhibit 13), and to the topographer of the Post-Office Department a report showing such changes in service as affect the maps (Exhibit 14).

EXHIBIT 1.

SAC AND FOX AGENCY, IND. T.

O. C. R. Randall, of lawful age, after being duly sworn, says:

Relating to United States mail route from Sac and Fox Agency to Pawnee Agency, No. 32162, the schedule distance is 70 miles. There is no office from head to terminus of route. Two trips a week, leaving Sac and Fox Mondays and Thursdays, arriving in Pawnee same days, Mondays and Thursdays. Returning to Sac and Fox Tuesdays and Fridays, only making one connection from Arkansas City each week under present schedule. Very often there is no letter mail going over the route and very seldom more than from two to five letters pass over the route each trip, so I am informed by postmasters at each end of route. I am also informed by postmaster at Arkansas City (the distributing office), also by the postmaster at Sac and Fox Agency, that mail for either point or beyond is not sent by and over said Route No. 32162 for the very good reason that said mail would reach its destination from one to two days sooner sent to railroad by way of Red Fork, which is a daily from Sac and Fox Agency to Red Fork (Railroad). The postmasters at Sac and Fox and Arkansas City, and Indian Agent Neal (of Sac and Fox) have all stated to affiant that under present schedule this Route 32162 is of no benefit to the public and only a waste of money by the Department to continue it. A petition has been forwarded to Department asking for increased service to three times each week in order to make connections at Pawnee with route from there to Arkansas City, Kans., and postmasters tell me they have written Department to increase service or discontinue service, but can get no reply. Under present schedule the route is certainly of no account to the people of the Territory, unless it be to one or two individuals in a personal manner, and the people, generally speaking, desire one of three things, change of schedule, increase of service, or discontinuance of route. There is now a daily mail from Sac and Fox Agency to Red Fork, and a letter sent by that route to or from Sac and Fox Agency will reach its destination from one to two days sooner than if sent over Route 32162, except one day each week. Agent Neal is absent in Kansas or he would write.

O. C. R. RANDALL.

EXHIBIT 2.

To the SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C.:

DEAR SIR: Relating to United State mail route 32162, will you please inform me what has been done or can be done in the premises? The people think very strange that something cannot be done in their behalf, and that a route to them and the Government of no earthly consequence be continued. I believe if service be increased to three times a week that possibly the route would benefit some parties. It is thought and talked along the route that a contractor in Winfield, Kans., and a United States official at Arkansas City, Kans., are using their influence against the people along the route to keep the Department from doing anything for the people's relief. As it is the route is worthless except to a cow camp on the route, who pay the driver to bring out their mail in a separate bag from Sac and Fox. I do not think you can get a disinterested statement from the distributing office, but you can by writing postmasters

at either end of the route, or Indian Agent Moses Neal, Sac and Fox Agency. Trusting that I may hear from your office at your earliest convenience, I am, sir,

Yours to command,

O. C. R. RANDALL.

September 2, 1886.

P. S.—Please find inclosed affidavit.

R.

DEAR SIR: There was only one letter went from this place to Pawnee Monday, and three letters to-day, September 2, 1886.

C. W. BATTICE,
Assistant Postmaster Sac and Fox.

EXHIBIT 3.

UNITED STATES POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, September 14, 1886.

SIR: The Postmaster-General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet, containing such answer, signed and dated, without delay.

Very respectfully,

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

To POSTMASTER, Pawnee Agency, Ind. T.

[32162.]

INQUIRY OF SECOND ASSISTANT POSTMASTER-GENERAL.

It has been suggested to the Department that route No. 32162—Sac and Fox Agency to Pawnee Agency—can be discontinued.

Is it your opinion that said route can be dispensed with without detriment to the postal service?

ANSWER OF ISAAC OCHS, POSTMASTER, DATED SEPTEMBER 22, 1886.

If the route would be increased to a tri-weekly, by making direct connection with route No. 32161, from Arkansas City, Kans., to Pawnee Agency, Ind. T., leaving Pawnee on Tuesday, Thursday, and Saturday at 6 a. m., it would be a great convenience to the public; otherwise the route is of little value, and might be discontinued.

Respectfully,

ISAAC OCHS,
Postmaster.

EXHIBIT 4.

UNITED STATES POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, September 14, 1886.

SIR: The Postmaster-General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet, containing such answer, signed and dated, without delay.

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

To POSTMASTER, Sac and Fox Agency, Ind. T.

[32162.]

INQUIRY OF SECOND ASSISTANT POSTMASTER-GENERAL.

It has been suggested to the Department that route No. 32162—Sac and Fox Agency to Pawnee Agency—can be discontinued.

Is it your opinion that said route can be dispensed with without detriment to the postal service?

ANSWER OF POSTMASTER, SAC AND FOX AGENCY, DATED SEPTEMBER 20, 1886.

It is my opinion that route No. 32162—Sac and Fox Agency to Pawnee Agency—can be discontinued without detriment to the postal service.

LEO WHISTLER,
Postmaster,
Per C. W. BATTICE,
Assistant Postmaster.

SAC AND FOX AGENCY, IND. T.,
September 6, 1886.

SECOND ASSISTANT POSTMASTER-GENERAL:

DEAR SIR: In response to inquiry I state that the route referred to is the line from this agency to Pawnee, Ind. T. (Route No. 32162.)

Yours truly,

C. W. BATTICE,
Assistant Postmaster.

EXHIBIT 5.

Date : *September 27, 1886 ; Sac and Fox Nation, Indian Territory.*

No. of route : 32162.

Termini of route : *Sac and Fox Agency, Pawnee Agency.*

Length of route : 65 miles.

No. of trips per week : 2.

Contractor : *J. D. Emerson.*

Pay, \$773.

Subcontractor : *O. C. R. Randall.*

Pay, \$500.

(Across the face) 9, 29, '86. Discontinued. SWENEY.

August 13, 1886.—Petition for increase to three trips a week was declined.

September 8, 1886.—Subcontractor writes that the route as now operated is useless.

September 25, 1886.—Postmaster Sac and Fox Agency reports that in his opinion service could be discontinued without detriment to the postal service.

Postmaster Pawnee Agency thinks if route could be increased to three trips a week, to connect there with Arkansas City, it would be a convenience, otherwise it is of little value, and can be discontinued.

Assistant postmaster at Sac and Fox says he forwarded only three letters September 2, and one letter the previous trip. That office has six trips a week to the railroad at Red Fork, route No. 32134.

From October 9, 1886, discontinue service and allow contractor one month's extra pay, out of which pay subcontractor pro rata.

SWENEY.

Bulletin October 8, 1886.

Order No. — ; Date : —, 188 .

Day-book page : —.

Wrote postmaster and contractor —, 188 .

NOTE.—Words printed in *italic* in above exhibit are written in red ink.

EXHIBIT 6.

[Extract from day book, October, 1886.]

Date.	Route.	State.		Annual cost.	
				Increase.	Decrease.
Oct. 1.	32162	Ind. T'y.....	Discontinue service.....	\$773 00

EXHIBIT 7.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, Oct. 1, 1886.

SIR : The Postmaster-General orders that the service on route No. 32162, from Sac and Fox Agency to Pawnee Agency, Ind. Ter'y, be discontinued, allowing contractor one month's extra pay, the subcontractor to be paid pro rata therefrom.

This order to take effect October 10, 1886.

Very respectfully,

G. M. SWENEY,

Acting Second Assistant Postmaster-General.

Mr. J. D. EMERSON, Contractor,
Bellefontaine, Logan Co., Ohio.

Postmasters at Sac and Fox Agency and Pawnee Agency, Ind. Ter., notified.

EXHIBIT 8.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, Oct. 1, 1886.

SIR: The Postmaster-General orders that the service on route No. 32162, from Sac and Fox Agency to Pawnee Agency, Indian Ter'y, be discontinued, allowing you one month's extra pay.

This order to take effect Oct. 10, 1886.

Very respectfully,

G. M. SWENEY,

Acting Second Assistant Postmaster-General.

Mr. O. C. R. RANDALL, *Subcontractor,*
Sac and Fox Agency, Indian Ter'y.

EXHIBIT 9.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., Oct. 1, 1886.

SIR: The contractor on route No. 32162, from Sac and Fox Agency to Pawnee Agency, has been instructed, in pursuance of an order of the Postmaster-General, to discontinue service.

The order is to take effect Oct. 10, 1886, and you will report if it is then complied with.

Very respectfully,

G. M. SWENEY,

Acting Second Assistant Postmaster-General.

POSTMASTER; *Sac and Fox Agency, Indian Ter'y.*

[NOTE.—Exhibit 10, letter to postmaster at Pawnee Agency, Ind. Ter., on same form and containing same information as Exhibit 9, is omitted.]

EXHIBIT 11.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT P. M. GENERAL,
Washington, D. C., October 4, 1886.

The following is an abstract of orders of the Postmaster-General, issued through the office of the Second Assistant Postmaster-General, originating a new account or affecting an old one, for Friday, October 1, 1886:

Date.	No. of order.	Name of service.	Order.
.....	15176	J. D. Emerson, \$773; O. C. R. Randall, \$500.	32162. Ind. Ter., Sac and Fox Agency to Pawnee Agency, 65 m's, 2 t a w. From October 9, 1886, discontinue service and allow contractor one month's extra pay, out of which pay subcontractor pro rata.

A. LEO KNOTT,

Second Ass't Postmaster-General.

Compared with official journal and is correct.

C. W. MORGAN,

Journal Clerk.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT 12.

[Extract from route book]

Route No. 32162, Indian Territory.
1886. Oct. 1. Order No. 15176. From Oct. 9, 1886, discontinue service, and allow contractor one month's extra pay, out of which pay subcontractor pro rata.

EXHIBIT 13.

MONTHLY STATEMENT OF COST OF SERVICE.

[To be filled up and returned to the chief clerk on the 1st day of each month.]

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL.

Report of increase and decrease in cost of mail service during the month of October, 1886.

States and Territories.	Railroad service.		Celerity, certainty, and security.		Steamboat service.		Mail messenger service.		Total.	
	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.
Indian Ter'y	\$773 00	\$773 00

G. F. STONE, .
Corresponding Clerk.

EXHIBIT 14.

MONTHLY STATEMENT.

[To be furnished to the topographer on the 1st day of each month.]

From corresponding clerk for Indian Territory for the month of October, 1886.

Date.	No. of route.	County.	State.	Remarks.
Oct. 1.....	32162	Indian Territory.	Service discontinued.

G. F. STONE,
Corresponding Clerk.

STATEMENT G.—Showing clerical work involved in establishing mail-messenger service.

Exhibits showing the clerical work involved in establishing mail-messenger service, when such service has been rendered necessary by the establishment of mail service upon a railroad route.

The office routine in all cases of mail-messenger service where an advertisement is issued is the same, the actual work and time required varying with the circumstances of each case and the consideration necessarily involved.

Exhibit 1 shows a communication addressed to the clerk in charge of mail-messenger service informing him that the post-office at Arkansas City, Kansas, should be

provided with service from the Saint Louis and San Francisco Railway station, $\frac{54}{100}$ mile distant (Exhibit 2), a case prepared for advertising. The postmaster is then directed to invite proposals for the service (Exhibit 3), and at the expiration of ten days to make his report (Exhibit 4) and forward all bids received to the Department, whereupon a list of said proposals (Exhibit 5) is made on the back of the case. The case is then taken to the chief clerk of the contract office for award (Exhibit 6), after which an order is prepared (Exhibit 7) designating the person to whom the service was awarded as mail messenger. The clerk in charge of the service has an entry made in the day book (Exhibit 8) and circular of instructions prepared for the postmaster (Exhibit 9), and at the same time notifies the corresponding clerk in charge of Kansas star service that an order has been made (Exhibit 10) establishing mail-messenger service. The order and circular of instructions then go to the Second Assistant Postmaster-General for consideration and decision, after which the circular is sent to the postmaster and the order is entered in the Postmaster-General's journal for his signature, and four copies made—one for the pay division of the Auditor's office, a second for the review division of the Auditor's office, a third for the finance division of the Third Assistant Postmaster-General's office, and a fourth for the division of inspection of the Second Assistant Postmaster-General's office (Exhibit 11).

The order is then returned to the clerk in charge of the service, checked on the day book, recorded on the route book (Exhibit 12), and then filed in its proper place.

At the close of the month the clerk in charge of the service makes to the chief clerk of the Bureau a report (Exhibit 13) of the increase and decrease in cost of service, and also to the topographer of the Post-Office Department another showing the changes to be made on the maps. The superintendent of the money-order system is also informed (Exhibit 15) of any changes made in the service at money-order offices.

In addition to the above, whenever a Senator or Representative addresses this office relative to the service, he is notified of the action.

EXHIBIT 1.

[Railway adjustment division, Post-Office Department, office of the Second Assistant Postmaster-General.]

WASHINGTON, D. C., February 8, 1887.

SIR: You are hereby notified that the post-office at Arkansas City, Cowley County, Kans., will be supplied with mails from route No. 33049, operated by the Saint Louis and San Francisco Railway Company, and that the distance from the post-office to the railroad station is reported to be $\frac{54}{100}$ mile, which will require the employment of a mail messenger. Service will begin February 21, 1887.

Very respectfully, &c.,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. PORTER,
Clerk in charge of Mail-Messenger Service.

EXHIBIT 2.

MONEY ORDER.

New. Embraced on 33049 from Feb'y 21, 1887.

State, Kansas.

MAIL-MESSENGER SERVICE.

No. 100261.

Arkansas City.
Cowley County.
From St. Louis and San Francisco Rwy, No. 33049.
Distance, $\frac{54}{100}$ miles.
Service as often as required ———.
Messenger, ———.
Pay, \$———.
Postmaster directed Feb'y 10, 1887, to invite proposals.

G. M. S.

EXHIBIT 3.

MAIL-MESSENGER SERVICE.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., March 10, 1887.

SIR: The Postmaster-General authorizes and instructs you to advertise, for ten days, by public notice, in the form attached, posted in your office and other conspicuous places so as best to draw general attention, but without expense, for bids to carry the mails on messenger route No. 100261, between your office and the nearest station on the St. Louis and San Francisco Railroad, *each way as often as required.*

All proposals thus received you will forward to this office unopened, and all at the same time, and in one envelope, superscribed "Proposals for mail-messenger service at Arkansas City," with a report of your action in the matter, and stating the number of bids you send. Also return one of the notices you post. Make your report promptly, when the ten days' notice expires, as no action will be taken on the bids until a report is received.

This service will not be let for a stated period, and no contract is required to be executed; but persons bidding must be honest and capable, and not less than sixteen years old.

No more can be allowed than a fair and reasonable compensation for the service.

All persons engaged in the mail service are required, before entering on the duty, to take the oath prescribed by law.

If your office is now or should at any future time be, moved within eighty rods or one-fourth of a mile of the railroad station by the shortest road, you will at once report the fact to this office.

N. B.—Postmasters and assistants cannot draw pay from the Department for any mail service.

Retain these instructions for future reference.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER,
Arkansas City, Cowley County, Kansas.

NOTICE.

MAIL-MESSENGER SERVICE.

Sealed proposals for carrying the United States mails, on messenger route No. 100261, between the post-office at Arkansas City, Kansas, and St. Louis and San Francisco Rwy, each way, as often as required, will be received by the postmaster until ———, 188—.

This service will not be let for a stated period, and no contract is required to be executed; but persons bidding must be honest and capable, and not less than sixteen years old, and the accepted bidder will be expected to serve at the compensation proposed until otherwise ordered by the Postmaster-General; he will also be required to take the oath prescribed by law.

Proposals must be made at a per annum rate for all service required, and persons wishing to bid should inform themselves of the amount and character of the service; and the accepted bidder under this advertisement will be required to perform, without additional compensation, any and all now service that may hereafter become necessary.

The messenger designated under this advertisement will be paid quarterly.

In making proposals bidders will use the following form:

"I propose to carry the mails of the United States, on messenger route No. 100261, between the post-office at Arkansas City, Kansas, and St. Louis and San Francisco Rwy, as often as required, each way, for the sum of \$—— per annum, binding myself to a faithful performance of the service, and promising to give thirty days' notice in case I should relinquish the service."

Sign ———.

If signed in German or illegibly, write the name plainly underneath.

Blank bids can be obtained from the postmaster.

No more can be allowed than a fair and reasonable compensation for the service, to be determined by the Department.

Postmasters and assistants cannot draw pay for such service.

A. LEO KNOTT,
Second Assistant Postmaster-General.

EXHIBIT 4.

[United States post-office. M. N. Sinnett, postmaster.]

ARKANSAS CITY, KANS., Feb'y 25th, 1887.

SECOND ASSISTANT POSTMASTER-GENERAL:

SIR: In compliance with instructions from your office I posted notices, as required (for ten days) in this office.

I inclose herewith five sealed bids for performance of said service.

Respectfully,

M. N. SINNETT, P. M.

[No. 2105.]

ARKANSAS CITY, KANS., February 15, 1887.

To the SECOND ASSISTANT POSTMASTER-GENERAL:

I propose to carry the mails of the United States, on messenger route No. 100261, between the post-office at Arkansas City, Kans., and St. Louis and San Francisco, as often as required, each way, for the sum of \$1,000 per annum, binding myself to a faithful performance of the service, and promising to give thirty days' notice in case I should wish to relinquish the service.

FRANK MALATESTA.

(On the back:) Proposal of F. Malatesta, \$1,000.

This bid may be deposited with the postmaster or sent to the Post-Office Department before the time specified in the notice.

Proposals may be written if the number of blanks is not sufficient.

[NOTE.—Four other bids on same form as above and for carrying mail on same route are omitted.]

EXHIBIT 5.

Compensation of P. M., \$1,600 per annum.

PROPOSALS RECEIVED.

3, 2, '87.

F. Malatesta, \$1,000.
H. W. Patterson, \$200.
E. M. Vaughan, \$193.15.
A. Dunn, \$175.
J. W. Stapleton, \$174.

EXHIBIT 6.

3, 4. Designate Stapleton.

SWENEY.

EXHIBIT 7.

Designate J. W. Stapleton as mail messenger, at \$174.00 per annum, for all service required, from March 10th, 1887.

KNOTT.

Order No. 2688; date, ———, 188 .
Mail messenger day book, page —.
No. 2112 A sent 3, 5, 1887.
Entered Mar. 5, 1887, P. M. G. S. Journal.

EXHIBIT 8.

[Sample page of day book.]

MARCH.

Date.	Route.	Office.	State.	Order.	Annual cost.	
					Increase.	Decrease.
1887. Mar. 5	100261	Arkansas City.....	Kansas	Designate (new).....	\$174 00

EXHIBIT 9.

No. 2112a.]

[Mail-messenger service.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C. March 5, 1887.

SIR: The Postmaster-General has made an order designating J. W. Stapleton as messenger in the conveyance of mails, as often as required, on mail-messenger route No. 100261, between your office and Saint Louis and San Francisco Railway, at \$174 per annum, from March 10, 1887, until otherwise ordered.

He will be expected to give 30 days' notice if he should wish to relinquish the service.

You will see that he takes the oath required by law, and will give him the necessary instructions in the performance of his duties.

If he should at any time need the services of an assistant, he is authorized to employ one at his own expense, provided that the person so employed is acceptable to you, is over sixteen years of age, and is duly sworn.

You will pay him at the above rate, deducting pro rata for all lost trips, and will take his receipts for the sums paid, and forward them quarterly to the Auditor of the Treasury for the Post-Office Department, as vouchers for your credit.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER at Arkansas City, Cowley County, Kansas.

EXHIBIT 10.

No. 2119.]

[Mail-messenger service.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C. March 5, 1887.

SIR: You are informed that an order has been made establishing mail-messenger service at Arkansas City, Kans., from March 10, 1887.

Very respectfully,

JOS. I. PORTER,
Clerk in charge of Mail Messenger Service.

Mr. G. J. BREWER,
Corresponding Clerk, &c.

EXHIBIT 11.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT P. M. GENERAL,
Washington, D. C., March 8, 1887.

Abstract of orders of the Postmaster-General issued through the office of the Second Assistant Postmaster-General, originating a new account or affecting an old one, for Saturday, March 5th, 1887:

Date.	No. of order.	Name or service.	Order.
	2688	Mail messenger, money order...	100261. Kas., Arkansas City, Cowley Co., from St. Louis and San Francisco R. R. 5 ¹ / ₂ mile, designate J. W. Stapleton as mail messenger, at \$174 per annum, for all service required from March 10, 1887.

A. LEO KNOTT,
Second Assistant Postmaster-General.

Compared with official journal and is correct.

C. W. MORGAN,
Journal Clerk.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT 12.

[Sample page from route book.]

Route 100261.]

[Money order

	Distance.	Office.	County.	State.	No.
From		Arkansas City	Cowley	Kans .	33049
	$\frac{54}{100}$ miles	Saint Louis and San Francisco Railroad			
1887, March 5. 2688.		as often as required. Designate J. W. Stapleton as mail messenger from March 10, 1887.	as mail messenger at \$174 per annum	for all	

EXHIBIT 13.

MONTHLY STATEMENT OF COST OF SERVICE.

(To be filled up and returned to the chief clerk on the 1st day of each month.)

Report of increase and decrease in cost of mail service during the month of March, 1887.

States and Territories.	Railroad service.		Celerity, certainty, and security.		Steamboat service.		Mail-messenger service.		Total.	
	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.
Mail-messenger service							\$174		\$174	

JOS. I. PORTER,
Corresponding clerk.

EXHIBIT 14.

MONTHLY STATEMENT.

(To be furnished to the topographer on the 1st day of each month.)

Mail-messenger service for the month of March, 1887.

Date.	No. of route.	County.	State.		Remarks.
1887. March 5	100261	Cowley .	Kansas .	Arkansas City....	Establish service from railroad station $\frac{1}{100}$ mile.

JOS. I. PORTER,
Corresponding Clerk.

EXHIBIT 15.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., March 31, 1886.

SIR: I have the honor to inform you that the following changes have been made in the mail-messenger service, at money-order offices, during the month of March, 1887.
Established: Arkansas City, Kansas.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

DR. CHAS. F. MACDONALD,
Sup't Money Order System.

STATEMENT H.—*Showing clerical work involved in authorizing settlement for temporary mail-messenger service.*

Exhibits showing the clerical work involved in recognizing temporary mail-messenger service performed pending an advertisement.

Exhibit 1 shows a letter addressed to the postmaster at Shelbyville, Ind., authorizing him to employ temporary messenger service; Exhibit 2, a case to be placed in the pending files; Exhibits 3 and 4, inquiries addressed to the postmaster to ascertain who performed the temporary service, and his replies thereto. An order is then prepared recognizing the temporary service; Exhibit 5, the clerk in charge of the service has an entry made of the order in the day book (Exhibit 6) and a circular prepared for the postmaster; Exhibit 7, the order and circular, after examination by the chief clerk of the Bureau, are by him submitted to the Second Assistant Postmaster-General for consideration and decision, after which the circular is sent to the postmaster and the order entered on the Postmaster-General's journal, and four copies made, one for the pay division of the Auditor's Office, a second for the review division of the Auditor's Office, a third for the finance division of the Third Assistant Postmaster-General's Office, and a fourth for the division of inspection of the Second Assistant Postmaster-General's Office; Exhibit 8, the order, is then returned to the clerk in charge, checked on the day book, recorded on the route book (Exhibit 9) and then filed in its proper place.

EXHIBIT 1.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., January 17, 1887.

SIR: You are authorized to employ temporary service on route No. 87257 at a rate not exceeding \$120 per annum, pending the advertisement issued this day.

When a regular messenger shall have been designated, report the name of the temporary carrier and the dates between which he performed service.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, *Shelbyville, Shelby County, Illinois.*

EXHIBIT 2.

MONEY ORDER.

(No. 2110.)

State: Illinois.

Mail-messenger service No. 87257. Shelbyville, Shelby County. From Indianapolis and Saint Louis Railroad. Distance: 116 rods.

Service as often as required: _____.

Messenger: _____.

Pay, \$ _____.

G. M. S.

Postmaster having employed temporary service.

Letter Jan'y 17, 1887, 2009; Feb'y 15, 1887, 2009; Feb'y 23, 1887.

EXHIBIT 3.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, February 15, 1887.

SIR: The Postmaster-General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet, containing such answer, signed and dated, without delay.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

To POSTMASTER,
Shelbyville, Shelby County, Illinois.

THE POST-OFFICE DEPARTMENT.

INQUIRY OF SECOND ASSISTANT P. M. G.

ANSWER OF E. E. WAGGONER, P. M., DATED FEBRUARY 17, 1887.

Have you employed temporary service on route 87257? If so, report the name of the temporary carrier, and the dates between which he performed service.

Yes; I employed Lane and Weakly, a livery firm of this place. They carried the mail from January 1 to February 10, 1887, both dates inclusive, at the rate of \$120 per annum.

Very respectfully,
E. E. WAGGONER,
Postmaster.

EXHIBIT 4.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, February 23, 1887.

SIR: The Postmaster-General directs that you give answer to the underwritten inquiry by writing it opposite thereto, or on the next page, and returning this sheet, containing such answer, signed and dated, without delay.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

To POSTMASTER, Shelbyville, Shelby County, Illinois.

INQUIRY OF SECOND ASSISTANT P. M. G.

ANSWER OF E. E. WAGGONER, P. M., DATED FEBRUARY 28, 1887.

On what date did J. C. Huffer, late mail messenger on route 87257, die?

January 2, 1887.

EXHIBIT 5.

Authorize the postmaster to pay J. E. Lane and B. Weakly at the rate of \$120 per annum for temporary mail-messenger service from January 3 to February 10, 1887.

KNOTT.

Order No. 2628.

Mail-messenger day-book, page:—

No. 2120 sent March 4, 1887.

Entered March 4, 1887.

EXHIBIT 6.

[Sample page of day-book.]

Annual cost.

Date.	Route.	Office.	State.	Order.	Increase.	Decrease.
1887. March 4	87257	Shelbyville	Illinois.	Authorize the postmaster, &c.

EXHIBIT 7.

Mail-messenger service.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., March 4, 1887.

SIR: The Postmaster-General has made an order authorizing you to pay J. E. Lane and B. Weakly at the rate of \$120 per annum for temporary service performed on Messenger Route No. 87257, from January 3, to February 10, 1887.

Any further communications on this subject should be addressed to the Auditor.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, Shelbyville, Shelby County, Illinois.

EXHIBIT 8.

POST-OFFICE DEPARTMENT, OFFICE OF SECOND ASSISTANT P. M. GENERAL,
Washington, D. C., March 7, 1887.

Abstract of orders of the Postmaster-General issued through the office of the Second Assistant Postmaster-General, originating a new account or affecting an old one, for Friday, March 4, 1887.

No. of order.	Name of service.	Order.
2628	Mail-messenger money order..	87257, Illinois. Shelbyville, Shelby County, from Indianapolis and Saint Louis Railroad, 116 rods. Authorize the postmaster to pay J. E. Lane and B. Weakly at the rate of \$120 per annum for temporary mail-messenger service from January 3 to February 10, 1887.

Compared with official journal, and is correct.

A. LEO KNOTT,
Second Assistant Postmaster-General.

(Signed) C. W. MORGAN,
Journal Clerk.

To the Auditor of Treasury for the Post-Office Department.

EXHIBIT 9.

[Sample page of route-book.]

MONEY ORDER.

Route 87257.

	Distance.	Office.	County.	State.	
		Shelbyville	Shelby	Illinois ...	
From

1887, March 4, 2628.

Authorize the postmaster to pay J. E. Lane and B. Weakly at the rate of \$120 per annum for temporary mail-messenger service from January 3 to February 10, 1887.

STATEMENT I.—Showing clerical work involved in discontinuing mail-messenger service.

In discontinuing mail-messenger service, the office routine is the same in all cases, the actual work and time required varying with the circumstances surrounding the case and the consideration necessarily involved.

Exhibit 1 shows a letter from the postmaster at Plymouth, Ohio, informing the Department that his post-office is within 80 rods of the railroad station. The railroad company, therefore, should provide for the exchange of mails; Exhibit 2 an inquiry to the postmaster to ascertain the exact location of his office; Exhibit 3 his reply. An order is then prepared to discontinue the service. Exhibit 4, the clerk in charge of the service has an entry made in the day-book (Exhibit 5), and circular prepared for the postmaster (Exhibit 6), and at the same time informs the clerk in charge of Ohio (Exhibit 7) and the superintendent of the railway adjustment division (Exhibit 8) that the service has been discontinued. The order and circular then go to the Second Assistant Postmaster-General for consideration and decision. The circular is then sent to the postmaster, and the order is entered on the Postmaster-General's journal for his signature, and four copies made, one for the pay division of the Auditor's office, a second for the review division of the Auditor's office, a third for

the finance division of the Third Assistant Postmaster-General's office, and a fourth for the division of inspection of the Second Assistant Postmaster-General's office (Exhibit 9). The order is then returned to the clerk in charge of the service, checked on the-day book, recorded on the route-book (Exhibit 10), and then filed in its proper place.

At the close of the month the clerk in charge of the service makes a report to the chief clerk of the increase and decrease in cost of service (Exhibit 11) and also notifies the topographer of the Post-Office Department of the changes to be made on the maps (Exhibit 12). The superintendent of the money-order system is also informed of the changes made in the service at money-order offices. (See Exhibit 13.)

In addition to the above, whenever a Senator or Representative addresses this office relating to the case he is also informed of the action taken.

EXHIBIT 1.

POST-OFFICE,
Plymouth, Richland Co., Ohio, Jan. 7, 1887.

SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C. :

SIR: Jan. 6, 1887, I moved the post-office to a room located 1,218 feet from B. & O. E. R. office and 1,284 feet from platform where trains stop. I moved by the permission of the First Assistant Postmaster-General, June 14, 1886.

Very respectfully,

F. P. SMITH,
Postmaster.

EXHIBIT 2.

MAIL-MESSENGER SERVICE, POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., Jan. 12th, 1887.

SIR: You are requested to answer the inquiries herein asked, by writing opposite thereto, or on the next page, and return this sheet, signed and dated, with the least possible delay.

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER, *Plymouth, Richland County, Ohio.*

EXHIBIT 3.

INQUIRY OF SECOND ASSISTANT P. M. GEN'L.	ANSWER OF F. P. SMITH, POSTMASTER, PLYMOUTH, OHIO, DATED JAN'Y 15TH, 1887.
1st. What is the exact distance from the point of your post-office nearest the station, by the shortest road, to the nearest point of the railroad station at which your mails are exchanged?	1st. 78 rods 4 feet to platform where mails are exchanged; 73 rods 13½ feet to station where agent is employed.
2d. What is the distance by the shortest road to the nearest point of the railroad track?	2d. 35 rods 4½ feet.
3d. What is the name of the station?	3d. Plymouth, Ohio.
4th. Has the railroad company an agent? If not, is any one employed at the station, and what are his duties?	4th. Company have an agent.
Send rough diagram showing how measurement is made.	

[NOTE.—A diagram accompanies Exhibit 3, showing how measurement is made on messenger route 83302 between post-office and Baltimore and Ohio Railroad at Plymouth, Ohio, which is omitted.]

EXHIBIT 4.

MONEY ORDER.

State, Ohio.
 Mail messenger service, No. 83302, Plymouth, Richland County, from Baltimore and Ohio R. R. ; distance, 87 rods.
 Service as often as required, ———— .
 Messenger, Wm. L. Smith.
 Pay, \$79.
 P. M. reports office moved to a point 74 rods from station, at which there is an agent.

G. M. S.

Discontinue service from Feb'y 19th, 1887.

KNOTT.

Order No. 1405 ; date, ———, 188—.
 Mail-messenger day-book page, ———.
 Wrote P. M., 2, 9, 1887.
 Entered Feb. 9, 1887 ; P. M. G. S. Journal.

EXHIBIT 5.

[Sample page of day-book.]

FEBRUARY.

Annual cost.

Date.	Route.	Office.	State.	Order.	Increase.	Decrease.
1887. Feb'y 9	83302	Plymouth.....	Ohio....	Discontinue service.....		\$79 00

EXHIBIT 6.

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C., February 9, 1887.

SIR: The Postmaster-General orders that the mail-messenger service at Plymouth, State of Ohio (route No. 83302), be discontinued, service devolving on railroad company.

This order to take effect February 19, 1887.

Very respectfully,

A. LEO KNOTT,
 Second Assistant Postmaster-General.

POSTMASTER, Plymouth, Richland County, Ohio.

EXHIBIT 7.

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C., February 9, 1887.

SIR: You are informed that an order has been made discontinuing mail-messenger service at Plymouth, Richland County, Ohio, from February 19, 1887.

Very respectfully,

JOS. I. PORTER,
 Clerk in charge of Mail-Messenger Service.

MR. LOUIS WATKINS,
 Corresponding Clerk, &c.

EXHIBIT 8.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., February 9, 1887.

SIR: You are informed that an order has been made discontinuing mail-messenger service at Plymouth, Richland County, Ohio, from February 19, 1887, the office being 74 rods from the railroad station (21010), at which there is an agent.

Very respectfully,

JOS. I. PORTER,
Clerk in charge of Mail-Messenger Service.

Mr. A. B. HURT,
Superintendent Railway Adjustment Division.

EXHIBIT 9.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., February 11, 1887.

Abstract of orders of the Postmaster-General issued through the office of the Second Assistant Postmaster-General, originating a new account or affecting the old one, for Wednesday, February 9, 1887.

Date.	No. of order.	Name or service.	Order.
.....	1495	Mail messenger, money order...	83302. Ohio, Plymouth, Richland County, from Baltimore and Ohio Railroad, 87 rods. William L. Smith, \$79.

Discontinue service from February 19, 1887.

A. LEO KNOTT,
Second Assistant Postmaster-General.

Compared with official journal and is correct.

C. W. MORGAN,
Journal Clerk.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT 10.

[Sample page of route book.]

Route 83302.]

[Money order.

	Distance.	Office.	County.	State.
		Plymouth	Richland	Ohio.
From	
		
		

1887. February 9. 1495. Discontinue service from February 19, 1887.

EXHIBIT 11.

MONTHLY STATEMENT OF COST OF SERVICE.

[To be filled up and returned to the chief clerk on the first day of each month.]

Report of increase and decrease in cost of mail service during the month of February, 1887.

States and Territories.	Railroad service.		Celerity, certainty, and security.		Steamboat service.		Mail-messenger service.		Total.	
	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.	Increase.	Decrease.
Mail-messenger service								\$79 00		\$79 00

Corresponding Clerk.

EXHIBIT 12.

MONTHLY STATEMENT.

[To be furnished to the topographer on the first day of each month.]

Mail messenger service for the month of February, 1887.

Date.	Number of route.	County.	State.		Remarks.
February 9, 1887...	83302	Richland..	Ohio..	Plymouth...	Discontinue service.

JOS. J. PORTER,
Corresponding Clerk.

EXHIBIT 13.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., February 25, 1887.

SIR: I have the honor to inform you that the following changes have been made in the mail-messenger service at money-order offices during the month of February, 1887.

Discontinued: Plymouth, Ohio.
Very respectfully,A. LEO KNOTT,
Second Assistant Postmaster-General.DR. CHAS. F. MACDONALD,
Superintendent Money-Order System.STATEMENT J.—*Showing character and amount of business performed during calendar years 1884-'85-'86 and January 1 to February 28, 1887.*

The following statement shows the character and amount of business performed, transacted, and disposed of by the employes in the contract division, office of the Second Assistant Postmaster-General, Post-Office Department, during the calendar

years 1884, 1885, and 1886, and from January 1 to February 28, 1887, with the average amount transacted during each month :

Character of business.	January 1 to December 31, 1884.		January 1 to December 31, 1885.		January 1 to December 31, 1886.		January 1 to February 28, 1887.	
	Total for year.	Average per month.	Total for year.	Average per month.	Total for year.	Average per month.	Total for period.	Average per month.
Number of orders issued and recorded.....	19, 835	1, 653—	19, 845	1, 654 +	21, 862	1, 882—	2, 674	1, 337
Number of contracts drawn.....	4, 104	342	4, 773	398—	4, 472	373—	4, 430	2, 215
Number of sub-contracts recognized.....	3, 625	302+	4, 171	348—	3, 474	290—	167	84
Number of routes in operation, star, steamboat, special, and mail messenger.....	20, 360	20, 620	21, 706	21, 874
Briefs involving changes in service prepared, considered, and acted upon*.....	3, 743	312—	3, 940	328+	4, 500	375	700	350
Number of record books filled.....	176	15—	202	17—	203	17—	45	23—
Number of book entries made*.....	53, 554	4, 463+	53, 581	4, 465+	58, 757	4, 896+	7, 220	3, 610
Number of calculations made*.....	119, 010	9, 918—	119, 070	9, 922+	131, 172	10, 931	16, 044	8, 022
Number of circulars sent out.....	114, 547	9, 546—	115, 530	9, 628—	121, 337	10, 111×	28, 023	14, 012
Number of routes advertised.....	7, 279	607—	6, 765	564—	6, 723	560+	1, 176	588
Number of pamphlets advertisements sent out.....	26, 220	2, 185	29, 626	2, 469	45, 440	3, 787—	6, 220	3, 110
Number of proposals sent out.....	243, 600	20, 300	247, 690	20, 641	296, 700	24, 725	51, 950	25, 975
Number of letters and petitions received*.....	12, 399	1, 033+	16, 120	1, 343+	17, 109	1, 434+	3, 040	1, 520
Number of letters and telegrams sent.....	11, 912	993—	15, 351	1, 279+	16, 302	1, 358+	2, 903	1, 452—
Number of proposals indorsed, examined, and recorded.....	41, 619	3, 468+	53, 585	4, 465+	70, 111	5, 843	77, 823	38, 911+

* Estimated.

STATEMENT K.—Showing average number of days devoted by each employé to business within the prescribed office hours.

The following statement shows the average number of days of each employé and the time and attention devoted to the consideration and transaction of business (within the prescribed working hours), during the periods specified, by the employés in the contract division of the office of the Second Assistant Postmaster-General, Post-Office Department:

Calendar year.	Number of employes.	Number of working days in period.	Average number of days present.*	Average number of hours required daily.	Number by proxy.
1884.....	50+	307	269.82	7	114
1885.....	51—	303	280.70	7	0
1886.....	52—	305	275.67	7	0
1887 (to March 1).....	51	48	47.17	7	0

* Thirty days' leave of absence allowed by law.

† One clerk 14 days.

STATEMENT L.—Showing average number of days devoted by each employé to business, including time employed before and after office hours.

The following statement shows the average number of days of each employé, and the time and attention devoted to the consideration and transaction of business (including "extra time" outside of the prescribed working hours) during the periods specified, by the employés in the contract division of the office of the Second Assistant Postmaster-General, Post Office Department :

Calendar year.	Number of employés.	Number of working days in period.	Average number of days present.*	Average number of hours required daily.	Number by proxy.
1884	50+	307	273.16	7	†14
1885	51—	303	286.13	7	0
1886	52—	305	279.01	7	0
1887 (to March 1)	51	48	47.96	7	0

* Thirty days' leave of absence allowed by law.

† One clerk 14 days.

The "overtime" of employés was much greater than that included above, but having been made before and after hours no complete record was kept.

STATEMENT M.

The following statement shows the maximum number of days devoted to business (within the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (within the prescribed working hours) by the employé present for the least number of days, in the contract division, office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified :

	Period.			
	1884.	1885.	1886.	1887 (to March 1).
Maximum number of days.....	307	303	305	48
Minimum number of days.....	*176	273	†214 $\frac{4}{7}$	37 $\frac{5}{7}$

* Absent without pay 90 days.

† Absent without pay 62 days.

STATEMENT N.

The following statement shows the maximum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the least number of days, in the contract division of the office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified :

	Period.			
	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum number of days.....	307	364 $\frac{4}{7}$	346 $\frac{23}{7}$	56 $\frac{1}{7}$
Minimum number of days.....	*176 $\frac{1}{7}$	273	†214 $\frac{63}{7}$	37 $\frac{53}{7}$

* Absent without pay 90 days.

† Absent without pay 62 days.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., May 26, 1887.

SIR: In compliance with your request I have the honor to present the following statement in regard to the amount and character of the business of this office during the years 1884, 1885, 1886, and up to March 1, 1887, as called for by the Select Committee of the Senate, Hon. F. M. Cockrell, chairman:

To this office is assigned the duty of arranging the whole domestic mail service of the United States in all its branches of star, steamboat, railway transportation, railway post-office car, and mail messenger, including the establishment of such service, the control and government of its operations, its inspection, and its payment.

Its business is distributed among four divisions, namely:

(1) The contract division, which has charge of the star, steamboat, and mail-messenger service, the making of contracts for the same, and the regulation of the number of trips and schedules established in these branches of the service; the preparation of the advertisements for mail proposals for the annual and miscellaneous lettings, and the execution of the contracts for the service in these branches; the preparation of the statistics of the mail service, and the keeping of the Postmaster-General's journal, showing all orders authorizing expenditures for the transportation of the mails.

(2) The railway adjustment division, which has charge of the establishment of transportation of mails on railroad routes, and of railway post-office car service on railroads, and the adjustment of the pay therefor, and the special facility fund.

(3) The mail equipment division, which has charge of the equipment of the service, the issuing and keeping a record of the mail locks and keys, mail pouches and sacks, mail-bag catchers, and also of the contracts entered into for all mail equipment supplies.

(4) The division of inspection, to which is assigned the duty of inspecting the performance of the domestic mail service in all its branches—star, steamboat, railway transportation, railway post-office cars, and mail messenger—and reports upon such performance of service. To this division is also assigned the duty of authorizing the payment of all employes of the railway post-office service, and also the payment of such acting employes as may be employed by this office through the superintendent of the railway-mail service in cases of emergency. All complaints against those engaged in the performance of the mail service are received, examined, and reported upon by this division of this Bureau, and the duty of preparing orders for the imposition of deductions for the non-performance of service and fines for any delinquencies is also assigned to this division of this Bureau, and also of orders for remissions of fines and deductions on a proper case being made out.

A statement of the number of employes in the Bureau of the Second Assistant Postmaster-General and their distribution among the several divisions is herewith appended, marked Exhibits —.

I herewith append full and detailed statements from each of the said divisions of this Bureau of the amount and character of the business received, transacted, and disposed of in each of the said divisions during the years 1884, 1885, 1886, and up to March 1, 1887; a full and detailed statement showing the amount and character of the business pending and undisposed of on March 1, 1887; also the number of days devoted to the consideration and transaction of said business by the employes of each of said several divisions during the calendar years 1884, 1885, 1886, and up to March 1, 1887.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Hon. WILLIAM F. VILAS,
Postmaster-General.

DIVISION OF INSPECTION.

SIR: This division is charged with the duty of inspecting the performance of the domestic mail service of the United States in all its branches—star, steamboat, railroad transportation, railway post-office car, mail messenger, and regulation mail wagon service, and also the service performed by railway postal clerks.

To this division are forwarded monthly from all terminal or reporting post-offices the registers of arrivals and departures of mails, which are examined, recorded, inspected, and filed. It also imposes fines for delinquencies in the performance of the service, and makes deductions from the pay of contractors for non-performance of service to the extent of such non-performance, and upon proper case being made out

it makes remissions for the fines imposed and deductions made. Upon the certificates of the performance of service and reports from this division to the Sixth Auditor of the Treasury, the contractors engaged in the service are paid.

The clerical force of this division is as follows: 1 chief of division; 2 clerks of class 4; 12 clerks of class 3; 4 clerks of class 2; 4 clerks of class 1; 1 clerk of class \$1,000; 1 assistant messenger.

This force is divided into twenty sections, fifteen of which have charge of the inspection of the star and steamboat service, and five of the railway mail service. The work is so arranged among these sections that each section has about the same number of routes, averaging about 1,000 routes in the star and steamboat service in each of the fifteen stations, and about 300 railroad routes in each of the five sections charged with the railroad service. There is also one clerk who has charge of the railway postal clerks and another who has charge of the service performed by mail messengers.

When a new route in the star, steamboat, or mail messenger service is put into operation, or mail service is established on a railroad, such establishment or recognition of service is entered upon a book kept for that purpose. This entry contains the name of the State and county where the route is located, the name of the terminal and intermediate post-offices on said route; distance of each post-office from the others, the length of the route, the number of trips required, the pay per annum, the value of the trip and half trip, the name of the contractor and subcontractor, if any, and the date when the service commenced. All orders thereafter made on this route, increasing or decreasing the service, extending, curtailing, diminishing, or discontinuing the route, or in any manner affecting the service thus established or recognized, are entered in this book, so that it presents a complete history of the route and service performed thereon, and of every action taken by the Department touching or affecting the service thereon.

Exhibits 1 and 2, herewith filed, is the history of Routes Nos. 31845 and 31846 in the star service, made up from this book, and illustrates all the orders affecting it and every action of the Department in regard to it, from the time of its establishment to the present date.

The methods of the Department in dealing with the steamboat service are identical with the methods in regard to the star service.

There are also presented, in Exhibits 2 and 3, actual cases illustrating the methods of this division in dealing with the inspection of the railroad service.

Payment to contractors in all branches of the service is due at the termination of each quarter of the fiscal year. The service is certified to the Sixth Auditor of the Treasury at as early a date after the termination of each quarter as possible. The evidence on which this certificate is founded are the monthly registers of the postmasters at the terminal points of the route. This work is entered upon immediately after the termination of each quarter, and is generally completed at the end of the month. During the quarter which is thus made up the work of the division is engaged in the reception and examination of the monthly reports of the postmasters and of other evidence which may be in the possession of the division of complaints of the service and of the issuing of the proper orders for securing prompt and proper performance of the service according to contract. The clerks of the various sections note these reports upon the route-book, so that at the end of the quarter they are prepared to enter at once upon the work of reporting the condition of the service and giving certificates for its payment.

Should postmasters be delinquent in returning these registers regularly every month they are notified of such delinquency, and if the delinquency is continued the postmaster so failing to make these returns is reported to the First Assistant Postmaster-General for such action as he may deem proper in the premises.

Exhibit 1 shows the maximum and minimum of business transacted in years 1884, 1885, 1886, and January 1 to February 23, 1887; the business cannot vary much, certainly in its decrease, but has and must increase, as the number of star, steamboat, and railroad mail routes increase, and as each clerk has about the same number of routes to inspect, and as this work is about the same in character and kind, it is not practicable to report the maximum or minimum of work done by any clerk.

EXHIBIT 1.

Star service.]

DIVISION OF INSPECTION.

[Form 2204.

State: Texas; Route No. 31845.
 Year 188 ; quarter ended _____.
 Termini of route, Corn Hill to Bartlett.
 Contractor, W. I. Dunn.
 Address, Corn Hill.
 County, Williamson; State, Texas.
 Miles, 13; trips per week, 6.
 Pay, \$269; $\frac{1}{2}$ trip, 42c.
 Subcontractor _____.
 Address _____.

Inclosures.

- A. Transcript from records.
- B. Copy of certificate of inspection.
- C. Copy of certificate of inspection.
- D. Registers of arrivals and departures.
- E. History of route.
- F. Copy of a circular "2208."

April 4, 1887.

Date of case, _____, 188 .

Reported to Auditor, _____, 188 .

Notice to contractor, _____, 188 .

Date of remission, _____, 188 .

Reported to Auditor, _____, 188 .

Notice to contractor, _____, 188 .

It having been shown _____, 188 .

Remit \$ _____ noted in report for week ended _____, 188 .

A.

[Copied from inspection records, Texas, Vol. IV, page 6.]

Route No. 31845, from Corn Hill, Williamson County, to Bartlett, 13 miles and back, six times a week.

Leave Corn Hill daily, except Sunday, 9 a. m.

Arrive at Bartlett, 12 m.

Leave Bartlett daily, except Sunday, 2 p. m.

Arrive at Corn Hill, 5 p. m.

Adopted September 3, '86, changed October 9, '86.

Contractor: W. I. Dunn, \$269, Corn Hill, Williamson County, Texas.

Orders.

[N. B. All orders are condensed in transcribing.]

1886, July 13. Contract with W. I. Dunn, of Corn Hill, from August 1, 1886, to June 30, 1887, at \$269 per annum, and number route 31845.
 (No other orders appear to date).

B.

CERTIFICATE OF INSPECTION.

"J. T. G."

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 DIVISION OF INSPECTION,
 Washington, D. C., October 27, 1886.

SIR: I hereby certify that the mails have been carried by contractor in accordance with provisions of contract, or orders, on routes stated herein by number in the State of Texas, without any failures or delinquencies, so far as shown by returns received, for the period August 1 to September 30, 1886.

Report dates and *causes* of all failures on back of register.

The postmaster must sign register in person unless necessarily absent or sick, in which case it may be signed as follows :

A _____ B _____, P. M.
By C _____ D _____, Assistant P. M.

I certify the above to be correct.

GEORGE W. WEATHERFORD, P. M.
[Be careful to sign this.]

[This page is for failures only.]

INSTRUCTIONS.

At the close of each month forward registers promptly, direct to contract office, inspection division, Post-Office Department. Never inclose them with quarterly returns. This duty of forwarding registers promptly is a very important one, and its neglect is a positive detriment to the mail service and injury to the contractors, who cannot be paid until the registers have been forwarded and received. When register blanks are needed apply to the above-named office.

Enter on the face of this register the day of the week, of month, and hour of each arrival and departure, and when a failure occurs, simply give the date, entering the particulars of the failure—date, nature, cause, and any other particulars of it—on this page. When the arrival is after the schedule hour, failing to connect with other routes, write “failed to connect”; and when the arrival is after the schedule time, causing complaint, write “complaint.” Promptly report, by letter, all extraordinary failures.

Never omit to enter an arrival or departure, otherwise the blank space left opposite the schedule-day may be considered as a failure, and thereby work unintentional injury to the contractor.

If the whole trip in any instance is not performed, report what service was performed—on what portion of the route, and the number of miles omitted. Be careful about this.

Make out and keep on file in your office an exact copy of each register sent to the Department.

Be careful to give the right number of the route.

Postmasters failing or refusing to report service when required, although it may previously have been sent, will be reported to the appointment office, Post-Office Department, for neglect of duty.

The actual time at which carrier arrived and departed must be given, whether it is in conformity with the schedule or not.

Note if the carrier makes every proper effort to arrive and depart according to schedule.

If the mail is carried by any other person than the contractor, his authorized agent or carrier, you will note the fact on the register. If received wet, make special report, with the date. When badly wet, so state it.

You will require all carriers of the mail to and from your office, who have not been sworn, to take the oath required by law, before delivering them the mail. Postmasters may administer such oath. Carriers must be at least sixteen years of age.

Days of the week.	Of month.	Nature and causes of failures and detentions.

D.

Star service.]

[Fill the blanks of this heading.]

REGISTER OF ARRIVALS AND DEPARTURES FOR THE MONTH OF FEBRUARY, 1887.

Post-office at Bartlett, county of Williamson, State of Texas.
Route No. 31945, from Corn Hill to Bartlett.

Schedule time of arrival, 12; schedule time of departure, 2.

Name of contractor, W. I. Dunn; name of carrier, W. I. Dunn.

Mode of carrying the mail, hack; trips a week required, six.

Days of the week.	Of month.	Actual time the carrier arrived.	Actual time the carrier departed.	Days of the week.	Of month.	Actual time the carrier arrived.	Actual time the carrier departed.
Tuesday	1	12.00	2.00	Thursday	17	12.00	2.00
Wednesday	2	12.00	2.10	Friday	18	12.00	2.00
Thursday	3	12.00	2.00	Saturday	19	12.00	2.00
Friday	4	12.00	2.00	Sunday	20		
Saturday	5	12.00	2.00	Monday	21	12.00	2.00
Sunday	6			Tuesday	22	12.00	2.00
Monday	7	12.00	2.00	Wednesday	23	12.00	2.00
Tuesday	8	12.00	2.00	Thursday	24	12.00	2.00
Wednesday	9	12.00	2.00	Friday	25	12.00	2.00
Thursday	10	12.00	2.00	Saturday	26	12.00	2.00
Friday	11	12.00	2.00	Sunday	27		
Saturday	12	12.00	2.00	Monday	28	12.00	2.00
Sunday	13				29		
Monday	14	12.00	2.00		30		
Tuesday	15	12.00	2.00		31		
Wednesday	16	12.00	2.00				

Report dates and causes of all failures on back of register.

The postmaster must sign register in person unless necessarily absent or sick, in which case it may be signed as follows:

A _____ B _____, P. M.

By C _____ D _____, Assistant P. M.

I certify the above report to be correct.

THOS. MCKNIGHT, P. M.

[Be careful to sign this.]

GEO. MCKNIGHT, Clerk.

[NOTE.—Instructions and blank form on back of this statement, being same as for preceding form is omitted.

[Note by Committee: Exhibit D contained reports of arrivals and departures similar to the two foregoing for the months of August to December, 1886, inclusive, and for January, 1887, and these are not printed, as the two hereinbefore show fully the character of the others.]

E.

History of the route.

A statement of the route, contractor's name, and yearly pay, with order to contract, was entered in Inspection Record for Texas, Vol. IV., prior to August 1, 1886, as per inclosure A.

July 15, 1886, a circular No. 2,208 was sent, enveloped, and addressed to each postmaster at the end of the route. A copy of the one sent the postmaster Corn Hill, marked F, is inclosed.

Registers of arrivals and departures (for 2,201) have been received monthly from the postmasters at Corn Hill and Bartlett. Their receipt has been entered in Inspection Record by this mark: "✓." They were then placed on file. They are now inclosed, marked D, and are for the months of August, September, October, November, and December, 1886, and January and February, 1887. Those for March are not yet received.

These registers showing no failures, certificates of inspection (Form 2205) were issued to the Auditor of the Treasury for the Post-Office Department October 27, 1886, and January 19, 1887. Copies of the same are inclosed, marked B and C respectively.

No correspondence relative to this service appears on file.

J. F. BILLARD,
Inspection Clerk in Charge, Texas and Louisiana.

F.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., July 15, 1886.

SIR: Registers of arrivals and departures of the mail (Form 22) will be required monthly from your office for route No. 31845, Corn Hill to Bartlett. Begin with August 1, 1886, and send promptly on the first of each month.

Blank registers will be furnished on application to this office.

The following regulations have been adopted, viz:

"Ordered, That the postmasters at the ends of every mail route, and at such other post-offices as the Postmaster-General may direct, be required to keep registers of the arrival and departure of all mails which are opened at their offices, respectively, setting forth the exact time of each arrival and each departure, and giving the reason for every delinquency, if known to them, or that can be ascertained on proper inquiry."

Registers are required to be forwarded to the Department by the first mail after the close of each month, directed to the "Second Assistant Postmaster-General, division of inspection," and in no case are they to be sent with quarterly returns.

This duty is too often neglected, and therefore postmasters are urged to comply promptly with the foregoing requirements, payment of contractors being often delayed in consequence of such neglect. Postmasters should be aware also that on their punctuality in the performance of this duty the Department relies for enforcing the responsibility of contractors.

Particular care must be exercised in making out these registers. The blanks at the head of each should all be properly filled, giving the name of the office, county, and State; the number of the route, and the names of the places where it terminates, with the schedule days and hours of arrival and departure. All registers should be fully dated, showing the day of the week, the month, and the year. When there is a failure to arrive or depart, write opposite its date "failure;" when the arrival is after the schedule hour, failing to connect with other routes, write "failed to connect;" and when the arrival is after the schedule time, causing complaint, write "complaint."

Note the cause of failures on the back of the register; also note if the carrier make or fail to make every proper effort to arrive and depart according to schedule, and be careful to sign it.

If the mail be carried by any person other than the contractor, his authorized agent or carrier, you will note the fact on the register. If the mail be received wet, make special report, with the date. When badly wet, so state it.

You will require all carriers of the mail to and from your office, who have not been sworn, to take the oath required by law, before delivering them the mail. Postmasters may administer such oaths. Carriers must not be under sixteen years of age.

These regulations will not exempt postmasters from the duty of promptly reporting, by letter, all extraordinary failures, interruptions, or abandonment of the service; and, in fact, giving, from time to time, all such information as may aid the Department in enforcing the strictest performance of duty on the part of contractors and their carriers, and securing for the community the greatest possible regularity, safety, and efficiency in the mail service.

Postmasters failing in the aforesaid duties will be reported to the head of the Department for such action as he may deem proper, to enable him to fulfill this positive requirement of the law.

N. B.—Postmasters will be careful to make out and keep on file in their offices an exact copy of each register sent to the Department. (See sections 658, 659, 660, and 661, page 155, Postal Laws and Regulations, edition of 1879.)

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

POSTMASTER at Corn Hill, Williamson County, Texas.

Please preserve this circular for reference.

EXHIBIT 2.

Star service.]

DIVISION OF INSPECTION.

[Form 2204.

State, Texas; route No. 31846.
 Year 188 ; quarter ended _____.
 Termini of route, Campbellton to Tordilla.
 Contractor, _____.
 Address, _____.
 County, _____; State, _____.
 Miles, _____; trips per week, _____.
 Pay, \$ _____; one-half trip, \$ _____.
 Subcontractor, _____.
 Address, _____.

Inclosures.

- A. Transcript from inspection records.
- B. Copy of a circular, No. 2207.
- C. Copy of deduction case.
- D. Copy of circular, No. 2237.
- E. Copy of certificate of inspection, No. 2206.
- F. Copy of register, arrivals and departures.
- G. Copy of letter from contractor, with inclosure.
- H. Copy of letter from postmaster, Tordilla.
- I. Copy of letter from Department to postmaster, Campbellton.
- J. Copy of reply of postmaster, Campbellton.
- K. History of route.
- L. Copy of a remission case (hypothetical).
- M. A circular, 2249.
- N. A circular, 2239.

APRIL 4, 1887.

Date of case, _____, 188 .
 Reported to Auditor, _____, 188 .
 Notice to contractor, _____, 188 .
 Date of remission, _____, 188 .
 Reported to Auditor, _____, 188 .
 Notice to contractor, _____, 188 .

_____, 188 .

It having been shown _____.

Remit \$ _____ noted in report for week ended _____, 188 .

_____.

A.

[Copied from Inspection Records, Texas, Vol. IV, page 7.]

From Campbellton, Atascosa County, to Tordilla, 12 miles and back, once a week.
 (No schedule adopted.)
 Contractor, Vincent Boreing. \$103. London, Laurel County, Kentucky.

Orders.

[All orders condensed in transcribing.]

- (1) 1886, July 14. Contract with Vincent Boreing, from August 1, 1886, to June 30, 1887, at \$103 per annum, and number route 31846.
- (2) 1886, August 17. Subcontractor, J. D. Gage, Tordilla. \$100.
- (3) 1887, January 31. Terminated from November 6, 1886.
- (4) 1887, January 31. Subcontractor, J. C. King, Tordilla. \$100. From November 7, 1886, to June 30, 1887.

B.

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 DIVISION OF INSPECTION,
 Washington, D. C., December 20, 1886.

SIR: No register of arrivals and departures of the mail (Form 2201) has been received from your office for route No. 31846 for November.

Please send at once.

Registers should be forwarded to the Department by the first mail after the close

of each month, directed to the Second Assistant Postmaster-General, Division of Inspection, as required by section 660, Postal Laws and Regulations.

No other report should be forwarded in same envelope with registers.

Very respectfully,

A. LEO KNOTT,

Second Assistant Postmaster-General.

POSTMASTER at Tordilla, Atascosa County, Texas.

C.

Star service.]

DIVISION OF INSPECTION.

[Form 2204.

State, Texas; route No. 31846.

Year 1886, quarter ended December 31.

Termini of route, Campbellton to Tordilla,

Contractor, Vincent Boreing.

Address, London.

County, Laurel; State, Kentucky.

Miles, 12; trips per week, 1.

Pay, \$103; one-half trip, 99 cents.

Subcontractor, J. D. Gage till November 6, 1886, Tordilla; J. C. King from November 7, 1886, Tordilla.

Address, _____.

November 1 to December 31 failed totally.

Deduct \$17.07.

From pay of Subcontractor Gage, \$1.67; from pay of Subcontractor King, \$15.40.

KNOTT.

_____, 1887.

It having been shown by letter of postmaster, Campbellton, dated _____, 1887, that his statement of no service performed in November and December, 1886, was erroneous and that service was regularly performed and paid for by the contractor, therefore remit \$17.07, the deduction noted in report for February 5, 1887.

Date of case, February 5, 1887.

Reported to Auditor, February 5, 1887.

Notice to contractor, February 21, 1887.

Date of remission, _____, 188 .

Reported to Auditor, _____, 188 .

Notice to contractor, _____, 188 .

D.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., February 21, 1887.

SIR: A deduction of \$15.40 has been ordered from the pay of the contractor on route No. 31846, in the State of Texas, for the quarter ended December 31, 1886, because of failure November 7 to December 31; total.

The deduction will be taken from your pay as subcontractor on said route, in accordance with the terms of your subcontract.

Your attention is called to the fact that the contract for service on said route provides for the forfeiture of the pay of a trip when it is not run, and in addition, if not sufficient excuse for the failure is furnished, an amount not more than three times the pay of the trip.

Whenever a failure occurs you should report the fact to the division of inspection, setting forth specifically the cause of the failure; what effort, if any, was made to perform the trip, and, if part of it was performed, stating the distance traveled. Such report should be verified by the oath of the person having personal knowledge of the fact, or by the certificate of a postmaster who is cognizant of the matter.

The right is reserved to make disallowances from future payments for other failures or delinquencies, if any have heretofore occurred, and to correct errors and omissions.

Very respectfully,

A. LEO KNOTT,

Second Assistant Postmaster-General.

Mr. J. C. KING, Subcontractor,
Tordilla, Atascosa County, Texas.

E.

CERTIFICATE OF INSPECTION.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., February 5, 1887.

SIR: I hereby certify that the mails have been carried by contractor in accordance with contract or orders, so far as shown by returns received, barring certain failures and delinquencies for which deductions and fines have been ordered, on the routes herein stated, in the State of Texas, for the quarter ended December 31, 1887.

Payment made by virtue of this certificate is to be on account for services rendered, the right being reserved to make disallowances from future payments for other failures or delinquencies, if any have heretefore occurred, and to correct errors and omissions.

Route 31846. Deduct, \$17.07. From pay of Subc. Gage, \$1.67; from pay of Subc. King, \$15.40.

You will be advised of the causes of the fines and deductions noted above, together with other details, in weekly report.

A. LEO KNOTT,
Second Assistant Postmaster-General.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

F.

Star service.]

[Fill all the blanks of this heading.

REGISTER OF ARRIVALS AND DEPARTURES FOR THE MONTH OF DECEMBER, 1886.

Post-office at Campbellton, county of Atascosa, State of Texas.
Route No. 31846, from Campbellton to Tordilla.
Schedule time of arrival, 12 m.; schedule time of departure, 1 p. m.
Name of contractor, Vincent Boreing; name of carrier, J. D. Cage.
Mode of carrying the mail, horseback; trips a week required, once.

Days of the week.	Of month.	Actual time the carrier arrived.	Actual time the carrier departed.	Days of the week.	Of month.	Actual time the carrier arrived.	Actual time the carrier departed.
	1				7		
	2				8		
	3				9		
	4				10		
	5				11		
	6				12		

No mail service on route 31846 for the month of December, 1886.

Report dates and causes of all failures on back of register.

The postmaster must sign register in person unless necessarily absent or sick, in which case it may be signed as follows:

A—— B——, P. M.
By C—— D——, Assistant P. M.

I certify the above report to be correct.

JOHN CAMPBELL, P. M.
[Be careful to sign this.]

[NOTE.—Instructions and blank form on back of this and following statement, being same as those printed under Exhibit 1, are omitted.]

F.

Star service.]

[Fill all the blanks of this heading.

REGISTER OF ARRIVALS AND DEPARTURES FOR THE MONTH OF DECEMBER, 1886.

Post-office at Tordilla, county of Atascosa, State of Texas.

Route No. 31846, from Tordilla to Campbellton.

Schedule time of arrival, 4 p. m. ; schedule time of departure, 9 a. m.

Name of contractor, Vincent Boreing ; name of carrier, James C. King.

Mode of carrying the mail, horseback ; trips a week required, once.

Days of the week.	Of month.	Actual time the carrier arrived.	Actual time the carrier departed.	Days of the week.	Of month.	Actual time the carrier arrived.	Actual time the carrier departed.
		<i>p. m.</i>	<i>a. m.</i>			<i>p. m.</i>	<i>a. m.</i>
	1		17
	2	Saturday	18	4.00	8.35
	3		19
Saturday	4	3.50	8.50		20
	9	Saturday	25	3.55	8.45
	10		26
Saturday	11	3.57	8.45		27

A _____ B _____, P. M.

By C _____ D _____, Assistant P. M.

I certify the above report to be correct.

JOHN G. KING, P. M.

[Be careful to sign this.]

Report dates and causes of all failures on back of register.

The postmaster must sign register in person unless necessarily absent or sick, in which case it may be signed as follows :

G.

TORDILLA, ATASCOSA COUNTY, TEXAS,

January 31, 1887.

VINCENT BOREING:

SIR: Your letter of the 13th instant came to hand Saturday, in regard to the carrying of the mail. I have had it carried ever since Mr. Cage abandoned the service, but my intentions were to give up the postmastership, but my neighbors insisted on my holding the office on account of convenience to them. There has been "know" complaint made here against the service. I think you will find everything all satisfactory.

I remain, yours respectfully,

JOHN G. KING.

G a.

LONDON, KY., February 11, 1887.

SECOND ASSISTANT POSTMASTER-GENERAL,

Washington, D. C. :

SIR: I herewith inclose you a letter just received from the postmaster at Tordilla, Tex., in reply to one from me of the 18th of January, 1887, which seems to set forth that everything is running satisfactory on route 31846, Campbellton to Tordilla, in the State of Texas.

Respectfully,

VINCENT BOREING,
Per G,

H.

TORDILLA, ATASCOSA COUNTY, TEXAS,
February 12, 1887.

SECOND ASSISTANT POSTMASTER-GENERAL,

SIR: The reason there has been no register of arrivals and departures is that I have been sick (and am old) all winter, and was not able to attend to the business as it should have been. I will try and keep it straight from this heretofore.

I am yours, truly,

JOHN G. KING, P. M.

I.

(Refer to these initials, "J. T. B.," and address reply to this office, division of inspection.)

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., February 19, 1887.

SIR: A deduction has been made from the pay of the contractor on route 31846 for the quarter ended December 31, 1886, based on your evidence that no service was performed on that route during the months of November and December. Evidence subsequently received, however, shows that service was regularly performed during those months to and from the office of Tordilla. This discrepancy is not understood. You will therefore please explain definitely what you mean by your report of "no service performed" in your registers for November and December, 1886.

Very respectfully,

A. LEO KNOTT,

Second Assistant Postmaster-General.

POSTMASTER, *Campbellton, Atascosa County, Texas.*

J.

CAMPBELLTON POST-OFFICE, ATASCOSA COUNTY, TEXAS, March 4, 1887.

SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C.:

SIR: In reply to yours of February 19, 1887, I would respectfully say that there was no mail service performed on route No. 31846, from Campbellton to Tordilla, during the months of November and December, 1886. Mail addressed to that office (Tordilla) was carried by private parties—without any mail bags or pouches. During above-named two months the mail-carrier (J. D. Cage), when he gave up the contract to carry the mail on this route (No. 31846), he notified me to that effect and said that the postmaster at Tordilla was going to or had sent in his resignation as postmaster. I therefore supposed the post-office discontinued from that date. Hoping this explanation will be sufficient evidence as to service performed on this route (No. 31846),

I am yours, truly,

JOHN CAMPBELL,

Postmaster *Campbellton, Atascosa County, Texas.*

K.

History of the route.

The method of stating route, &c., and orders, is shown by inclosure marked A.

The method of showing receipt of registers of arrivals and departures, and of issuing certificates of inspection, where no failures appear, is indicated in exhibit prepared for route 31845.

In the present case there was delay in receipt of registers of postmaster at Tordilla for November and December, 1886. For each month a circular—Form 2207—was sent that postmaster. A copy, marked B, is inclosed.

The registers were received in February, with an explanation. (See inclosure H.)

Copies of registers of arrivals and departures of the postmasters at Campbellton and Tordilla, marked F, are inclosed. It will be seen that the postmaster at Campbellton reports no service performed in November and December, 1886. Hence, a deduction case was prepared. (See inclosure C.) The deduction is computed by taking one quarter's pay—\$25.75—and finding the proportion thereof for sixty-one days, $\frac{61}{90} \times 25.75 = \17.07 .

After preparing the deduction case, a certificate of inspection was issued to the Auditor of the Treasury for the Post-Office Department, Form 2206, showing the deduction. (See inclosure E.)

The subcontractors were advised of the deduction by Circular 2237. A copy of the one addressed J. C. King is inclosed, marked D.

Subsequently to this certificate the registers of the postmaster, Tordilla, for November and December were received, showing service performed; also a letter from the contractor inclosing one from the postmaster, Tordilla, to the same effect. Copies of these are inclosed, marked G and Ga.

In view of the discrepancy in facts as shown, a letter asking explanation was addressed the postmaster, Campbellton. A copy is inclosed, marked I, together with a copy of his reply, marked J.

No ground appears as yet for remitting the deduction: (1) The statement that no service was performed by the postmaster, Campbellton, is direct and explicit. (2) Campbellton is at the head of the route and the postmaster should be cognizant of the fact. (3) The report of the postmaster, Tordilla, that service was performed, though equally explicit, is explained in the letter of postmaster, Campbellton, he stating that mail was carried by "private" (unauthorized) parties without mail-pouches, &c.

Should, at a future time, evidence be received warranting a remission, the same will be prepared, by stating the amount and the cause, on the back of the deduction case (as by a specimen inclosed, marked L), and such statement will be signed by the honorable Second Assistant Postmaster-General.

The Auditor will be advised of the remission by Circular No. 2239, and the subcontractor by Circular No. 2249. Copies are inclosed, marked M and N, respectively.

J. F. BILLARD,
Clerk in charge Tex. and La.

[NOTE.—Statement L not furnished.]

M.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., ———, 1887.

SIR: I have the honor to inform you that a remission of \$17.07, the deduction from the contractor's pay on route No. 31846, in the State of Texas, for the quarter ended December 31, 1886, and noted in the report for the 5th day of February, 1887, has this day been ordered.

The remission will be entered in the report of deductions, fines, and remissions for the ——— day of ———, 1887.

Very respectfully,

Second Assistant Postmaster-General.

To the AUDITOR OF THE TREASURY
FOR THE POST OFFICE DEPARTMENT.

Mr. J. C. King, subcontractor, notified by circular No. 2248.

N.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., ———, 1887.

SIR: You are informed that a remission of \$15.40, that part of the deduction applicable to your pay on route No. 31846, in the State of Texas, for the quarter ended December 31, 1886, has been ordered.

Very respectfully,

Second Assistant Postmaster-General.

Mr. J. C. KING, Subcontractor,
Tordilla, Atascosa County, Texas.

EXHIBITS.

Exhibit 1 is a statement showing character and amount of business performed during calendar years 1884, 1885, 1886, and January 1 to February 28, 1887.

Exhibit 2 is a statement showing average number of days of each employé to business, including time employed before and after office hours.

Exhibit 3 is a statement showing the average number of days of each employé, and the time and attention devoted to the consideration and transaction of business (within the prescribed working hours) during the periods specified, by the employés in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department.

Exhibit 4 is a statement showing the maximum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the least number of days, in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified.

Exhibit 5 is a statement showing the maximum number of days devoted to business (within the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (within the prescribed working hours) by the employé present for the least number of days, in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified.

EXHIBIT 1.

The following statement shows the character and amount of business performed, transacted, and disposed of by the employés in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department, during the calendar years 1884, 1885, and 1886, and from January 1 to February 28, 1887:

Character of business.	Jan. 1 to Dec. 31, 1884.	Jan. 1 to Dec. 31, 1885.	Jan. 1 to Dec. 31, 1886.	Jan. 1 to Feb. 28, 1887.
Routes in operation, star, steamboat, railroad, mail messenger, railway postal clerks and wagon transfer service	19, 615	18, 137*	18, 811	19, 102
Registers of arrivals and departures of the mails received, examined, checked and filed	455, 722	451, 310	452, 310	93, 541
Cases of fines, deductions made	12, 109	10, 872	12, 392	2, 802
Cases of remissions made	724	713	1, 007	289
Certificates issued to the Auditor	72, 990	70, 634	73, 899	16, 796
Orders recorded	20, 071	19, 415	20, 564	3, 166
Inspection books filled	78	33	48	8
Proposals indorsed, examined, and recorded	41, 025	42, 690	48, 297	60, 673
Letters written and sent out	3, 073	3, 708	4, 216	400
Circulars sent out*	174, 841	171, 717	172, 505	16, 236
Blanks and registers sent out*	638, 262	637, 150	720, 360	100, 987
Books sent out	174	224	326	78
Calculations made*	103, 473	101, 908	102, 710	15, 603
Letters and petitions received*	19, 597	18, 126	15, 223	2, 787

*Estimated.

EXHIBIT 2.

The following statement shows the average number of days of each employé, and the time and attention devoted to the consideration and transaction of business (including extra time outside of the prescribed working hours), during the periods specified, by the employés in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department:

Calendar year.	No. of employés.	No. of working days in period.	Average No. of days present.	Average No. of hours required daily.	No. by proxy.
1884	25	307	277.08	7	0
1885	24	303	284.22	7	0
1886	21	305	291.31	7	0
1887 (to March 1)	25	48	48.09	7	0

NOTE.—The overtime of employés was much greater than that included above, but having been made before and after hours, no complete record was kept.

EXHIBIT 3.

The following statement shows the average number of days of each employé and the time and attention devoted to the consideration and transaction of business (within the prescribed working hours) during the periods specified, by the employés in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department:

Calendar year.	No. of employés.	No. of working days in period.	Average No. of days present.	Average No. of hours required daily.	No. by proxy.
1884	25	307	274.24	7	0
1885	24	303	267.20	7	0
1886	21	305	232.93	7	0
1887 (to March 1)	25	48	46.86	7	0

EXHIBIT 4.

The following statement shows the maximum number of days devoted to business (within the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (within the prescribed working hours) by the employé present for the least number of days, in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified:

	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum number of days	297	300	300.43	48
Minimum number of days	*228	†272.5	271.55	41

* Absent without pay, 80 days.

† Absent without pay, 3 days.

Office open for business as follows: 1884, 307 days; 1885, 303 days; 1886, 305 days; 1887 (to March 1), 48 days.

EXHIBIT 5.

The following statement shows the maximum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the least number of days, in the division of inspection, office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified:

	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum number of days	300.01	311.85	344.27	56.59
Minimum number of days	*228.00	†272.27	275.00	42.18

* Absent without pay, 80 days.

† Absent without pay, 3 days.

Office open for business as follows: 1884, 307 days; 1885, 303 days; 1886, 305 days; 1887 (to March 1), 48 days.

RAILROAD SERVICE.

Exhibit A shows the "inspection record" of railroad Route No. 23087, including the terminal offices, name of railroad company, length of route, copy of the order authorizing the service, copy of the order fixing the pay, the date of certification of the service by quarters from the commencement thereof to the present time, and the method of indicating the receipt of evidence of the performance of the service.

Exhibit B is a copy of the case of deduction of pay made for the quarter ended March 31, 1887, containing copies of the registers of the arrivals and departures of the mails, showing the failures for which the deduction was made and the calculation (memorandum).

Exhibit C is a copy of the "certificate of inspection" issued to the Auditor of the Treasury for the Post-Office Department for the quarter ended March 31, 1887, with the deduction marked on it, and on which that officer bases the statement of the account of the company.

Exhibit D is a copy of the notice sent to the railroad company of the amount of the deduction and the reasons for making it.

EXHIBIT A.—Route No. 23087, State of Illinois, contract term July 1, 1883, to June 30, 1887.

	County.	Orders.
From Caledonia	Boone	1886, March 2. From March 15, 1886, order service by the Chicago and Northwestern Railway Company, a distance of 85.74 miles.
To Spring Valley	Bureau ...	1886, June 15. Pay at the rate of \$3,665.38 per annum, being \$42.75 per mile for 85.74 miles.
85.74 miles and back six times a week, or as much oftener as trains may run. Chicago and Northwestern Railway Company. \$3,665.38 = \$42.75 per mile for 85.74 miles.		

	Schedule points.		Memoranda.	Date of issue of certificate of inspection.	Deduction imposed.
	Caledonia.	Spring Valley.			
1886.					
First quarter ...	{ January		For period	August 9	
	{ February				
	{ March 15				
Second quarter ...	{ April	(c) (c)		August 9	
	{ May	(c) (c)			
	{ June	(c) (c)			
Third quarter ...	{ July	(c) (c)		October 8	
	{ August	(c) (c)			
	{ September	(c) (c)			
Fourth quarter ...	{ October	(c) (c)		January 10, 1887	
	{ November	(c) (c)			
	{ December	(c) (c)			
1887.					
First quarter ...	{ January	(c) (c)		April 20	\$2 38
	{ February	(c) (c)			
	{ March	(c) (c)			

NOTE.—The italic letter (c) in second and third columns stands for a check-mark.

EXHIBIT B.

Railroad service.]

[Form 2204 b.

DIVISION OF INSPECTION.

State, Illinois; Route No. 23087; year, 1887; quarter ended March 31.

Termini of route: Caledonia-Spring Valley. Chicago and Northwestern Railway Company.

Miles, 85.74; trips per week, 6.

Pay, \$3,665.38; $\frac{1}{4}$ trip, \$—.

Rate per mile per annum, \$42.75.

Failed both ways between Caledonia and Belvidere (8.74 m.), February 8, 9, 1887.

Deduct \$2.38.

SWENEY.

Date of case, April 20, 1887. Date of remission, —, —, 188—.

Rept'd to Aud'r, April 10, 1887. Rept'd to Aud'r, —, —, 188—.

Notice to contr, April 20, 1887. Notice to contr, —, —, 188—.

THE POST-OFFICE DEPARTMENT.

(Form 2210.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., March 17, 1887.

SIR: You will please answer the following inquiry by writing your reply opposite thereto, and return this sheet to the division of inspection without delay.

Very respectfully,

G. M. SWENEY,

Acting Second Assistant Postmaster-General.

To GEN'L SUPT., R. M. S.,
P. O. Dept.

Route No. 23078.
From Caledonia to Spring Valley.
Please inform this office over what portion of the above-named route the Chicago and Northwestern Railway Company failed to perform service during February, 1887.

Answer of James E. White.
Title: Supt. R. M. S., 6th division.
Dates: March 28, 1887.
The trip reports of R. P. clerk on file in this office show as follows:
February 8, 1887: No service outward or inward between Caledonia and Belvidere. February 9th: No service outward or inward between Caledonia and Belvidere.

JAMES E. WHITE,
Supt.

Form 2231.

For railroad service only.]

[Fill all the blanks of this heading.

REGISTER OF ARRIVALS AND DEPARTURES FOR THE MONTH OF FEBRUARY, 1887.

Caledonia P. O., county of Boone, State of Illinois.
Route No. 23087, from Caledonia, Ill., to Spring Valley.
Schedule time of arrival of train: 10.30 a. m.
Schedule time of departure of train: 4.30 p. m.
Name of railroad company: C. & N. W. R.
Number of trips a week each way: 6.

Days of the week.	Days of month.	Actual time of arrival of mail at post-office.					Actual time of departure of mail from post-offices.				
		No.—	No.—	No.—	No.—	No.—	No.—	No.—	No.—	No.—	No.—
			A. M.				P. M.				
Tues	1		10.30				4.30				
Wed	2		"				"				
Thurs	3		"				"				
Fri	4		"				"				
Sat	5		"				"				
Mon	6		"				"				
Tues	7		"				"				
Wed	8		"				"				
Thurs	9		"				"				
Fri	10		10.30				"				
Sat	11		"				"				
Mon	12		"				"				
Tues	13		"				"				
Wed	14		"				"				
Thurs	15		"				"				
Fri	16		"				"				
Sat	17		"				"				
Mon	18		"				"				
Tues	19		"				"				
Wed	20		"				"				
Thurs	21		"				"				
Fri	22		"				"				
Sat	23		"				"				
Mon	24		"				"				
Tues	25		"				"				
Wed	26		"				"				
Thurs	27		"				"				
Fri	28		"				"				

Report causes and alleged causes of all failures and irregularities on back of register.

The postmaster must sign register in person unless necessarily absent or sick, in which case it may be signed as follows:

A — B —, P. M.
By C — D —, Assistant P. M.

I certify the above report to be correct.

R. WILSON, P. M.

(On right-hand margin:) Indicate trains having Department employé in charge of mails thus * at head of column.

At the close of each month forward registers promptly, directed to "The Second Assistant Postmaster-General, Division of Inspection." Never inclose them with quarterly returns. When register blanks are needed apply to the above-named office.

Postmaster will take special pains to ascertain the cause of all delays of trains and of failures of trains to arrive and depart. If the whole trip in any instance is not performed, report what service was performed—the distance actually run.

Postmasters must carefully read sections 658, 659, 660, 661, page 155 of the Postal Laws and Regulations, 1879, and will take care to conform strictly thereto.

Day of week.	Of month.	Nature and causes of failures and detentions.
Tues.....	8	Bridge between Caledonia and Belvidere.
Wed.....	9	Bridge between Caledonia washed out.

Failed both ways bet. Caledonia and Belvidere (8.74 m) Feb. 8, 9, '87.

4

34.96
42.75
17480
24472
6992
12984
626)1494.54(2.38
1252
2425
1878
5474
5008
466

Deduct \$2.38

EXHIBIT C.

(Certificate of inspection.—Form 2206.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., April 20, 1887.

SIR: I hereby certify that the mails have been carried by Chicago and North-western Railway Company in accordance with contract or orders, so far as shown by returns received, barring certain failures and delinquencies for which deductions and fines have been ordered, on the routes herein stated, in the State of Illinois for the quarter ended March 31, 1887.

Payment made by virtue of this certificate is to be on account for services rendered, the right being reserved to make disallowances from future payments for other failures or delinquencies, if any have heretofore occurred, and to correct errors and omissions.

Route 23087. Deduction, \$2.38.

You will be advised of the causes of the fines and deductions noted above, together with other details, in weekly report.

GEO. M. SWENEY,
Acting Second Assistant Postmaster-General.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT D.

(Form 2230.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., April 20, 1887.

SIR: The Chicago and Northwestern Railway Company has been subjected to a deduction of \$2.38, which has been ordered to be deducted from the pay of your company for service on mail route No. 23087, from Caledonia to Spring Valley, in the State of Illinois, for the quarter ended March 31, 1887, because of failure both ways between Caledonia and Belvidere (8.74 miles) February 8, 9, 1887.

This action is taken in pursuance of authority conferred by section 3962 Revised Statutes of the United States.

The right is reserved to make disallowances from future payments for other failures or delinquencies, if any have heretofore occurred, and to correct errors and omissions.

Respectfully,

GEO. M. SWENEY,
Acting Second Assistant Postmaster-General.

To M. M. KIRKMAN,
Comptroller, Chicago, Ill.

RAILROAD SERVICE.

Exhibit X is a transcript of the "Inspection record" of route No. 28,004, as it now appears on the books of this office, with some additional features inserted for the purpose of more completely illustrating the method of indicating the changes frequently made in the service. It includes a statement of the route—Saint Louis to Kansas City—together with all intermediate offices, length of route, distance from office to office, annual pay for transportation, rate per mile per annum for railway post-office cars, and all the orders extending or curtailing the route or in any manner affecting the pay or service.

It also shows the method of indicating the receipt of evidence of the performance or non-performance of the service, the date of issuance of the "Certificate of inspection," the amount of the fine or deduction ordered, and the date and amount of fine or deduction remitted.

The following exhibits are used in this (inspection) division, for the transaction of the business of the division relating to the inspection and certification of railroad service, viz:

Exhibit A is an inquiry as to the performance of service.

Exhibit B is a register of the arrivals and departures of the mails.

Exhibit C is a certificate of inspection (clear) issued to the Auditor.

Exhibit D is a certificate of inspection with deduction or fine issued to the Auditor.

Exhibit E is a case of fine and deduction, inclosing registers of the arrivals and the departures of the mails, letter of the attorney of the railroad company transmitting evidence and asking the remission of the fine and deduction, affidavits of officers of the company explaining some failures and denying others. On the reverse side of the case will be found the order of the Second Assistant Postmaster-General making the remission of a portion of the fine and deduction.

Exhibit F is a circular letter acknowledging receipt of evidence.

Exhibit G and G 2nd. Notice to the company of fine. 2. Deduction ordered.

Exhibit H is a notice to the Auditor for the Post-Office Department of amount of fine or deduction remitted.

Exhibit I is a manuscript letter to company's attorney of fact and amount of remission.

These blanks are peculiar to railroad service, but other blanks which are common to both "railroad and star" service and which are given under that head are also required in the conduct of the business of this branch of the division.

EXHIBIT X.

The inside of this folio is a transcript of the "inspection record" of route No. 28,004, as it now appears on the books of this office, with some additional features inserted for the purpose of more completely illustrating the method of indicating the changes

frequently made in the service. It includes a statement of the route—Saint Louis to Kansas City—together with all intermediate offices, length of the route, distance from office to office, annual pay for transportation, rate per mile per annum for railway post-office cars, and all the orders extending or curtailing the route, or in any manner affecting the pay or service.

It also shows the method of indicating the receipt of evidence of the performance or non-performance of the service, the date of issuance of the "certificate of inspection," the amount of fine or deduction ordered, and the date and amount of fine or deduction remitted.

The following list of circulars and manuscript letters, copies of which accompany this transcript, are used in this (inspection) division, office of the Second Assistant Postmaster-General, for the transaction of the business of the division relating to the inspection and certification of railroad service, viz:

No. 1. Inquiry as to the performance of service, blank form No. 2209 a, marked Exhibit A.

No. 2. Register of the arrivals and departures of the mails, form No. 2231, marked Exhibit B.

No. 3. Certificate of inspection (clear) issued to the Auditor, form No. 2205, marked Exhibit C.

No. 4. Certificate of inspection, with deduction of fine, to the Auditor, form No. 2206, marked Exhibit D.

No. 5. Case of fine and deduction, inclosing registers of the arrivals and departures of the mails, letter of the attorney of the railroad company transmitting evidence and asking the remission of the fine and deduction, affidavits of officers of the company explaining some failures and denying others. On the reverse side of the case will be found the order of the Second Assistant Postmaster-General making the remission of a portion of the fine and deduction—form No. 2204 b, marked Exhibit E.

No. 8. Circular letter acknowledging receipt of evidence—form No. 2217 a, marked Exhibit F.

No. 7. Notice to the company of fine—2. Deduction ordered—form No. 2230, marked Exhibit G, G 2nd.

No. 8. Notice to the Auditor for the Post-Office Department of amount of fine or deduction remitted—form No. 2239, marked Exhibit H.

No. 9. Manuscript letter to company's attorney of fact and amount of remission, marked Exhibit I.

These blanks are peculiar to "railroad" service, but other blanks which are common to both "railroad" and "star" service and which are given under that head are also required in the conduct of the business of this branch of the division.

EXHIBIT X.—Route No. 28004, State of Missouri, contract term July 1, 1882, to June 30, 1886.

County.	Post-office.	From station to station.	County.	Post-office.	From station to station.
		<i>Miles.</i>			<i>Miles.</i>
Saint Louis...	From Saint Louis to	13	Boone.....	Clark.....	4.6
Do.....	Bridgeton.....	3.9	Randolph.....	Renick.....	5.6
Do.....	Bonfel's Station..	3.6	Do.....	Moberly.....	5.9
Saint Charles..	Saint Charles.....	3.3	Do.....	Huntsville.....	6.8
Do.....	Saint Peter's.....	8.9	Do.....	Medical Springs.	4.2
Do.....	O'Fallon.....	3.9	Do.....	Clifton Hill.....	2.5
Do.....	Gilmore.....	5.9	Chariton.....	Saulsbury.....	7.4
Do.....	Wentzville.....	2.4	Do.....	Keytesville.....	7.1
Do.....	Foristell.....	5.8	Do.....	Dalton.....	3.9
Warren.....	Wright City.....	3.4	Do.....	Brunswick.....	7
Do.....	Warrenton.....	7.1	Carroll.....	De Witt.....	6.5
Do.....	Pendleton.....	4.8	Do.....	Miami Station.....	3.8
Montgomery.....	Jonesburgh.....	4.5	Do.....	Wakenda.....	6.6
Do.....	High Hill.....	4.5	Do.....	Carrollton.....	7
Do.....	New Florence.....	4	Do.....	Norborne.....	10
Do.....	Montgomery.....	5.6	Ray.....	Hardin.....	8.6
Do.....	Wellsville.....	7.5	Do.....	Henry.....	6
Andrain.....	Martinsburgh.....	4.7	Do.....	Camden.....	5.5
Do.....	Benton City.....	6.8	Do.....	Orrick.....	5.6
Do.....	Mexico.....	7	Clay.....	Missouri City.....	9
Do.....	Thompson.....	5.4	Do.....	Randolph.....	14.6
Boone.....	Centralia.....	8.5	Do.....	Harlem.....	5
Do.....	Sturgeon.....	7.8	Jackson.....	Kansas City.....	1.7

THE POST-OFFICE DEPARTMENT.

Wabash, Saint Louis and Pacific Railway Company.

ANNUAL COMPENSATION.

From—	No. miles.	Compensation per mile.	Total.
July 1, 1882.....	124.60	\$192 38	\$23,970 54
January 1, 1883.....	23.80	192 38	4,578 04
March 1, 1883.....	128.80	192 38	24,778 54
Total.....	277.20	53,327 72
R. P. O.....	277.20	50 00	13,860 00

Orders.	Schedule points.				Date of issue of certificate of inspection.	Deduction imposed.
	Saint Louis.	Saint Charles.	Moberly.	Kansas City.		
1882, June 10. Number the route 28004, and from July 1, 1882, order service by the Wabash, St. Louis and Pacific Railway Company, from St. Charles, Mo., by all intermediate offices to Moberly, Mo., 124.60 miles and back seven times a week, or as much oftener as trains may run; pay to be fixed under the law.						
	3d qr.					
	July 1.....	c	c			
	Aug.....	c	c	Nov. 6	\$150 93	
	Sept.....	c	c			
	4th qr.					
	Oct.....	c	c			
	Nov.....	c	c	Jan. 11		
	Dec.....	c	c			
1882, Nov. 20. From January 1, 1883, extend service on this route from St. Charles to St. Louis, Mo., by way of all the intermediate offices, increasing the distance 23.80 miles; pay to be fixed hereafter.	1st qr.					
	Jan'y 1.....	c	c			
	Feb'y.....	c	c	Ap'l 12		
	Mar'ch 1.....	c	c			

[A portion of the original form is omitted, being similar to the above.]
The italic c represents a check-mark.

EXHIBIT A.

RAILROAD SERVICE.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., _____, 188-.

SIR: You will please answer the following inquiry by writing your reply opposite thereto and return this sheet to the division of inspection without delay.

Very respectfully,

Second Assistant Postmaster-General.

Postmaster at _____, _____ Co., _____.

Route No.	Answer of Date:	P. M.
From _____ To _____ Was service regularly and properly performed on the above-described mail route not less than six times a week each way by the railroad company during the period— From _____, 188 To _____, 188 <input type="checkbox"/> Monthly registers (Form 2231) covering the above period are also required of you. <input type="checkbox"/> Postmasters must read carefully sections 658, 659, 660, and 661, page 155, Postal Laws and Regulations, 1879, and take care to conform strictly thereto.		

EXHIBIT B.

[*Note by Committee*: This exhibit is blank form 2234, precisely similar to blank form attached to Exhibit B, under railway service on route No. 23087, printed on page 275, and is not filled out.]

EXHIBIT C.

Railroad service.]

CERTIFICATE OF INSPECTION.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., October 15, 1884.

SIR: I hereby certify that the mails have been carried by the Wabash, Saint Louis and Pacific Railway Company in accordance with provisions of contract, or orders, on routes stated herein by number in the State of Missouri, without any failures or delinquencies, so far as shown by returns received, for the quarter ended September 30, 1884.

Payment by virtue of this certificate is to be on account for services rendered, the right being reserved to make disallowances from future payments for failures or delinquencies, if any have heretofore occurred, and to correct errors and omissions.

No. 28004.

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT D.

Railroad service.]

CERTIFICATE OF INSPECTION.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., January 12, 1886.

SIR: I hereby certify that the mails have been carried by the Wabash, Saint Louis and Pacific Railway Company in accordance with contract or orders, so far as shown by returns received, barring certain failures and delinquencies, for which deductions and fines have been ordered, on the routes herein stated in the State of Missouri, for the quarter ended December 31, 1885.

Payment made by virtue of this certificate is to be on account for services rendered, the right being reserved to make disallowances from future payments for other failures or delinquencies, if any have heretofore occurred, and to correct errors and omissions.

Route.		Dollars.
28004	Deduction.....	318 50
	Fine.....	389 00
	Deduction.....	82 77
	(R. P. O.)	

You will be advised of the causes of the fines and deductions noted above, together with other details, in weekly report.

A. LEO KNOTT,
Second Assistant Postmaster-General.

To the AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT.

EXHIBIT 3.

Railroad service.]

DIVISION OF INSPECTION.

State, Missouri; route No. 28004.
 Year 1885; quarter ended December 31.
 Termini of route, Saint Louis-Kansas City.
 Wabash, Saint Louis and Pacific Railway Company.
 Miles, 277.20; trips per week, 7-21.
 Pay, \$53,327.73; half trip, \$73.05-24.35.
 Rate per mile per annum, two lines railway post-office, \$192.38 trans.; \$50, railway post-office.

Failed both ways, Brunswick to Kansas City (89.90 miles), from August 11 to August 16, 1885. Kansas City.

Failed to arrive October 31, 1885.

Deduct \$318.50.

Kansas City.

The following trains failed to connect with depending mails, viz: No. 1, September 20, 22, October 1, 6, 8, 17, 20, 22, December 16; No. 3, October 6, 9, 10, 22, 24, December 16; No. 5, September 15, 20, 23, 26, 28, 29, 30, October 6, 17, 22, 27, November 1, 18, 19, December 5, 8, 15, 1885.

Fine, \$389.

Kansas City.

Failure of two lines railway post-office to arrive October 31, and both ways, Kansas City to Brunswick (89.90 miles), from August 11 to August 16, 1885.

Deduct (railway post-office) \$82.77.

KNOTT.

Date of case, January 12, 1886.

Reported to Auditor, January 12, 1886.

Notice to contractor, January 12, 1886.

Date of remission, March 16, 1887.

Reported to Auditor, March 16, 1887.

Notice to contractor, March 16, 1887.

MARCH 16, 1887.

It having been shown by the affidavits of R. G. Butler, division superintendent, and S. L. Rainey, chief train dispatcher, that the following failures at Kansas City to connect with depending mails, viz, No. 1, September 20, October 6, 8, 20, December 16; No. 3, October 6, and No. 5, September 20, 1885, were due to waiting for the delayed trains of other companies, and that there was no failure of the service and no failures to run railway post-office cars, as both lines arrived at Kansas City October 31, 1885, therefore remit \$85.09 of the fine, \$36.52 of the deduction, and \$9.49 railway post-office d. noted in report for week ended January 12, 1886.

SWENEY.

Transportation;
 Remit $\frac{1}{2}$ trip \$36 52
 Fine:
 Remit $\frac{2}{3}$ of the fine..... (389 00)

389.00
7

2723.00(32
256

163
160

300
288

12

Remit \$85 09

R. P. O.	
277.20	mils.
50	

13660.00(1460	
13140	

7200	949
5840	

13600	
13140	

460	

Remit (failure of two lines to arrive) \$9 49

3)73.05	½ trip 7 t. a. w.			730)53327.73	73.05
					5110
24.35	½ " 21 t. a. w.				2227
		192.38			2190
		89.90			
		<u>1731420</u>			3773
2)73.05		173142			3650
		153904			
38.52					123
		4)17294.9620	annual pay on 89.90 miles.		
$\frac{4}{2} = \frac{1}{2}$	24.35	$\frac{3}{2} \times 4323.74$	Qrs. " " 89.90 "		
	16	6			
	146.10	92)25942.44	(281.98 = value of lost service.		
	243.5	184	36.52 = " " failure to arrive.		
	389.60	754	\$318.50 " " lost ser. on trains		
		736			
		182			
		92			
		904			
		828			
		764		730 277.20	
		736		2 50	
		28		1400)13860.00	9.49
				13140	
				7200	
				5840	
				13600	
				13140	
		89.90			
		50			
		4)4495.00	annual pay for R. P. O. on 89.90 miles.		
		1123.75	quarter's pay on 89.90 miles.		
		6			
		92)6742.50	(73.28 R. P. O. for 6 days.		
		644	9.49 R. P. O. " Oct. 31.		
		302	82.77		
		276			
		265			
		184			
		810			
		736			
		74			

[Note by Committee: Here follow two blank forms, both numbered 2231, which are precisely similar to blank form attached to Exhibit B, under railway service on route 23087, printed on page 275. The first form contains arrivals and departures of mail at Saint Louis, Mo., for August, 1885, and failures, &c., and the second form contains arrivals and departures of mail at Kansas City, Mo., for the same period, and failures, &c.]

WASHINGTON, D. C., April 9, 1886.

Hon. A. LEO KNOTT,
Second Assistant Postmaster-General:

SIR: Herewith I have the honor to hand you evidence in matter of a deduction from the mail pay of the Wabash, Saint Louis and Pacific Railway Company, as follows: Route No. 28,004 quarter ending December 31, 1884, \$182.60; quarter ending December 31, 1885, \$398.49; on account of failures and alleged failures on its part " to connect with depending mails" at Kansas City, Mo. Upon this evidence it will appear that the failures charged were not caused by misconduct, want of effort, or proper skill on the part of the company. The remission of the whole amount of earnings withheld is, therefore, respectfully asked.

Very respectfully,

SAM. M. LAKE,
Attorney for Wabash, Saint Louis and Pacific Railway Company.

The following is an affidavit of contractor relative to alleged irregularities in the transportation of the mails on route 23004, from Saint Louis to Kansas City, Mo., during quarter ended December 31, 1885. (Deductions, \$398.49.)

Place.	Date.	Of what nature.	Nature and cause of irregularities shown by train-dispatcher's record.
Kansas City	1885. Oct. 31	Failure to arrive.....	No. 5 arrived 15 minutes late; others on time.
Do.....	Sept. 20	Train No. 1, failure to connect with depending mails.	Arrived Kansas City 11.45 a. m., 2 hours 45 minutes late—25 minutes at Brunswick by hot box; 2 hours 20 minutes at Randolph Bluffs by Hannibal Railroad wreck.
Do.....	Oct. 1do.....	Arrived Kansas City 10.40 a. m., 1 hour 40 minutes late—waiting connection from north at Moberly.
Do.....	6do.....	Arrived Kansas City 9.55 a. m., 55 minutes late—waiting connection from Missouri Pacific at Moberly.
*	*	*	*
Do.....	Dec. 16do.....	Arrived Kansas City 10.05 a. m., 1 hour 5 minutes late—late from Missouri Pacific at Moberly.
Do.....	Oct. 6	Failure train No. 3 to connect with depending mails.	Arrived Kansas City 10.05 p. m., 1 hour 5 minutes late—30 minutes at Union Depot for connection Vandalla; 38 minutes at Montgomery eating, and lost on run account big train.
Do.....	9do.....	Arrived Kansas City 10.10 p. m., 1 hour 10 minutes late—delayed at Mine No. 4, east of Camden, by No. 21 off track.
*	*	*	*
Do.....	Dec. 16do.....	Arrived Kansas City 11.10 p. m., 2 hours 10 minutes late—delayed 1 hour 10 minutes Union Depot, connection Wabash; 15 minutes at Wallsville meeting No. 2; 1 hour at Miami by hot boxes on tank.
Do.....	Sept. 15	Failure train No. 5 to connect with depending mails.	Arrived Kansas City 10.25 a. m., 2 hours 5 minutes late—45 minutes at Renick meeting No. 8; 1 hour 30 minutes at Clifton by 3-98 breaking in two.
Do.....	20do.....	Arrived Kansas City 11.40 a. m., 3 hours 20 minutes late—delayed at Randolph Bluffs by wreck on Hannibal Railroad blocking Wabash track.
*	*	*	*
Do.....	Oct. 6do.....	Arrived Kansas City 9.50 a. m., 1 hour 30 minutes late—25 minutes at Union Depot by connection Wabash; 45 minutes between Clark's and Moberly, air-brakes sticking; 15 minutes between Moberly and Huntsville, coal and lost on run.
Do.....	17do.....	Arrived Kansas City 12.40 p. m., 4 hours 20 minutes late—account wreck at Harlem.
*	*	*	*
Do.....	Nov. 1do.....	Arrived Kansas City 9 a. m., 40 minutes late—packing hot boxes on sleeper, 20 minutes at Brunswick and 20 minutes between Brunswick and Carrollton.
Do.....	18do.....	Arrived Kansas City 8.40 a. m., 20 minutes late—at Moberly 10 minutes taking coal, 10 minutes at Huntsville, wedge sticking.
*	*	*	*
Do.....	Dec. 5do.....	Arrived Kansas City 9.45 a. m., 1 hour 25 minutes late—delayed between Saint Louis and Moberly by heavy train and high winds.
Do.....	8do.....	Arrived Kansas City 8.30 a. m., 35 minutes late—delayed 50 minutes at Brunswick by putting brass in coach, and by C. B. & O. engine off track.
*	*	*	*
Do.....	Oct. 31	Failure of train No. 5 to arrive with railway post-office cars (two lines).	No. 5 arrived 15 minutes late; others on time.

STATE OF MISSOURI,
County of Randolph, ss:

—, being first duly sworn according to law, deposes and says, that he in the months of September, October, November, and December, 1885, — chief dispatcher of the — districts of the Western Division of the Wabash, Saint Louis and Pacific Railway, and that as such dispatcher he had in said months of September, October, November, and December, 1885, the entire charge of the movement of all trains of said railway on said districts of said division; that the movements of all trains of said railway on said districts in said division were then reported to him by telegraph from each station, as the trains passed such station, and recorded by him in a book kept for that purpose; that the entries in the fourth column of the statement hereto attached are true transcripts of the train records of

said railway kept by him as aforesaid, and he believes the same to be true and correct; that the trains designated in said statement were mail trains upon said mail route No. 28004, and that the said railway carried the mails on said trains and delivered them into and took them from the terminal post-offices of said mail route on the dates and at the times when said trains arrived and departed as shown by said record; that all the mails delivered to said railway for transportation over said route in said months of September, October, November, and December, 1885, were carried and delivered to their proper destinations; that when delays occurred in the deliveries of said mails as noted in said record, said delays were due to the unavoidable obstacles noted therein, and that said delayed mails were delivered to their proper destinations as soon as such unavoidable obstacles could by diligence be overcome.

S. L. RAINEY.

Subscribed and sworn to before me this 17th day of March, 1886.

My commission will expire February 19, 1889.

[SEAL.]

FRANKLIN P. WILEY,
Notary Public.

STATE OF MISSOURI,
Randolph County, ss :

R. G. Butler, being duly sworn, on his oath states that he was in the months of October, September, November, and December, 1885, and still is, superintendent of the Western Division of the Wabash, Saint Louis and Pacific Railway; that S. L. Rainey was then chief dispatcher of said division, and that said S. L. Rainey then kept under his supervision a daily record of the movement of trains upon said division; that he has carefully examined the foregoing statement hereto attached and believes it to be a true and correct transcript of said train records, and the trains therein described were mail trains. He further says that said company employs only careful and competent officers and servants as far as it is possible to do so; that its road-bed, locomotives, cars, and machinery, and everything pertaining thereto, is kept in good repair and properly inspected at all times by competent persons; and that the accidents of the different kinds specified in said statement were caused by things beyond the control of this affiant or the management of said railroad, and the same could not have been avoided as he believes.

R. G. BUTLER.

Subscribed and sworn to before me this 17th day of March, A. D. 1886.

My commission expires February 19, 1889.

[SEAL.]

FRANKLIN P. WILEY,
Notary Public.

EXHIBIT F.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., April 12, 1886.

SIR: I have the honor to acknowledge the receipt of your communication of the 9th, inclosing an application for remission of the sum withheld from the pay of the Wabash, Saint Louis and Pacific Railway Company, route No. 28004, from Saint Louis to Kansas City, for the quarter ended December 31, 1885.

In reply, you are informed that the matter will be considered at the earliest date practicable, and the result communicated to you.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

To S. M. LAKE, Esq., *Attorney,*
Washington, D. C.

EXHIBIT G 1.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., January 12, 1886.

SIR: The Wabash, Saint Louis and Pacific Railway Company has been subjected to a fine of \$389, which has been ordered to be deducted from the pay of your company for service on mail route No. 28004, from Saint Louis to Kansas City, in the State of Missouri, for the quarter ended December 31, 1885, because of failure at Kan-

sas City of the following trains to connect with depending mails, viz: No. 1, September 20, 22; October 1, 6, 8, 17, 20, 22; December 16. No. 3, October 6, 9, 10, 22, 24; December 16. No. 5, September 15, 20, 23, 26, 28, 29, 30; October 6, 17, 22, 27; November 1, 18, 19; December 5, 8, 15, 1885.

This action is taken in pursuance of authority conferred by section 3962, Revised Statutes of the United States.

The right is reserved to make disallowances from future payments for other failures or delinquencies, if any have heretofore occurred, and to correct errors and omissions.

Respectfully,

A. LEO KNOTT,

Second Assistant Postmaster-General.

To S. GUTHRIE, Esq., *Attorney,*
Washington, D. C.

EXHIBIT G 2.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., January 12, 1886.

SIR: The Wabash, Saint Louis and Pacific Railway Company has been subjected to a deduction of \$401.27, which has been ordered to be deducted from the pay of your company for service on mail route No. 28004, from Saint Louis to Kansas City, in the State of Missouri, for the quarter ended Dec. 31, 1885, because of failure at Kansas City of two lines of R. P. O. to arrive Oct. 31, and both ways Kansas City to Brunswick (89.90 miles), from August 11 to August 16, 1885. Deduct (R. P. O.) \$82.77. Failed both ways Brunswick to Kansas City (89.90 miles), from August 11 to August 16, 1885. Kansas City. Failed to arrive Oct. 31, 1885. Deduct \$318.50.

This action is taken in pursuance of authority conferred by sec. 3962, Revised Statutes of the United States.

The right is reserved to make disallowances from future payments for other failures or delinquencies, if any have heretofore occurred, and to correct errors and omissions.

Respectfully,

A. LEO KNOTT,

Second Assistant Postmaster-General.

To S. GUTHRIE, Esq., *Attorney,*
Washington, D. C.

EXHIBIT H.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., March 12, 1887.

SIR: I have the honor to inform you that a remission of \$131.10, being \$85.09 of the fine, and \$36.51 (transportation) and \$9.49 (railway post-office) of the deductions made from the pay of the Wabash, Saint Louis and Pacific Railway Company on route No. 28004, in the State of Missouri, for the quarter ended December 31, 1885, and noted in the report for the 12th day of January, 1886, has this day been ordered.

The remission will be entered in the report of deductions, fines, and remissions for the 16th day of March, 1887.

Very respectfully.

A. LEO KNOTT,

Second Assistant Postmaster-General.

To the AUDITOR OF THE TREASURY FOR THE POST-OFFICE DEPARTMENT.

Mr. ———, notified by circular No. 2249.

EXHIBIT I.

(Refer to these initials J. C. M., and address reply to this office, Division of Inspection.)

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., March 16, 1887.

SIR: You are informed that \$85.09 of the fine imposed on the Wabash, Saint Louis and Pacific Railway Company, \$36.52 of the deduction for failure of transportation, and

\$9.49 of the deduction for railway post-office failures, made from the pay of the company for the quarter ended December 31, 1885, route No. 28004, Saint Louis to Kansas City, have been remitted on satisfactory evidence that the failures at Kansas City of the following trains to connect with depending mails, viz: No. 1, September 20, October 6, 8, 20, December 16; No. 3, October 6, and No. 5, September 20, 1885, were due to waiting for the delayed trains of other companies, and that there was no failure of the service or railway post-office cars October 31, 1885.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

S. GUTHRIE, Esq., *Attorney,*
Washington, D. C.

During the quarter ended March 31, 1887, the service under contract in Louisiana and Texas has been performed with general regularity and efficiency, the cases of deductions and fines being fewer than ever before.

I. Complaints of any kind are seldom received; when they are, they usually relate either to deviation from schedule, or to some difference between a postmaster and a carrier. In either case, a letter promptly addressed to the party complained of elicits a full explanation, and settles the matter.

II. Certificates of inspection have been issued for all routes in Louisiana and Texas.

J. F. BILLARD.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: Replying to your inquiries of this date, I have the honor to state, in reference to *Pennsylvania and Delaware*:

First: That the present efficiency of the service is very good.

Second: That there is no general cause of complaint.

Third: That there are no routes uncertified.

Very respectfully,

J. L. ELLIOTT,

Hon. J. T. GOOLRICK,
Chief of Division of Inspection.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

Mr. JOHN T. GOOLRICK,
Chief of Division of Inspection:

DEAR SIR: My portion of the railroad section of the inspection division comprises the service in Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New Jersey, Delaware, Maryland, Virginia, West Virginia, Washington, Oregon, Nevada, and California (at present 411 routes). The service is well performed. No route upon which the pay has been fixed is now uncertified.

GEO. STAMBAUGH.

SIR: Star service in the States of Wisconsin and Missouri in its general character and efficiency is better than at any prior contract term. Relatively speaking, the close of each quarter has successively shown a decrease in the number of fines imposed and deductions ordered. Complaints of any description are few and scattering, and usually refer to the carrying and mailing of mail matter at some post-office in order to spite some other postmaster.

The number of routes uncertified for the quarter ended March 31, 1887, is one in each State.

Very respectfully, yours,

BENJ. LATHROP.

Mr. JOHN T. GOOLRICK,
Chief of Inspection Division.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: I. Service in the States of Florida and Colorado and Territories of New Mexico, Arizona, Utah, Idaho, Washington, Montana, Wyoming, and Alaska is in good condition since the close of the severe winter weather.

II. Very few complaints are now being received, and such as they are being of minor importance.

III. But one route remains uncertified for the want of evidence.

Respectfully submitted.

JOHN T. CALLAGHAN.

Hon. JOHN T. GOOLRICK,
Chief of Division.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In reply to your inquiries I have the honor to state that the star service in the State of Maryland is in splendid condition, so that I invite a comparison with that of any State in the Union. Complaints are very few and slight in character, and only one route remains uncertified. The mails are run on schedule time.

The States of Alabama and Georgia have so recently come under my supervision that I am not so well able to state the condition of the star service. Thus far I find great deviation from the authorized schedules, but I have commenced a thorough inspection of the service in these States, and I hope soon to be able to point to them as models worthy of imitation. There are no uncertified routes in Georgia, and only eight in Alabama.

Very respectfully.

C. P. BLACKMAR.

Hon. J. T. GOOLRICK,
Chief of Inspection Division.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In compliance with your request I have the honor to report that the railroad service in my section, which consists of the Indian Territory and the following States, viz, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, and Texas, is being performed unusually well, and all routes upon which the pay has been fixed have been certified, with one exception, viz, No. 31021. The few complaints made relate principally to the handling of the mails by employes charged with the performance of the messenger service.

Very respectfully,

CHARLES K. HETFIELD,
Clerk Inspection Division.

Hon. JOHN T. GOOLRICK,
Chief Division of Inspection.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In compliance with your request I have the honor to report that the railroad service in my section, which embraces the following-named States and Territories, viz, Iowa, Missouri, Kansas, Nebraska, Dakota, Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, and Idaho, has been certified, with the exception of one route. The service is being performed as well as it usually is, and there are no serious complaints. The few complaints received relate principally to the handling of the mails by the employes charged with the performance of messenger service.

Very respectfully,

J. CALEB MORGAN,
Corresponding and Inspection Clerk.

J. T. GOOLRICK, Esq.,
Chief of Division.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In compliance with your request I have the honor to report that the railroad service in my section, which comprises the States of New York, Tennessee, Ohio, Indiana, and Wisconsin, is being performed as well as it usually is, and that all routes

on which pay has been fixed have been certified. The few complaints received relate principally to the handling of the mails by employes charged with the messenger service.

Very respectfully,

O. E. HART,
Corresponding and Inspection Clerk.

J. T. GOOLRICK, Esq.,
Chief of Inspection Division.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In compliance with your request I have the honor to report that the mail service by the railroads in the States of Pennsylvania, Kentucky, Illinois, Michigan, and Minnesota is being performed as well as usual, and certificates of inspection have been issued on all the routes in the States named, with two exceptions, which are held for further evidence.

The few complaints made relate principally to the handling of the mails by employes of the railroad companies who perform the messenger service between the post-offices and stations.

Very respectfully,

J. H. WILLIAMS,
Clerk Division of Inspection.

Hon. JNO. T. GOOLRICK,
Chief Division of Inspection.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In reply to your inquiry of this date, I have the honor to state:

1. The present efficiency of the service under contract in the States of Kentucky and Indiana is good in the main.

2. The complaints are mostly in regard to failures to supply some intermediate postoffice, to take part of the mail, to observe strictly the official schedule, or to perform part of the service, and usually the causes of these failures are "high water" and "bad roads," with occasionally a case of carelessness or neglect.

3. The number of routes now uncertified is: In Kentucky, 10; Indiana, 1; total, 11.
Respectfully submitted.

G. H. LAFETRA.

To J. T. GOOLRICK,
Chief of Division.

The condition of the service now under contract in the section comprising the States of California, Oregon, Nevada, and Illinois.

Service since April 1, 1887, has been unusually efficient and satisfactory, and all complaints received have generally been satisfactorily explained. Prior to April 1, and during winter months, failures were quite frequent to get the mails through on time, owing to deep snows and severe snow-storms; but few complaints were received, as the cause of failures was known to be unavoidable.

No specific class of complaints are now received.

Route No. 46274 not certified for want of evidence.

Route No. 46332 not certified for want of evidence.

Route No. 46343 not certified for want of evidence.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

First.. The star route service in the States of North Carolina and Tennessee has for the first quarter, 1887, with few exceptions, shown the service as having been performed in a satisfactory manner.

Second. Few complaints have been made as to failures on routes in both States, as the cause in most cases were from high waters and impassable roads. For such failures pro rata deductions were made.

Third. Where negligence in arrivals and departures were shown, refusing to carry all the mail-matter through to the end of the route on schedule days, or failing to

supply newly established offices after the order was given to the contractor, fines were imposed.

Fourth. All routes for the first quarter, 1887, certified.

F. D. WINTER,

Clerk in charge North Carolina and Tennessee section.

New England States, May 20, 1887.

I. Present efficiency of contract service, good.

II. No complaints.

III. All the service certified.

FRED. E. BAUKHAGES,

In charge.

Iowa and Minnesota.

I. What is the present efficiency of the contract service? Very good.

II. If complaints, what are the general tone and scope of same? A few of minor importance.

III. The number of routes now uncertified? Not any.

The mail service under contract in the States of Arkansas, Mississippi, and South Carolina, for the quarter ended March 31, 1887, is shown by the evidence on file, and by a lesser number of deductions required to be made than has been for the first quarters of years past, to be greatly improved, and more efficient in general. The number of letters received complaining of irregularities in the service are much less in number, and a large majority of failures to comply strictly with the schedules are reported to be caused by high water and bad roads.

A certificate of inspection has been issued for all the routes in operation in above-named States, and for the quarter.

JAMES H. ALEXANDER,

Clerk in charge.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In reply to your inquiry of this date I have to say that the present condition of the service in Ohio and Michigan is reasonably good. Willful failures to perform service are very rare, nearly all of the failures being due to storms or floods.

Changes of postmasters and of carriers render a constant supervision necessary, but the new men respond very readily to any instructions given them. The complaints have been few, as the causes of failures have been obvious.

Where postmasters have been changed the matter of "boycotting" has occasioned some complaint, but in all those cases the practice has been promptly suppressed. The service in Ohio and Michigan may be said to be in a satisfactory condition.

I have one route uncertified in Ohio and three in Michigan. All of them remain uncertified on account of lack of evidence of service.

Very respectfully,

E. HAYES,

Cor. and Inspection Clerk.

Hon. J. T. GOOLRICK,
Chief of Division of Inspection.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: I would reply to the questions stated below as follows:

1. What is the present efficiency of the contract service? It is very good, with a very few exceptions. The deductions were mostly made for unavoidable natural causes—extreme cold, ice, snow, high water, &c.

2. If complaints, what are the general tone and scope of same? A few complaints were made of failures to connect or to supply intermediate offices. These were often found to be caused by bad weather, &c.

3. The number of routes now uncertified? None.

Very respectfully,

JOHN MEIGS,

Inspection Clerk for Virginia and West Virginia.

Hon. J. T. GOOLRICK,
Chief of Division of Inspection.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: In response to inquiries handed to me this day, I would respectfully reply:

1. What is the present efficiency of the contract service? It is in a very satisfactory condition.

2. If any complaints are made, what is the general tone and scope of same? There is no general subject or cause of complaint. What complaints are received are of a local character and are speedily corrected.

3. What number of routes remain uncertified? All service in the States in my charge has been certified to the Auditor up to March 31, 1887.

Very respectfully,

I. M. PARKE,

Clerk in charge of New York and New Jersey.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
DIVISION OF INSPECTION,
Washington, D. C., May 20, 1887.

SIR: Contract service in Kansas and Nebraska and Dakota and Indian Territories is being performed satisfactorily. Failures for first quarter, 1887, caused by storms and high water. Complaints are very few.

Service not certified as follows: Indian Territory, 1; Kansas, 0; Nebraska, 2; Dakota, 1.

Very respectfully,

W. SPANGLER.

RAILWAY ADJUSTMENT DIVISION.

This division consists of one superintendent and seven clerks; that is, five clerks of class three, one clerk of class two, and one clerk of class one.

The work assigned to this division embraces: (1) The establishment of all new railroad mail service; (2) the adjustment of the pay of all railroads in the United States for the transportation of the mails thereon, based upon the returns of the weighings of the mails, in accordance with section 4002, Revised Statutes, as amended by the act of July 12, 1876, sections 1 and 13, and by the act of June 17, 1878; (3) the adjustment of allowances to railroads for railway post-office cars of the length of 40 feet and over, in accordance with sections 4004 and 4005, Revised Statutes; (4) the adjustment of allowances to certain trunk lines of railroads for special facilities thereon in accordance with appropriations made by Congress from year to year for that purpose; (5) authorizing the weighings of the mails on railroads to obtain the data upon which to adjust the pay as shown in number 2, the computing of the returns of such weighings in order to obtain the average daily weight carried the whole length of a route.

In the practical work of the division the country is divided into four sections, corresponding as nearly as possible with the contract sections in the star service. The law, section 4002, Revised Statutes, requires that the mails passing over railroad routes shall be weighed "not less frequently than once in every four years." In each of the four sections a regular weighing of the mails on all railroads in that section takes place quadrennially. The data thus obtained is used in the manner hereafter explained in computing the pay, and the pay of each road in the section adjusted for four years. The four sections referred to are as follows:

First section: The New England States, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, and West Virginia. The last regular quadrennial readjustment in this section occurred in 1885; the next will occur in 1889.

Second section: North Carolina, South Carolina, Florida, Georgia, Alabama, Mississippi, Tennessee, Kentucky, Indiana, Ohio, and Michigan. The last regular quadrennial readjustment in this section occurred in 1884; the next will occur in 1888.

Third section: Illinois, Wisconsin, Iowa, Minnesota, and Missouri. The last regular quadrennial readjustment in this section occurred in 1883; the next occurs this year.

Fourth section: All the Territories, and the States of Arkansas, Louisiana, Texas, Kansas, Colorado, Nebraska, Nevada, California, and Oregon. The last regular quadrennial readjustment in this section occurred in 1886; the next will occur in 1890.

There are four clerks having charge of the work in sections assigned them, which

sections correspond very nearly with those noted above. At present the distribution of the work is as follows:

One clerk has charge of the service in the New England States, New York, New Jersey, Pennsylvania, Delaware, Maryland, and the District of Columbia.

One clerk has charge of the service in Virginia, West Virginia, North Carolina, South Carolina, Florida, Georgia, Alabama, Mississippi, Arkansas, Louisiana, Texas, Tennessee, Kentucky, Ohio, Indiana, and the Indian Territory.

One clerk has charge of the service in Illinois, Iowa, Missouri, Wisconsin, and Michigan.

One clerk has charge of the service in Kansas, Colorado, Nebraska, Minnesota, Nevada, California, and Oregon, and the Territories of Dakota, Montana, Idaho, Arizona, New Mexico, and Washington.

The other three clerks in the division are assigned to work as follows:

One clerk in recording orders in route books, keeping up the index book of post-offices, and computing weight returns.

One clerk sending out the mail each day, indexing letter and circular books and recording letters from press-copy books into large permanent records kept for that purpose.

One clerk computing weight returns, sending notices to railroad companies and postmasters of the establishment, discontinuance, or change of site of post-offices, and recording letters from press-copy books.

The Superintendent places upon the jackets of weight returns the rate per mile allowable under the law as shown by such returns, initials all letters and orders, and supervises all the work of the division.

The method of transacting business in reference to each of the items noted above will now be illustrated.

(1) The establishment of new railroad mail service, taking for an example route No. 23087, from Caledonia to Spring Valley, Illinois, operated by the Chicago and Northwestern Railway Company.

December 14, 1885, a letter was received from Mr. M. Hughitt, general manager of the Chicago and Northwestern Railway Company, requesting the establishment of mail service between Belvidere and Spring Valley, Illinois, distance 77 miles, stating that the road would be open for business December 14, 1885.

December 14, 1885, a distance circular and circulars showing the laws and regulations of the Department relative to the transportation of the mails on railroads (Exhibit 1) were sent the general manager of the Chicago and Northwestern Railway.

On the same date a circular letter was sent to the General Superintendent of the Railway Mail Service, requesting him to state whether or not, in his judgment, mail service by railroad should be established between Belvidere and Spring Valley (Exhibit 2).

December 19, 1885, a letter was received from the postmaster at Troy Grove, Ill., stating that the railroad ran through that place and that the citizens would like to have the mails transferred to the trains, thus giving them a daily mail.

December 23, 1885, a letter was received from the general manager of the railroad company, stating that since writing the letter received December 14, it had been determined by the company to run trains between Caledonia and Spring Valley, instead of between Belvidere and Spring Valley, and requesting that railway mail service be established between Caledonia and Spring Valley.

December 24, 1885, another distance circular and accompanying circulars, the same as shown in Exhibit 1, were sent the general manager of the railway to obtain a statement of distances between Caledonia and Spring Valley.

December 24, 1885, the General Superintendent of the Railway Mail Service forwarded, with his approval, the report of the Superintendent of the Railway Mail Service at Chicago, Ill., recommending that service be established between Caledonia and Spring Valley (Exhibit 3).

January 4, 1886, the company returned the distance circular with statement of distances between Caledonia and Spring Valley.

The necessary information being now complete, and the General Superintendent of the Railway Mail Service having recommended the establishment of the service, the case was submitted to the Second Assistant Postmaster-General, who ordered that the papers be drawn up authorizing the establishment of the service, and on March 2, 1886, an order was issued by the Second Assistant Postmaster-General formally authorizing the transportation of the mails over this route to begin March 15, 1886 (Exhibit 4), which order was entered on the Postmaster-General's journal and signed by him. On the same date notices of the establishment of the service were sent out as follows:

(A) Circular letter, Form 2525, to the general manager of the Chicago and Northwestern Railway Company (Exhibit 5).

(B) Circular letter, Form 2526, to the postmasters at Caledonia, Shabbona Grove,

Sycamore, and Spring Valley, notifying them of the establishment of the service and that the railway company would provide for the service between their post-offices and adjacent stations, as required by the regulations, the office being within eighty rods of stations where agents are employed (Exhibit 6).

(C) Circular letter, Form 2526, to the postmasters at Troy Grove, Triumph, Kingston, De Kalb, Earlville, Will, and Belvidere, notifying them of the establishment of the service, and that the Department would provide, under the regulations, for the service between their post-offices and adjacent stations, the post-office being over eighty rods, or no agents being employed at them by the company (Exhibit 7).

(D) Circular letter, Form 2515, to the General Superintendent of the Railway Mail Service, the star-route clerk for Illinois, the topographer of the Post-Office Department, and the chief of the division of inspection (Exhibit 8.)

(E) Circular letter, Form 2521, to the clerk in charge of the mail-messenger service, notifying him that the establishment of the service would require mail messenger service at Belvidere, Will, Kingston, De Kalb, and Troy Grove (Exhibit 9).

March 4, 1886, the assistant general manager of the Chicago and Northwestern Railway Company acknowledged receipt of the notice of establishment of service, and states that the company will be ready to commence service on the date ordered by the Department.

Upon receipt of the letters above referred to in the Second Assistant Postmaster-General's office, the dating stamp of the office is placed on them in the mail room, showing the date on which they were received. They were then taken to the superintendent of the railway adjustment division, and were by him assigned to the clerk in charge of the third section of that division. They were then stamped with the dating stamp of the railway adjustment division, and after being answered were placed in a jacket (Exhibit 10), on which is noted the State, number of route, termini, date of receipt in the division, and a brief statement of the subject of each letter and the date of reply. Every letter or other paper received takes a similar course.

(2 and 5) Weighing of the mails, computing the returns, and the adjustment of pay for weight.

These subjects will be illustrated by the same route which was used in showing the method of establishing new service, *i. e.*, the route from Caledonia to Spring Valley, Ill. The service on this route being now well established, it was decided to weigh the mails thereon for thirty days from May 3, 1886, and on April 22, 1886, a railroad weight circular, Form 2505, was sent to the General Superintendent of the Railway Mail Service, authorizing him to take the weight of mails outward and inward on this route for thirty successive working days from May 3, 1886, in accordance with provisions of section 4002, Revised Statutes (Exhibit 11).

On the same date a circular letter, Form 2514, was sent to the General Superintendent of the Railway Mail Service in connection with the above (Exhibit 12).

On the same date a circular letter, Form 2519, was sent to the general manager of the Chicago and Northwestern Railway Company, notifying him that the mails would be weighed. This was accompanied by circular, Form 2501, containing a transcript of the laws respecting the pay of railroads for the transportation of the mails (Exhibit 13).

June 14, 1886, the General Superintendent of the Railway Mail Service returned weight circular sent him April 22, with a statement thereon showing the weights received and sent outward and inward at all the post-offices on the route from Caledonia to Spring Valley during the period of weighing. Upon receipt of this circular it was entered in pencil as number 157 on a blotter index, which shows the name of the railway company and the route. The average number of trips per week, size of mail car or apartment, miles per hour, and increase or decrease in length of route were noted in pencil on the weight circular, to be subsequently transferred to the weight jacket hereafter referred to. (See Exhibit 15.)

The average daily weight carried the whole length of the route was then computed in the following manner:

The weight sent from Caledonia during the entire weighing was 1,887 pounds, which was carried 9 miles to Belvidere, the next post-office, from which office 351 pounds were sent, and at which 331 pounds were received during the weighing. The excess of the amount sent over that received from Belvidere, 20 pounds, was added to the weight sent from Spring Valley as the amount carried to the next station, Herbert, 9 miles from Belvidere. The weights taken on and put off at the remaining post-offices on the route were treated in the same manner. The weights carried outward and inward between each station are multiplied by the respective distances from station to station, the sums thus formed being aggregated and divided by the length of the route. This gives the average weight carried the whole length of the route for thirty days, which, when divided by thirty, gives the average daily weight carried the whole length of the route, the legal basis for the adjustment of the pay under the several acts of Congress. The method of obtaining the average daily weight is fully illustrated in Exhibit 14.

The weight returns and workings are deposited in a jacket (Exhibit 15) on which is briefed the data necessary for the adjustment of the pay. The workings are then handed to another clerk for examination as to correctness, who indorses the jacket as examined by him. The superintendent of the division then writes across the face of the jacket the rate of pay per mile per annum allowable under the law, after which the rate per annum is computed, in pencil, on the back of the jacket. This computation is then passed to another clerk for examination and verification.

June 15, 1886, an order was issued adjusting pay on this route from the date of commencement of the service, March 15, 1886, to June 30, 1887 (Exhibit 16), and on the same date notice of the adjustment of pay was sent to the general manager of the railroad company.

(3) The establishment of a line of railway post-office cars, taking for an example a line of 40-foot cars on route No. 3025—Boston to Albany.

February 17, 1886, the superintendent of the first division of the Railway Mail Service wrote the General Superintendent of the Railway Mail Service stating that the twenty-eight-foot car space used on the morning runs from Boston and Albany was insufficient, and that the baggage apartment of the cars, 44 feet long, was being used for working and storing the mails.

Mr. G. J. Lund, assistant superintendent of the Railway Mail Service, after having made an investigation of the railway post-office service on the route, under date of March 11, 1886, made a report to the General Superintendent of the Railway Mail Service showing that it was necessary to establish a line of railway post-office cars, 40 feet long, between Boston and Albany, and the cars to be constructed in accordance with the designs furnished by the Department for postal cars of that length.

March 13, 1886, the superintendent of the first division of the Railway Mail Service wrote the General Superintendent of the Railway Mail Service and recommended that the Boston and Albany Railroad Company be authorized to construct 40-foot postal cars for the 5 a. m. run from Boston, and the 7.10 a. m. run from Albany. He added that without the use of the baggage-car in connection with the compartment it would be impossible to do the work.

March 17, 1886, these papers were referred to the office of the Second Assistant Postmaster-General, railway adjustment division, by the General Superintendent of the Railway Mail Service, who requested that he be authorized to negotiate for a line of railway post-office cars, 40 feet in length, to run upon route No. 3025, Boston and Albany Railroad.

April 2, 1886, the General Superintendent of the Railway Mail Service refers a letter to the Second Assistant Postmaster-General, railway adjustment division, from W. H. Barnes, general manager of the Boston and Albany Railroad, and strongly urges the importance of the establishment of an additional line of 40-foot cars.

April 15, 1886, an order was made to establish one line of railway post-office cars, 40 feet long (Exhibit 17).

On the same date a copy of the order was sent to W. H. Barnes, general manager of the Boston and Albany Railroad, Boston, Massachusetts (Exhibit 17).

April 15, 1886, the General Superintendent of the Railway Mail Service was advised of the order (Exhibit 18).

July 10, 1886, W. H. Barnes, general manager of the Boston and Albany Railroad, wrote the Second Assistant Postmaster-General, stating that two cars have been prepared 45 feet 1 inch long, inside measurement; that one commenced to run June 16, the other July 10, and suggested that the date of service should be made from July 1, 1886.

July 13, 1886, the letter was referred to the General Superintendent of the Railway Mail Service for a report.

July 16, 1886, the superintendent of the first division of the Railway Mail Service wrote the General Superintendent of the Railway Mail Service that the cars are 45 feet 1 inch in length by 8 feet 3 inches and 8 feet 6 inches in width; that one car was placed in service June 16, and the other July 10, 1886; that they are in every way satisfactory and the company should be allowed pay for the cars from July 1, inclusive.

July 19, 1886, the General Superintendent of the Railway Mail Service referred the above report to the Second Assistant Postmaster-General, railway adjustment division, with a diagram of the cars.

July 21, 1886, an order was made to allow for the line of railway post-office cars, 40 feet in length, and a copy of the order sent to W. H. Barnes, general manager of the Boston and Albany Railroad, Boston, Mass. (Exhibit 19).

(4) Allowances for special facilities.

The method of making allowances of this nature will be illustrated by route No. 11001, between Quantico and Richmond, Va., for the current fiscal year.

September 18, 1886, the General Superintendent of the Railway Mail Service recom-

menced the allowance of \$17,419.26 for special facilities between Quantico and Richmond (Exhibit 20).

October 2, 1886, an order was made making the allowance as recommended (Exhibit 21).

On the same day a letter was written to the general superintendent of the Richmond, Fredericksburg and Potomac Railroad notifying him of the above allowance for special facilities (Exhibit 21).

Exhibit 22 shows the amount and character of business pending in the railway adjustment division, office of the Second Assistant Postmaster-General, at the close of the fiscal years 1884, 1885, 1886, and on February 28, 1887, respectively.

Exhibit 23 shows the amount and character of business received, transacted, and disposed of in the railway adjustment division, office of Second Assistant Postmaster-General, during the calendar years 1884, 1885, 1886, and up to February 28, 1887, and also the average for each month of said years.

Exhibit 24 shows the average number of employes in the railway adjustment division, office Second Assistant Postmaster-General, for each month of said years 1884, 1885, 1886, and up to March 1, 1887.

No account has been kept of the business performed and disposed of by each employé. The character of the work varies to such an extent, and the time and attention required to perform the work in any given case being greater or less according to the circumstances of such case, it has not been deemed practicable or of value to keep such record. Each clerk, however, is expected and required to keep the work assigned him as closely up as circumstances will allow, and the superintendent of the division gives his personal attention to the matter.

Exhibit 25 is a statement showing the time spent in the office by clerks of the railway adjustment division, office of Second Assistant Postmaster-General, during each month from January 1, 1884, to February 28, 1887, inclusive.

Exhibit 26 is a statement showing the maximum and minimum number of days, 1884, 1885, 1886, and up to March 1, 1887, devoted to business by the employé present for the greatest number of days, and also for the least number of days.

Exhibit 27 is an exact copy of a page from the day-book, which is kept in the division for the purpose of entering thereon all orders passed, and for keeping a daily settlement of the annual rate of cost for transportation and for railway post-office cars.

Exhibit 28 is an exact copy of a page from the book of new service, which shows, under each State, all new railroad service and extensions ordered, the termini of the route, title of the company, length of the new service or extension, and the date of its commencement.

EXHIBIT 1.

Railway adjustment division.—Route No. ———, from Belvidere to Spring Valley.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., December 14, 1885.

SIR: Referring to your letter of 10th inst., the Department will be willing to establish postal service between Belvidere and Spring Valley upon the receipt of the information called for in the "Railroad distance circular" sent you this day if, upon the submission of all the facts, it shall be deemed advisable to do so, with the understanding that the rate of compensation shall hereafter be determined in accordance with law, and upon returns of the weight of mails, &c., showing the amount and character of the service.

With the circular mentioned there is also sent circular No. 2501, which is a transcript of the laws regulating the compensation to railroad companies for carrying the mails, and circular No. 2503, which explains what the regulations of the Post-Office Department require of all railroad companies agreeing to perform postal service.

If your company is willing to perform the service upon the terms and conditions herein stated it will be necessary for you or some other competent officer of the company to so inform this office, and a formal order may then be issued establishing the service.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

MR. M. HUGHITT,
Gen'l Man'g. Chicago and Northwestern Rwy., Chicago, Ill.

(Railway adjustment division.) For the information of the proprietors of railroads.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., December 14, 1885.

REQUIREMENTS RESPECTING THE TRANSPORTATION OF MAILS ON RAILROAD ROUTES.

The transportation of mails is authorized on railroad routes with the understanding that the rate of compensation shall be determined upon returns showing the amount and character of the service, to be made within twelve months from the date of its commencement; and no payment can be made except upon the basis of such returns. The mails should not be weighed until the service is fairly established on the route, and when the company is satisfied that this is accomplished, application should be made to this office to have mails weighed.

Every railroad company is required to take the mails from and deliver them into all terminal post-offices whatever, except in cities where other provision is made by the Department, and also to all intermediate post-offices, which are located at not more than 80 rods from the nearest station or railroad office at which such company has an agent, the distance to be measured by the shortest road. The length of the route will be computed and paid for from terminal office to terminal office, as at present, except in those cities where the Department causes the mail to be carried between the railroad and post-office, and in such it will be computed from the place where the mail is taken from and delivered to the company.

The Department will provide for the carriage of mails to and from other intermediate post-offices only. At all other points where mail trains do not make regular stops the speed of trains carrying the mails must be slackened to admit the exchange of mails with safety.

In case roads are extended beyond the termini between which the conveyance of mails is authorized, mails must not be carried over the extension until so ordered by the Department.

In case a railroad station is moved beyond the limit in which companies are required to deliver the mails, or for any other cause, it becomes the duty of the Department to receive and deliver the mails, due notice should at once be sent to this office, so that proper arrangements may be made to have the mails carried between the post office and the railroad station.

At meeting points the company having mail on its train to be forwarded by the connecting train will be required to transfer such mails to the connecting train.

The Department prescribes the length of cars to be used on all railway post-office lines, and the inside measurement is used as the basis in fixing the rate of pay.

The rates of compensation are not for the weight of mail alone, but the mails must be carried with due frequency and speed, and sufficient and suitable room, fixtures, and furniture provided, in a car or apartment of car, properly lighted and warmed, for railway post-office clerks to accompany and distribute the mails as accessories to the weight of mails, in order to entitle a company to the maximum rates of pay. The specific requirements of the service with regard to these items and as to due frequency and the size of the mail car or apartment are to be determined and made known by the Department.

All communications relative to pay for carrying the mails, or so intended, must be made in writing at the time the service is rendered for which payment is desired, and should be addressed to this office.

Railroad companies are required to convey, free of charge, all mail-bags and post-office blanks, and also all accredited special agents of the Department, on exhibition of their credentials. As soon as service is commenced on a route, application should be made to the Auditor of the Treasury for the Post-Office Department for instructions respecting the designation of a financial agent and other matters relative to payment for service.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. M. HUGHITT,
General Manager Chicago and Northwestern Railway, Chicago, Ill.

RAILWAY ADJUSTMENT DIVISION.

Circular.—Laws respecting pay for the transportation of mails on railroad routes.

For the information of parties concerned, the sections and paragraphs hereto appended are transcribed from the Revised Statutes and from acts of Congress making appropriations for the service of the Post-Office Department.

A. LEO KNOTT,
Second Assistant Postmaster-General.

WASHINGTON, D. C., December 14, 1885.

SEC. 3999. If the Postmaster-General is unable to contract for carrying the mail on any railway-route at a compensation not exceeding the maximum rates herein provided, or for what he may deem a reasonable and fair compensation, he may separate the letter-mail from the other mail, and contract, either with or without advertising, for carrying such letter-mail by horse-express or otherwise, at the greatest speed that can reasonably be obtained, and for carrying the other mail in wagons, or otherwise, at a slower rate of speed.

SEC. 4000. Every railway company carrying the mail shall carry on any train which may run over its road, and without extra charge therefor, all mailable matter directed to be carried thereon, with the person in charge of the same.—Act of March 3, 1873.

SEC. 4002. The Postmaster-General is authorized and directed to readjust the compensation hereafter to be paid for the transportation of mails on railroad routes upon the conditions and at the rates hereinafter mentioned:

First. That the mails shall be conveyed with due frequency and speed; and that sufficient and suitable room, fixtures, and furniture, in a car or apartment properly lighted and warmed, shall be provided for route agents to accompany and distribute the mails.

[NOTE.—Sufficient and suitable room," etc., must be provided under this section to entitle the company to the pay hereinafter prescribed for weight of mails. No additional pay can be allowed for cars or apartments required, when such cars or apartments are less than 40 feet in length. Sec. 4004 provides additional pay for cars 40 feet in length and over. The Department determines the size of the mail car or apartment.]

Second. That the pay per mile per annum shall not exceed the following rates, namely: On routes carrying their whole length an average weight of mails per day of two hundred pounds, fifty dollars; five hundred pounds, seventy-five dollars; one thousand pounds, one hundred dollars; one thousand five hundred pounds, one hundred and twenty-five dollars; two thousand pounds, one hundred and fifty dollars; three thousand five hundred pounds, one hundred and seventy-five dollars; five thousand pounds, two hundred dollars, and twenty-five dollars additional for every additional two thousand pounds; the average weight to be ascertained, in every case, by the actual weighing of the mails for such a number of successive working days, not less than thirty, at such times after June thirtieth, eighteen hundred and seventy-three, and not less frequently than once in every four years, and the result to be stated and verified in such form and manner as the Postmaster-General may direct.—Act of March 3, 1873.

PENALTY FOR FAILURE TO PROVIDE SPACE FOR DISTRIBUTION OF THE MAILS AS ABOVE REQUIRED.

* * * That in case any railroad company fail or refuse to provide railway post-office cars when required by the Post-Office Department, said company shall have its pay reduced ten per centum on the rates fixed in Sec. 4002, R. S., as amended by act of July 12, 1876, entitled "An Act making appropriations for the service of the Post-Office Department for the fiscal year ending June 30, 1877, and for other purposes," and as further amended by the act of June 17, 1878, entitled "An act making appropriations for the service of the Post-Office Department for the fiscal year ending June 30, 1879, and for other purposes." * * * —Act of June 11, 1880.

ADDITIONAL PAY FOR RAILWAY POST-OFFICE CARS.

SEC. 4003. In case any railroad company now furnishing railway post-office cars shall refuse to provide such cars, such company shall not be entitled to any increase of compensation under the provisions of the next section.

SEC. 4004. Additional pay may be allowed for every line comprising a daily trip each way of railway post-office cars, at a rate not exceeding twenty-five dollars per mile per annum for cars forty feet in length; and thirty dollars per mile per annum for forty-five-foot cars; and forty dollars per mile per annum for fifty-foot cars; and fifty dollars per mile per annum for fifty-five to sixty-foot cars.

SEC. 4005. The length of the cars required for such post-office railway-car service shall be determined by the Post-Office Department, and all such cars shall be properly fitted up, furnished, warmed, and lighted for the accommodation of clerks to accompany and distribute the mails.—Act of March 3, 1873.

MAILS TO BE WEIGHED BY AGENTS OF THE DEPARTMENT.

* * * And out of the appropriation for inland mail transportation the Postmaster-General is authorized hereafter to pay the expenses of taking the weights of mails on railroad routes, as provided by the act entitled "An Act making appropriations for the service of the Post-Office Department for the year ending June thirtieth, eighteen hundred and seventy-four," approved March third, eighteen hundred and seventy-three; and he is hereby directed to have the mails weighed as often as now provided by law by the employés of the Post-Office Department, and have the weights stated and verified to him by said employés under such instructions as he may consider just to the Post-Office Department and the railroad companies.—Act of March 3, 1875.

REDUCTION OF TEN PER CENTUM.

* * * *Provided*, That the Postmaster-General be, and he is hereby, authorized and directed to readjust the compensation to be paid from and after the first day of July, eighteen hundred and seventy-six, for transportation of mails on railroad routes by reducing the compensation to all railroad companies for the transportation of mails ten per centum per annum from the rates fixed and allowed by the first section of an act entitled "An Act making appropriations for the service of the Post-Office Department for the fiscal year ending June thirtieth, eighteen hundred and seventy-four, and for other purposes," approved March third, eighteen hundred and seventy-three, for the transportation of mails on the basis of the average weight. * * * —Act of July 12, 1876, Sec. 1.

ADDITIONAL REDUCTION OF FIVE PER CENTUM FROM JULY 1, 1878.

And provided further, That the Postmaster-General be, and he is hereby, authorized and directed to readjust the compensation to be paid from and after the first day of July, eighteen hundred and seventy-eight, for transportation of mails on railroad routes by reducing the compensation to all railroad companies for the transportation of mails five per centum per annum from the rates for the transportation of mails on the basis of the average weight fixed and allowed by the first section of an act entitled "An Act making appropriations for the service of the Post-Office Department for the fiscal year ending June thirtieth, eighteen hundred and seventy-seven, and for other purposes," approved July twelfth, eighteen hundred and seventy-six.—Act of June 17, 1878.

ALLOWANCE ON LAND-GRANT ROADS.

SEC. 4001. All railway companies to which the United States have furnished aid, by grant of lands, right of way, or otherwise, shall carry the mail at such prices as Congress may by law provide; and, until such price is fixed by law, the Postmaster-General may fix the rate of compensation.—Act of March 3, 1873.

That railroad companies whose railroad was constructed in whole or in part by a land grant made by Congress, on the condition that the mails should be transported over their road at such price as Congress should by law direct, shall receive only eighty per centum of the compensation authorized by this act.—Act of July 12, 1876, Sec. 13.

PENALTY FOR REFUSING TO CARRY MAILS ON FASTEST TRAINS.

* * * And if any railroad company shall fail or refuse to transport the mails when required by the Post-Office Department, upon the fastest train or trains run upon said road, said company shall have its pay reduced fifty per centum of the amount provided by law.—Act of March 3, 1885.

Mr. M. HUGHITT,

Gen'l Mng. Chicago & Northwestern Rwy., Chicago, Ill.

(RAILWAY ADJUSTMENT DIVISION.)—RAILROAD DISTANCE CIRCULAR.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., December 14, 1885.

SIR: You will please have this railroad distance circular carefully filled, and return it as soon after its receipt as possible.

In column 1 state the distance from station to station.

In column 2 state the names of your railroad stations.

In column 3 state the official name of all post-offices on the line of the road which are located not over 2½ miles from their respective stations.

In column 4 state the distance by the regular wagon-road between your railroad station and the door of the post-office building where the mails are delivered.

In column 5 state the distance between post-offices and the railroad track at points where your trains do not make regular stops.

State fractions of a mile by decimals.

Be pleased to have the statement verified by the engineer of the road, or other competent of ficer.

Care should be exercised in stating the title of the company in the blank space reserved for that purpose, as the company therein named is accepted as being entitled to the compensation for the service.

Please superscribe the envelope in which you return the circular "Railway adjustment division."

Railroad companies are required to deliver the mails into and take them from intermediate post-offices located not over 80 rods from points at which passenger trains or mixed trains, whether carrying mails or not, make regular stops.

Distance from point of delivery from train to post-office to be by the regular wagon-road.

The companies are also required to take the mails to and from the terminal offices, whatever their distance from the station; and the length of the route will be computed and paid for from terminal office to terminal office, as at present.

The Department will provide for the receipt and delivery of mails at intermediate offices located within 80 rods, or over that distance, from points at which passenger trains or mixed trains, whether carrying mails or not, do not make stops, or where there is no agent, or where there is a flag-station; and at such points the company will be required to slacken the speed of trains sufficiently to admit of the exchange of mails with safety. This office understands flag-stations to be points where any train or trains, upon which passengers are carried, whether carrying mails or not, do not make regular stops.

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. M. HUGHITT,
Genl. Mang. Chicago and Northwestern Rwy., Chicago, Ill.

In case the Post-Office Department authorizes the transportation of mails over this line, or any part of it, the railroad company agrees to accept and perform the service upon the usual terms and conditions prescribed by law and the regulations of the Department.

The statement of distances, &c., contained herein is correct.

E. H. JOHNSON, Chief Engineer.

Title: Chicago and Northwestern Railway Company.

State of Illinois.

Route No. 23087, from Caledonia to Spring Valley.

Extension from _____ to _____.

Distance from station to station.	List of Stations.	Official name of post-office at or near each station.	Distance from station to post-office.	Distance from post-office to line of road at points where trains do not make regular stops.
Miles.			100ths of a mile.	100ths of a mile.
	Caledonia.....	Caledonia.....	0. 01
8. 73	Belvidere.....	Belvidere.....	. 28
8. 50	Herbert.....	Will.....	1. 00
4. 50	Henrietta.....	Kingston.....	1. 13
8. 20	Sycamore.....	Sycamore.....	. 23
0. 80	(Sycamore Junction).....	None.....
4. 50	De Kalb.....	De Kalb.....	. 43
5. 40	Elva.....	None.....
3. 40	Newtown.....	None.....
0. 70	Shabbona Grove.....	Shabbona Grove.....	. 24
4. 40	Rollo.....	None.....
6. 20	Earlville.....	Earlville.....	. 50
7. 60	Triumph.....	Triumph.....	. 38
3. 70	Troy Grove.....	Troy Grove.....	. 30
6. 30	(Siding).....	None.....	. 30
5. 50	(Shaft No. 2).....	None.....
1. 30	Spring Valley.....	None established yet.....

* Trains that will carry mails stop at all stations on this line.

EXHIBIT 2.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
RAILWAY ADJUSTMENT DIVISION,
Washington, D. C., December 14, 1885.

SIR: The establishment of mail service has been proposed on the line of railroad from Belvidere to Spring Valley, Ill., operated by the Chicago and Northwestern Railway Company.

Please state whether or not, in your judgment, mail service is needed on this line.
Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

HON. JOHN JAMESON,
General Superintendent Railway Mail Service.

REPLY.

EXHIBIT 2.

POST-OFFICE DEPARTMENT,
OFFICE OF THE GENERAL SUPERINTENDENT OF RAILWAY MAIL SERVICE,
Washington, D. C., December 15, 1885.

Respectfully referred to James E. White, superintendent sixth division Railway Mail Service, Chicago, Ill., for recommendation as called for in General Order 104.

JNO. JAMESON,
General Superintendent.

EXHIBIT 3.—*Establishment of service between Belvidere and Spring Valley.*

RAILWAY MAIL SERVICE,
OFFICE OF SUPERINTENDENT SIXTH DIVISION.
(JAMES E. WHITE, SUPERINTENDENT),
Chicago, Ill., December 18, 1885.

HON. JOHN JAMESON,
General Superintendent Railway Mail Service, Washington, D. C.:

DEAR SIR: I have the honor to return herewith letter of the honorable Second Assistant Postmaster-General in regard to the proposed establishment of railroad service from Belvidere to Spring Valley, Ill., over Chicago and Northwestern Railway, files 12034, and would state that this is an extension of the line heretofore running between Caledonia Junction and Belvidere, from Belvidere, Ill., to Spring Valley (n. o). The length of the line, including that portion between Caledonia and Belvidere, is about 85 miles. Passenger trains are now running over the same, leaving Spring Valley daily, except Sundays, at 6.00 a. m., arriving at Caledonia, Ill., at 10.10 a. m., in time to connect Chicago and Winona R. P. O. day line bound West. Returning, leave Caledonia at 4.30 p. m., after arrival of Chicago and Winona R. P. O. bound East, arriving at Spring Valley at 8.30 p. m. At Belvidere, Ill., this line crosses the Chicago and Dubuque R. P. O.; at Henrietta it crosses the Chicago, Savanna and Cedar Rapids line, Kingston being the nearest post-office, about 1 mile east. At Sycamore it crosses the Sycamore and Courtland branch of the Chicago and Northwestern Railway; at De Kalb, Ill., it crosses the Chicago and Council Bluffs division of the Chicago and Northwestern Railway; at Earlville, Ill., it crosses the Chicago and Burlington R. P. O., and at Spring Valley connection is made with Chicago and West Liberty line. There is no post-office at present at Spring Valley, which is about 2 miles west of Peru, but I understand that application for an office has gone forward, there being a population of about one thousand people at this point engaged in coal mining and shipping. Intermediate offices on this line are Shabbona Grove, Triumph, and Troy Grove, and probably the post-office at Will can best be supplied from this line. In case service is established between Caledonia and Spring Valley, Star Route 23585 can be discontinued. I think that service should be placed on this line at an early date, as quite a number of post-offices can be best supplied by it, and mail for others greatly advanced.

Very respectfully,

JAMES E. WHITE,
Superintendent.

EXHIBIT 3.

POST-OFFICE DEPARTMENT,
OFFICE OF THE GENERAL SUPERINTENDENT OF RAILWAY MAIL SERVICE,
Washington, D. C., December 24, 1886.

Respectfully forwarded to Hon. A. Leo Knott, Second Assistant Postmaster-General, Washington, D. C. (division of railway adjustment), approving recommendation of Superintendent White that service be established between Belvidere and Spring Valley (n. o.), on the line of the Chicago and Northwestern Railway.

JNO. JAMESON,
General Superintendent.

EXHIBIT 4.

[Railway adjustment division.]

State: Illinois; date: March 2, 1886; No. of route: 23087.

Termini of route: Caledonia and Spring Valley.

Length of route: 85.74 miles. No. of trips per week: 6, or as much oftener as trains may run. Railway company: Chicago and Northwestern.

Pay for transportation: \$—— per annum; pay for R. P. O. cars: \$—— per annum.

The Company applies for service which is recommended by the General Superintendent R. M. S.

Number route 23087, and order the transportation of mails by the Chicago and Northwestern Railway Company from Caledonia, Ill., via Belvidere, Will, Kingston, Sycamore, DeKalb, Shabbona Grove, Earlville, Triumph, and Troy Grove to Spring Valley, Ill., 85.74 miles and back, six times a week or as much oftener as trains may run, from March 15, 1886, with the understanding that the rate of compensation will be adjusted in a subsequent order, in accordance with the law.

(Address M. Hughitt, Gen'l Mang. Chicago, Ill.)

Order No. 1918; Date: March 2, 1886.

Day-book pagé: 55.

P. M. & Co.: March 2, 1886.

SWENEY.

EXHIBIT 5.

Railway adjustment division. Route No. 23087, from Caledonia to Spring Valley.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., March 2, 1886.

SIR: An order, of which the following is a copy, has this day been made by the Postmaster-General:

"Number route 23087, and order the transportation of mails by the Chicago and Northwestern Railway Company from Caledonia, Ill., via Belvidere, Will, Kingston, Sycamore, De Kalb, Shabbona Grove, Earlville, Triumph, and Troy Grove to Spring Valley, Ill., 85.74 miles and back, six times a week, or as much oftener as trains may run, from March 15, 1886, with the understanding that the rate of compensation will be adjusted in a subsequent order, in accordance with the law.

(Address, M. Hughitt, General Manager, Chicago, Ill.)"

Every railroad company is required to take the mails from and deliver them into all *terminal post-offices whatsoever*, except in cities where other provision is made by the Department, and also to all intermediate post-offices which are located at not more than 50 rods from the nearest station or railroad office at which such company has an *agent*, the distance to be measured by the shortest road. The length of the route will be computed and paid for from terminal office to terminal office, as at present, except in those cities where the Department causes the mail to be carried between the railroad and post-office, and in such it will be computed from the place where the mail is taken from and delivered to the company. Under this regulation your company will be required to receive and deliver the mails at the following-named offices, as well as at all offices hereafter established within said limits: Caledonia, Sycamore, Shabbona Grove, and Spring Valley.

The Department will provide for the carriage of mails to and from other intermediate post-offices only. At all other points where mail trains do not make regular

stops, the speed of trains carrying the mails must be slackened to admit the exchange of mails with safety.

The Department will provide for service between the station and the following-named offices: Belvidere, Will, Kingston, De Kalb, Earlville, Triumph, and Troy Grove.

Very respectfully,

G. M. SWENEY,

Acting Second Assistant Postmaster-General.

Mr. M. HUGHITT,

General Manager Chicago and Northwestern Railway, Chicago, Ill.

EXHIBIT 6.

Railway adjustment division. Route No. 23087, from Caledonia to Spring Valley.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., March 2, 1886.

SIR: Railway mail service is established by the Postmaster-General on route No. 23087, from Caledonia, Ill., by Belvidere, Will, Kingston, Sycamore, De Kalb, Shabbona Grove, Earlville, Triumph, and Troy Grove to Spring Valley, Ill., from March 15, 1886, by the Chicago and Northwestern Railway Company.

Every railroad company is required to take the mails from and deliver them into all terminal post-offices whatever, except in cities where other provision is made by the Department, and also into all intermediate post-offices which are located not more than eighty rods from the nearest station or railroad office at which said company has an agent, the distance to be measured by the shortest road. The length of the route will be computed and paid for from terminal office to terminal office, as at present, except in those cities where the Department causes the mail to be carried between the railroad and post-office, and in such it will be computed from the place where the mail is taken from and delivered to the company.

The Department will provide for the carriage of mails to and from other intermediate post-offices only. At all other points where mail trains do not make regular stops, the speed of trains carrying the mails must be slackened to admit the exchange of mails with safety.

The railway company will provide for the receipt and delivery of the mails at your office.

Very respectfully,

G. M. SWENEY,

Acting Second Assistant Postmaster-General.

POSTMASTER, *Caledonia, Boone Co., Ill.*

EXHIBIT 7.

[NOTE.—This exhibit is a letter from Acting Second Assistant Postmaster-General to the postmaster at Troy Grove, La Salle Co., Ill., upon the same form and contains the same information.]

EXHIBIT 8.

Railway adjustment division. Route No. 23087, from Caledonia to Spring Valley.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., March 2, 1886.

SIR: An order has been issued establishing service on route No. 23087, from Caledonia, Ill., by Belvidere, Will, Kingston, Sycamore, De Kalb, Shabbona Grove, Earlville,

Triumph, and Troy Grove, to Spring Valley, Ill., 85.74 miles, operated by the Chicago and Northwestern R'w'y Co. To begin March 15, 1886.

Very respectfully,

G. M. SWENEY,
Act'g Second Assistant Postmaster-General.

Hon. JOHN JAMESON,
Gen'l Supt. R. M. S., P. O. Dep't.

EXHIBIT 9.

Railway adjustment division.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., M'ch 2, 1886.

SIR: You are hereby notified that the post-office at Kingston, De Kalb County, Ill., will be supplied with mails from route No. 23087, operated by the Chicago and Northwestern Railway Company, and that the distance from the post-office to the railroad station is reported to be 1.13 miles, which will require the employment of a mail messenger. Service will begin M'ch 15, 1886.

Very respectfully, &c.

G. M. SWENEY,
Act'g Second Assistant Postmaster-General.

Mr. J. I. PORTER,
Clerk in Charge Mail-Messenger Service.

EXHIBIT 10.

Ill., 23087, Dec. 14, 1885.

Caledonia to Spring Valley; Chicago and Northwestern R'w'y Co.

M. Hughitt, gen'l man'g., applies for service from Belvidere to Spring Valley.

Dec. 14, '85: Sent D. C., &c., to Co. and 2529 to R. M. S.

Dec'r 19th, '85: P. M. at Troy Grove writes for service.

Dec'r 23, '85: Co. writes for service from Caledonia to Spring Valley.

Dec. 24, '85: Sent D. C., &c. (Caledonia to Spring Valley).

Dec. 26, '85: Gen'l Supt. R. M. S. recommends service from Belvidere to Spring Valley.

Jan'y 4, '86: Co. returns D. C. sent Dec'r 24, '85.

M'ch 2, '86: Ordered establishment of service and notified all concerned.

M'ch 6, '86: Co. ack'g's receipt of notice of establishment of service.

EXHIBIT 11.

[Railway adjustment division.—Railroad weight circular, under acts of Congress of 1873, 1875, 1876, 1878, and 1880. To ascertain the weight of the mails, the frequency and speed with which they are conveyed, and the dimensions, fixtures, and furniture of the car or apartment provided for railway post-office clerks to accompany and distribute the mails on railroad routes.

U. S. POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT P. M. GENERAL,
Washington, D. C., April 22, 1886.

SIR: You are authorized to take the weight of mails carried per day, outward and inward, for a period of thirty successive working days, commencing May 3, 1886, on route No. 23087 between Caledonia and Spring Valley, Ill., operated by the Chicago and Northwestern Railway Co., and to make return thereof, with other facts concerning the service, in the form below.

Very respectfully,

G. M. SWENEY,
Act'g Second Assistant Postmaster-General.

Hon. JOHN JAMESON,
Gen'l Supt Railway Mail Service.

Weight of all the mails conveyed, outward and inward, to and from each station on route No. 23087 between Caledonia and Spring Valley, Ill., for thirty successive working days, commencing on the 3d of May, 1886:

1. Dist- ances	2. Stations.	Outward.		Inward.	
		3. Received.	4. Sent.	5. Received.	6. Sent.
		Pounds.	Pounds.	Pounds.	Pounds.
<i>Miles.</i>					
.....	Caledonia		1,887	2,262
9	Belvidere	331	351	567	634
9	Herbert	241	223	237	233
4	Henrietta	229	250	582	266
8	Sycamore	359	965	3,776	540
5	De Kalb	1,053	383	1,877	2,094
5	Elva	234	208	211	204
11	Shabbona Grove	255	271	307	343
6	Rollo	245	224	240	220
4	Earlville	367	511	345	4,540
8	Triumph	599	248	278	332
4	Troy Grove	707	257	282	301
13	Spring Valley	1,158	1,357
86	Total	5,778	5,778	10,964	10,964

157. Ill. June 14, 1886. Route 23087. Caledonia and Spring Valley, 85.74 m. Pay not fixed. Chicago and Northwestern Ry. Co. Av. 21 m. pr. hr. R. P. O. (apt.) 122' x 75'. Trips 6. Rein. From Mch. 15, 1886, commence't of service. Weighted 30 dys. from May 3, 1886. Dept. & Co.

STATEMENT OF SERVICE.

[This statement must show the number of trips performed over entire route, per week, both outward and inward. Also the number of trips performed per week over any portion of the route, both outward and inward.]

The average rate of speed with which mails are carried is 21 miles per hour.

Railway post-office service in charge of P. O. Department employés.

* The inside dimensions of the R. P. O. cars are ——— feet ——— inches long, by ——— feet ——— inches wide, and are furnished with ——— in which mails are carried ——— times per week outward, and ——— times per week inward over entire route, and over portions of the route as follows:

Mail apartment service in charge of P. O. Department employés.

The inside dimensions of mail apartment cars are 12 feet 2 inches long, by 7 feet 5 inches wide, and are furnished with ——— in which mails are carried six times per week outward, and six times per week inward over entire route, and over portions of the route as follows:

Service in charge of railway company employés.

Mails are carried ——— times per week outward, and ——— times per week inward over entire route, and over portions of the route as follows: ———

Certification on behalf of railway company.

I hereby certify that the foregoing statement of service for route No. 23037 is correct to the best of my knowledge and belief.

C. C. WHEELER,
Gen. Supt. C. & N. W. Ry.

* NOTE.—A railway post-office run daily from the initial point to the terminus of a route and return, in the adjustment of pay, constitutes a "line." It is not important, therefore, to report the number of R. P. O. cars owned by the company, but the inside dimensions of each car run daily in both directions over the whole route or part thereof.

Certification on behalf of the Department.

I hereby certify that the foregoing statement of the weight of mails is correct according to daily returns made by sworn employes of the Department, and the statement of service is correct to the best of my knowledge and belief.

JAMES E. WHITE,
Superintendent R. M. S.

CHICAGO, ILL., June 8, 1886.

T.

EXHIBIT 12.

(Railway adjustment division.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., April 22, 1886.

SIR: A railroad weight circular has been sent you this day, authorizing you to take the weight of mails per day, outward and inward, for a period of thirty successive working days, commencing May 3, 1886, on route No. 23087, between Caledonia and Spring Valley, Ill., operated by the Chicago and Northwestern Railway Company, and to make return thereof, with other facts concerning the service in the form indicated in said weight circular.

You will take every precaution to prevent any diversion of the mails from their usual channels during said weighing, in order that only the proper average daily weight may be accredited to the above route.

Please return the weights on the original weight circulars; state termini as above in tabulating the returns, and have the certificate of service signed by an officer of the company.

Very respectfully,

G. M. SWENEY,
Act'g Second Assistant Postmaster-General.

Hon. JOHN JAMESON,
Gen'l Sup't Railway Mail Service.

EXHIBIT 13.

(Railway adjustment division.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., April 22, 1886.

SIR: The General Superintendent Railway Mail Service has been directed to weigh the mails on your road, route No. 23087, between Caledonia and Spring Valley, Ill., for thirty successive working days, commencing May 3, 1886, for the purpose of obtaining the data upon which to adjust the pay in accordance with the several acts of Congress governing the same (see circular herewith), from March 15, 1886, the date of commencement of service.

The weighing will be done under the supervision of agents of the Department, and the Department will be pleased to have you cooperate in the taking of the weights if you desire to do so.

Any information which you may desire on the subject will be furnished upon application by the superintendent Railway Mail Service for the division in which your road is located.

Very respectfully,

G. M. SWENEY,
Act'g Second Assistant Postmaster-General.

Mr. MARVIN HUGHITT,
Gen. Man. Chicago and Northwestern R'y, Chicago, Ill.

NOTE.—A circular entitled "Laws respecting pay for the transportation of mails on railroad routes," follows here. The same form is attached to Exhibit 1 of this series and printed, and is therefore omitted here.

EXHIBIT 14.

Route No. 23087, outward.

1887× 9=16983		1887	9
		20	
1907× 9=17163		1907	9
		18	
1889× 4= 7556		1889	4
		21	
1910× 8=15280		1910	8
		606	
2516× 5=12580		2516	5
		670	
1646× 5= 9230		1646	5
		26	
1820×11=20020	24	1820	11
	70	16	
	52		
1836× 4= 7344	64	1836	4
	15	21	
1815× 6=10890		1815	6
		144	
1959× 8=15672		1959	8
		351	
1608× 4= 6432		1608	4
		450	
1158× 13= 15054	30	1158	13
86)154204	179,3		
	59		
	86		
	682		
	602		
	800		
	774		
	264		
	258		

Stock.

THE POST-OFFICE DEPARTMENT.

Route No. 23087, inward.

1357×13=	17641	1357	13
		19	
1376× 4=	5504	1376	4
		54	
1430× 8=	11440	1430	8
		4195	
5625× 6=	33750	5625	6
		20	
5605× 4=	22420	5605	4
		64	
5641×11=	60951	5641	11
		7	
		27	
5534× 5=	27670	5534	5
		217	
5751× 5=	28755	5751	5
		3236	
2515× 8=	20120	2515	8
		316	
2199× 4=	8796	2199	4
		4	
2195× 9=	19755	2195	9
		67	
2262× 9=	20358	2262	9
		3,0	
86) 277160	(322,2	
258		107	
		191	
		172	
		196	
		172	
		240	
		172	
		68	

3,0	Whole wt. any distance.
5778	=193
10964	=365
16742	558
	Av. wt. whole distance.
1793	59 Outward.
3222	108 Inward.
5015	167

EXHIBIT 15.

(State of Illinois.)

No. 316.

June 14, 1886, route No. 23087, Caledonia and Spring Valley.

Trans., $\frac{5}{6}$, pay not fixed; 85.74 M. R. P. O., $\frac{5}{6}$; Chicago and Northwestern Rwy. Co.

Whole weight, any distance.

	For 30 days. Pounds.	Per day. Pounds.
Outward.....	5, 778	193
Inward.....	10, 964	365
Total.....	16, 742	558

Average weight, whole distance.

	Pounds.	Pounds.
Outward.....	1,793	59
Inward.....	3,222	108
Total.....	5,015	167

21 miles per hour.
 R. P. O. (apt.). 12' 2" x 7' 5". 1 line.
 Order June 15, 1886.
 \$42.75.
 \$50, less 10 per cent. and 5 per cent.
 Trips, 6.
 Rem. From March 15, 1886, commencement of service.
 Weighed 30 days from May 3, 1886, Dep't and Co.

EXHIBIT 16.

(Railway adjustment division.) Route No. 23087, from Caledonia to Spring Valley.

(Notice of adjustment of pay.)

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 Washington, D. C., June 15, 1886.

SIR: The compensation for the transportation of mails, &c., on route No. 23087, between Caledonia and Spring Valley, has been fixed from March 15, 1886, to June 30, 1887 (unless otherwise ordered), under acts of March 3, 1873, July 12, 1876, and June 17, 1878, upon returns showing the amount and character of the service for thirty successive working days, commencing May 3, 1886, at the rate of \$3,665.38 per annum, being \$42.75 per mile for 85.74 miles.

This adjustment is subject to future orders and to fines and deductions.

Very respectfully,

A. LEO KNOTT,
 Second Assistant Postmaster-General.

Mr. M. HUGHITT,
 General Manager, Chicago and Northwestern Railway, Chicago, Ill.

(On jacket:)

Date: June 15, 1886; State: Illinois.

No. of route: 23087; termini of route: Caledonia and Spring Valley.

Length of route: 85.74 miles; No. of trips per week: 6; railway company: Chicago and Northwestern.

Pay for trans., \$ — per an.

Pay for R. P. O., \$ — per an.

Pay the Chicago and Northwestern Railway Company, quarterly, for carrying the mail between Caledonia and Spring Valley.

Day-book page: 73.

Order No. 8623; date: June 15, 1886.

From March 15, 1886, to June 30, 1887, at the rate of \$3,665.38 per annum, being \$42.75 per mile for 85.74 miles for transportation.

This adjustment is subject to future orders and to fines and deductions.

KNOTT.

EXHIBIT 17.

POST-OFFICE DEPARTMENT,
 OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
 RAILWAY ADJUSTMENT DIVISION,
 Washington, D. C., April 15, 1886.

SIR: An order relating to route No. 3025, of which the following is a copy, has this day been made:

"Establish one line of railway post-office cars, 40 feet long, inside measurement, between Boston, Mass., and Albany, N. Y., the pay to be fixed, under the law, from

the date the line goes into operation. The cars to be built and arranged in accordance with plans adopted and approved by the Department."

The gen'l sup't of the railway mail service has been advised of the order.

Very respectfully,

G. M. SWENEY,
Act'g Second Ass't P. M. Gen'l.

Mr. W. H. BARNES,
Gen'l Mgr., Boston and Albany R. R., Boston, Mass.

(On jacket:)

RAILWAY ADJUSTMENT DIVISION.

State: Massachusetts; date: April 15th, 1886.

No. of route: 3025.

Termini of route: Boston, Mass., and Albany, N. Y.; length of route: 201.29 miles; No. of trips per week: 34.49, or as much oftener as trains may run; Boston & Albany Railroad Co.

Pay for transportation, \$115,653.18 per an.

Pay for R. P. O. cars, \$19,927.50 per an.

The gen'l sup't R. M. S. refers papers relative to the establishment of one line of R. P. O. cars, 40 feet long. Mr. G. J. Lund, ass't sup't R. M. S., having personally investigated the service on this route, is satisfied that a day line of R. P. O. cars, 40 feet long, is needed to be built and arranged in accordance with plans adopted and approved by the Dep't. This line will supersede one line of apartments 27 feet 10 inches long.

Establish one line of railway post-office cars, 40 feet long, inside measurement, between Boston, Mass., and Albany, N. Y. The pay to be fixed, under the law, from the date the line goes into operation. The cars to be built and arranged in accordance with plans adopted and approved by the Department.

Order No. 4125; date Ap'l 15th, 1886.

Day-book page: 62.

Notified co. & gen'l sup't R. M. S. Apl. 15th, 1886.

SWENEY.

EXHIBIT 18.

POST-OFFICE DEPARTMENT,
OFFICE OF SECOND ASSISTANT POSTMASTER-GENERAL,
RAILWAY ADJUSTMENT DIVISION,
Washington, D. C., April 15, 1886.

SIR: An order has this day been made to establish on route No. 3025, Boston, Mass., and Albany, N. Y., one line of railway post-office cars, 40 feet long, inside measurement, the cars to be built and arranged in accordance with plans adopted and approved by the Department.

A copy of the order has been sent to Mr. W. H. Barnes, general manager Boston and Albany Railroad, Boston, Mass.

You will arrange with the company for the construction of the cars, and notify this office when they begin to run.

Very respectfully,

G. M. SWENEY,
Acting Second Assistant Postmaster-General.

Hon. JOHN JAMESON,
General Superintendent Railway Mail Service.

EXHIBIT 19.

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
Washington, D. C., July 21, 1886.

SIR: Referring to your letter of the 10th instant, relating to the establishment of a line of railway post-office cars on the Boston and Albany Railroad, between Boston, Mass., and Albany, N. Y., you are informed that an order, of which the following is a copy, has this day been made: "From July 1, 1886, add to railway post-office pay at the rate of \$5,032.25 per annum, being \$25 per mile for 201.29 miles, for one line of railway post-office cars 40 feet long, established in accordance with the order of April

15, 1886, No. 4125, making the total pay for railway post-office cars from that date at the rate of \$24,959.75 per annum, being \$175 per mile for 98.63 miles, and \$75 per mile for 102.66 miles."

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. W. H. BARNES,
General Manager Boston and Albany Railroad, Boston, Mass.

(Onjacket:)

RAILWAY ADJUSTMENT DIVISION.

State: Mass. Date: July 21st, 1886. No. of route: 3025.

Termini of route: Boston, Mass., & Albany, N. Y. Length of route 201.29 miles. No. of trips per week, 34.49, or as much oftener as trains may run.

Boston & Albany Railroad Co. Pay for transportation: \$115,653.18 per an. Pay for R. P. O. cars: \$19,927.50 per an. The Gen'l Sup't R. M. S. reports that the line of R. P. O. cars ordered April 15, 1886—one car commenced to run June 16 and one July 10, 1886, and recommends that the allowance be made to take effect from July 1, 1886, to which the R. R. Co. assents.

From July 1, 1886, add to R. P. O. pay at the rate of \$5,032.25 per annum, being \$25 per mile 201.29 miles for one line of R. P. O. cars 40 feet long, established in accordance with the order of April 15, 1886, No. 4125, making the total pay for R. P. O. cars from that date at the rate of \$24,959.75 per annum, being \$175 per mile for 98.63 miles, and \$75 per mile for 102.66 miles.

KNOTT.

Order No. 16646, date July 21, 1886.

Day-book page: 86.

Notified co. July 21, 1886.

EXHIBIT 20.

(Subject: Special facilities Quantico to Richmond, Va. Route 11001.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE GENERAL SUPERINTENDENT
OF RAILWAY MAIL SERVICE,
Washington, D. C., Sept. 18, 1886.

Hon. A. LEO KNOTT,
Second Assistant Postmaster-General,
Washington, D. C.:

SIR: I have the honor to respectfully inform you that the Richmond, Fredericksburg and Potomac Railroad Company has thus far, during the present fiscal year, continued to run the fast mail from Quantico to Richmond, Va., a distance of eighty-one and fifty-hundredths (81.50) miles. Therefore I would respectfully recommend that said company be paid the sum of seventeen thousand four hundred and nineteen dollars and twenty-six cents (\$17,419.26) in four (4) quarterly payments out of the special facilities appropriation. This is the same amount paid the company during the last fiscal year.

If the train is withdrawn before the end of the fiscal year, you will be duly advised.

Very respectfully,

JNO. JAMESON,
General Superintendent.

EXHIBIT 21.

(Refer to these initials (J. N. D.) and address reply to this division.)

POST-OFFICE DEPARTMENT,
OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL,
RAILWAY ADJUSTMENT DIVISION,
Washington, D. C., Oct. 2, 1886.

SIR: An order has been made to pay the Richmond, Fredericksburg and Potomac R. R. Co., quarterly, at the rate of \$17,419.26 per annum for maintaining fast mail from

Quantico to Richmond, Va., 81.50 miles, from July 1, 1886, to June 30, 1887, subject to future orders and to fines and deductions.

Very respectfully,

A. LEO KNOTT,
Second Assistant Postmaster-General.

Mr. E. T. D. MYERS, *General Superintendent,*
Richmond, Fredericksburg and Potomac R. R., Richmond, Va.

(On jacket:)

RAILWAY ADJUSTMENT DIVISION.

State: Virginia.

Date: October 2, 1886.

Number of route: 11,001.

Termini of route: Washington to Richmond.

Length of route: 115.90 miles.

Number of trips per week: Twenty, or as much oftener as trains may run.

Richmond, Fredericksburg and Potomac Railroad Co.

Pay for transportation: \$37,557.39 per an.

Pay for R. P. O. cars: \$13,908.00 per an.

The General Superintendent Railway Mail Service recommends the allowance of \$17,419.26 per annum for fast mail from Quantico to Richmond, Va.

Pay the Richmond, Fredericksburg and Potomac R. R. Co., quarterly, at the rate of \$17,419.26 per annum for maintaining fast mail from Quantico to Richmond, 81.50 miles, from July 1, 1886, to June 30, 1887, and charge to the appropriation for special facilities for 1887, subject to future orders and to fines and deductions.

KNOTT.

Order No. 15199. Date: Oct. 2, 1886.

Day-book page: 103.

Notified P. M. & Co. Oct. 2, 1886.

EXHIBIT 22.

Amount and character of business pending in the railway adjustment division, office of the Second Assistant Postmaster-General, at the close of the fiscal years 1884, 1885, 1886, and on February 28, 1887, respectively:

UNADJUSTED RAILROAD SERVICE.

	Miles.
June 30, 1884	9,026
June 30, 1885	2,945
June 30, 1886	1,593
February 28, 1887	4,072

An unusual amount of new service has been ordered since July 1, 1886, and this could not be adjusted until the service was well established. Moreover, during the last three months of each fiscal year special attention is devoted to adjusting the service closely, in order that the actual annual rate of expenditure at the close of the fiscal year may be known as accurately as possible. This will explain the large amount of unadjusted service on February 28, 1887, much of which is now in process of adjustment. It will be observed that there is a notable decrease in the unadjusted service at the close of each of the past two fiscal years.

EXHIBIT 23.

RAILWAY ADJUSTMENT DIVISION,
OFFICE SECOND ASSISTANT POSTMASTER-GENERAL.

The following statement shows the amount and character of business received, transacted, and disposed of during the years 1884, 1885, 1886, and 1887, to February 28, inclusive, with the average for each month of said years:

Character of business.	Total for year 1884.	Average for each month, 1884.	Total for year 1885.	Average for each month, 1885.	Total for year 1886.	Average for each month, 1886.	Total for two months 1887.	Average per month to Mar. 1, 1887.
Orders made.....	1,636	136½	1,653	137½	1,245	103½	187	93½
Orders recorded in route books.....	1,636	136½	1,653	136½	1,245	103½	187	93½
Notices of adjustments of pay sent to railroad company's.....	601	50¼	771	64½	446	37½	9	4½
Weight returns received, briefed, and jacketed, and average weight carried per day computed.....	601	50¼	771	64½	446	37½	9	4½
Circulars sent out.....	7,939	661¾	4,854	404½	8,268	689	3,585	1,792½
Letters received.....	3,069	255½	3,093	257½	3,431	272½	615	307½
Letters written.....	2,923	243¾	2,946	245½	3,268	272½	586	293
New routes established.....	61	5¼	61	5¼	83	6¾	33	16½
Day-book entries.....	1,636	136½	1,653	137½	1,245	103½	187	93½
Route books filled out.....	8	¾	11	¾	11	¾	9	4½

EXHIBIT 24.

The following statement shows the average number of employes in the railway adjustment division of the office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified:

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884.....	8	8	8	8	8	8	7	7	8	8	8	8
1885.....	7	8	8	8	8	8	8	8	8	8	8	8
1886.....	8	8	8	8	8	8	8	8	7	7	7	7
1887 (to March 1).....	8	8

[Note by the Committee: The following table has been compiled from and substituted for one table on large sheet (Exhibit 25), giving names of each employe in railway adjustment division, and number of days present in each month from January 1, 1884, to February 28, 1887. The total days present in each month are the figures as given at footing under each month.]

Months.	1884.				1885.				1886.				1887.			
	Number of employes.	Working days.	Days pres. by all employes.	Max. present.	Min. present.	Number of employes.	Working days.	Days pres. by all employes.	Max. present.	Min. present.	Number of employes.	Working days.	Days pres. by all employes.	Max. present.	Min. present.	
January.....	8	26	189½	26	13	7	26	171	26	18	8	25	191½	25	20	
February.....	8	24	183½	24	21	8	22	157	22	13	8	23	180½	53	22½	
March.....	8	28	191½	26	17	8	25	196½	25	22½	8	27	208	27	24½	
April.....	7	26	178½	26	23½	8	26	192½	26	16	8	26	198	26	23½	
May.....	8	26	201½	26	23½	8	25	177½	25	8	8	25	188	25	20½	
June.....	8	25	188½	25	20	7	26	177½	26	23½	8	26	190	26	22½	
July.....	7	26	170½	26	20	7	26	178	26	23½	8	26	181	25½	16½	
August.....	7	26	157½	26	15	8	25	158	25	2	8	26	157	25½	4	
September.....	8	25	120½	25	8	8	26	136	26	8	8	26	100	26	14	
October.....	8	27	204½	27	21	8	27	198	27	7	7	26	169	25½	22½	
November.....	8	24	160½	23	15	8	24	184	24	20	24	24	148	24	17½	
December.....	8	26	196½	26	21	8	25	170½	24	14	7	25	132½	24½	10	

EXHIBIT 26.

The following statement shows the maximum number of days devoted to business (within the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (within the prescribed working hours) by the employé present for the least number of days, in the railway adjustment division, office of the Second Assistant Postmaster General, Post-Office Department, during the periods specified :

	Period.			
	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum number of days.....	296	286	290	48
Minimum number of days.....	256	178	262	20

The office was open for business as follows : 1884, 307 days ; 1885, 303 days ; 1886, 305 days ; 1887 (to March 1), 48 days.

EXHIBIT 27.

[Copy of page 129 from day book.]

Date.		Transportation.		Railway post-office cars.	
		Increase.	Decrease.	Increase.	Decrease.
1887.					
March 10	Miscellaneous railway mail service, Burlington, Iowa (\$29.75).....				
R 10	33068—Mulvane to Spivey; service ordered to begin March 28, 1887 (51.67 miles).....				
R 11	10022—Curtailed route from March 14, 1887 (2.55 miles).....		\$109 01		
R 11	6038—Pay Owen Wilds, temporary mail messenger.....				
14	27051—Changing title.....				
R 14	46050—Embracing Bradley.....				
R 15	15052—State distance; (45.45 miles) ..				
R 16	21028—Omit Richmon Dale, Ohio.....				
R ..	21054—Embrace Richmon Dale, Ohio ..				
R 16	84043—Embracing Wilcox.....				
17	6011—Credit postmaster at Rome, N. Y., temporary service.....				
R 18	46048—Fixing pay from July 1, 1886 ..	\$353 35			
R 18	11018 } Add to pay for railway post- {			\$185 50	
R ..	11002 } office cars from Mar. 13, 1887 {			4, 160 00	
19	Weighing mails, Saint Louis, Mo.....				
R 19	33057—Embracing Nasby, Kans.....				
R 19	33067—Embracing Vassar and Admire, Kans.....				
		353 35	109 01	4, 345 50	
	Total increase and decrease.....	109 01			
	Net increase or decrease.....	244 34			
	Amount brought forward.....	15, 989, 420 16		1, 844, 498 25	
	Total annual cost.....	15, 989, 664 50		1, 848, 843 75	

EXHIBIT 28.

[Copy of a page from book of new service.]

TEXAS—NEW SERVICE.

No. of route.	Termini.	Character of service.	Title of company.	Length.	Date of commencement.
31037	Fort Worth, Wichita Falls to Harrold.	Extension...	Fort Worth and Denver City Rwy.	<i>Miles.</i> 33.27	Aug. 1, 1885
31024	Navasota, Montgomery to Conroe.	Extension...	Gulf, Colorado and Santa Fé Rwy.	16.70	Oct. 12, 1885
31044	Tyler, Alto to Lufkin.....	Extension...	Kansas and Gulf Short Line R. R.	31.58	Dec. 21, 185
31040	Temple, Lampasas to Brownwood.	Extension ..	Gulf, Colorado and Santa Fé Rwy.	73.89	Jan. 25, 1886
31033	San Antonio to Floresville..	New	San Antonio and Aransas Pass Rwy.	33.50	Jan. 25, 1886
31023	Houston to Nacogdoches, extended to Logansport, La.	Extension...	Houston, East and West Texas Rwy.	52.45	Mar. 15, 1886
31049	Temple, Brownwood extended to Coleman.	Extension...	Gulf, Colorado and Santa Fé Rwy.	29.36 6.25	May 17, 1886
				<u>*23.11</u>	
31033	San Antonio to Floresville, extended to Beeville.	Extension...	San Antonio and Aransas Pass Rwy.	64.11	July 1, 1886
31049	Temple to Coleman Junction (n. o.), extended to Ballinger.	Extension...	Gulf, Colorado and Santa Fé Rwy.	37.48	Aug. 16, 1886
31051	Coleman Junction (n. o.) to Coleman.	Restated...	do.....	6.25	Aug. 16, 1886
31052	Fort Worth, Waxahachie...	New	Fort Worth and New Orleans R. R.	41.88	Oct. 18, 1886
31053	Dallas, Farmersville.....	New	Gulf, Colorado and Santa Fé Rwy.	38.41	Oct. 20, 1886
31037	Fort Worth to Harrold, extended to Vernon.	New	Fort Worth and Denver City Rwy.	16.23	Nov. 1, 1886
31033	San Antonio to Beeville, extended to Corpus Christi.	Extension...	San Antonio and Aransas Pass Rwy.	56.39	Jan. 17, 1887
31033	Extension in San Antonio, Tex.	Extension...	do.....	2.06	Jan. 24, 1887
31053	Dallas to Farmersville, extended to Honey Grove.	Extension...	Gulf, Colorado and Santa Fé Rwy.	42.30	Feb. 16, 1887
31054	Fort Worth, Gainesville (see order of February 9, 1886).	New	do.....	64.90	Feb. 14, 1887
31055	Greenville, Dallas.....	New	Dallas and Greenville Rwy.	54.64	Mar. 1, 1887
31048	Longview, Easton, extended to Tatum.	Extension...	Galveston, Sabine and Saint Louis Rwy.	8.47	Jan. 24, 1887
31056	Taylor, Bastrop.....	New	Taylor, Bastrop and Houston Rwy.	35.38	Mar. 7, 1887
31057	Kenedy Junction (n. o.) to Cuero.	New	San Antonio and Aransas Pass Rwy.	42.65	Mar. 14, 1887
31037	Fort Worth to Vernon, extended to Quanah.	Extension...	Fort Worth and Denver City Rwy.	27.85	Mar. 21, 1887
31058	San Antonio, Boerne.....	New	San Antonio and Aransas Pass Rwy.	34.36	Apr. 18, 1887

*See 31051.

MAIL EQUIPMENT DEPARTMENT.

Report of mail equipment division, office of Second Assistant Postmaster-General.

THE CHARACTER, ARRANGEMENT, AND METHODS OF ITS BUSINESS.

The business committed by the postal regulations to this division grows out of certain appliances of the mail service which are denominated "mail equipments," and which are indispensably requisite, and incessantly demanded for dispatching the mails and promoting their safety while in course of transportation.

It relates to mail-bags, mail locks and keys, mail-catchers, mail-bag cord fasteners, mail bag label-cases, and mail-key chains, their manufacture, purchase, delivery, inspection, receipt, distribution and issue, and comprises all correspondence, orders, advertisements, specifications, contracts, recording, book-keeping, examination of accounts, and the custody of the records and files connected therewith. The nature of the business is peculiar, and, with respect to mail-keys especially, requires, for ob-

vious reasons, very great care and accuracy. It involves, incidentally, a familiarity with the principles of the construction of locks, as adapted to the conditions of the service, and on account of the various inventions and alleged improvements submitted from time to time for consideration, requires a knowledge of the state of the arts bearing on mail equipments generally.

All mail equipments for the postal service are furnished on applications from postmasters by letters addressed to the Second Assistant Postmaster-General. These letters are first received in the mail-room of his office, there opened and date of receipt stamped thereon, and thence, on the day of their arrival, sent directly to this division for proper attention and final disposition.

Excepting such matters as are submitted for the consideration and action of the Postmaster-General and questions of law submitted (infrequently) for the opinion and advice of the Assistant Attorney-General for the Post-Office Department, every item of business which comes to this division is considered, transacted, and finally disposed of entirely within the office of the Second Assistant Postmaster-General, and its final disposition is not suspended or delayed for the action of any other Bureau or division thereof.

Mail equipments of every description manufactured and procured for the postal service are delivered to, inspected in, and issued from, this division, excepting mail-bags and mail-catchers, which are not delivered at the Department, but at certain post-offices designated as mail-bag depositories, whence they are distributed in the service on requisitions prepared and issued from this division. There are fifty mail-bag depositories, one or more being in each State of the Union. With these, ledger accounts are kept and statements of their operations are received from them monthly. At five of the depositories mail-bag repair shops are established, and to them are sent all damaged mail-bags collected from the service at the other depositories, and their operations are regulated by instructions from the Second Assistant Postmaster-General prepared and issued from this division.

Under the general direction and supervision of the Second Assistant Postmaster-General and the chief clerk of his office, the duties of this division are usually performed by eight clerks, one of whom, a clerk of class 4, is in special charge of the details, general routine, and dispatch of its business.

The clerk in charge of the division conducts the leading correspondence, prepares, for the consideration and approval of the Second Assistant Postmaster-General, letters, reports, instructions to postmasters, orders and instructions to contractors for mail equipments, and for payments of accounts therefor, prepares advertisements, specifications and contracts, examines and certifies to all accounts involving payment of money for mail equipments furnished or repaired, supervises and directs the inspection of the mail equipments delivered at the Department, especially the mail locks and keys, and instructs the other clerks in the arrangement, methods, and dispatch of the other business of the division, which is usually distributed among them as follows:

Two of the clerks keep various books relating to the issue into and return from the service of mail-keys of every description, comprising many kinds and combinations, every mail-key used in the United States being identified and accounted for by a different number stamped upon it, and every State and Territory, as well as the railway mail service, having a prearranged series of numbered keys allotted to it. They receive, brief, attend to in various ways, and file all letters relating to mail-keys. They make up, in separate packages, and send out by registered mail, all the mail-keys, preparing and sending out with each instructions, partly printed and partly written, and making various necessary book entries in connection therewith. They prepare, send out, and keep a record of instructions for the return of mail-keys from all discontinued post-offices; keep a record of all casualties occurring to mail-keys after their issue in the service; adjust, daily, by suitable entries, the mail-key books to all the discontinuances, additions, and changes of post-offices, and of the lines and *personnel* of the railway mail service, &c., and they receive, brief, check on the books, and file all receipts for mail-keys issued to the service or transferred therein.

Another clerk receives, examines, and briefs all applications from postmasters for mail-bags, ascertains the routes, the proper quantities, kinds and sizes of mail-bags (there being nine different kinds and twenty-five different sizes), suited to the routes and the various modes of conveying the mails thereon, involving in very many cases searches by him in the books of the contract division and the files of the inspection division of the office of the Second Assistant Postmaster-General for accurate and necessary information. He thereupon prepares requisitions (partly printed) on the appropriate mail-bag depositories for the mail-bags proper to be furnished on the applications received, stamps them with a fac-simile signature of the Second Assistant Postmaster-General, passes them to an adjoining desk where a book-keeper charges them in the book of depository accounts. On their return to him he prepares letters of advice (partly printed) to the applicants for the mail bags, informing them of the kinds, sizes, and quantity of each, ordered to be forwarded to them from the depos-

itories therein specified, requesting them to receipt for the same; he then stamps them with a fac-simile signature of the Second Assistant Postmaster-General, envelopes, addresses them, and also the requisitions previously written and connected therewith. Upon the briefed applications thus attended to he writes the final action taken and files them. He also examines the monthly statements of the mail bag depositories, the mail-bag repair shops, and the foreign exchange post-offices, showing their monthly operations with respect to mail-bags.

Another clerk is the book-keeper for mail-locks of every description (comprising several kinds and many combinations) received and issued, for accounts of contractors, for orders and expenditures, and for accounts with mail-bag depositories; he also receives and briefs all letters from postmasters applying for mail-locks, and all letters in regard to their return from service; he makes requisitions on the storekeeper of the lock-room (in another part of the building) for the quantities and descriptions of mail-locks deemed proper to be furnished on the applications received, such requisitions being written in a "requisition book" passed between him and the lock-room, from which all the mail-locks are sent out; when the requisition book is returned to him he charges in the proper books the mail-locks of the kinds and quantities entered by the storekeeper on the requisition book as having been sent, and prepares and sends to the postmasters whose applications have already been briefed and attended to, letters of advice (partly printed) referring to the quantities and particular kinds of mail-locks sent in response to their applications, and requesting receipts for the same by filling up and returning blank coupon receipts annexed to the letters of advice. He then writes on the briefed applications the final action taken thereon and files them. On return of the receipts for the locks sent they are briefed, checked on the books, and filed.

Another clerk records in full all letters entirely in manuscript sent out, and all orders and instructions involving payment of money, the same being transcribed from press-copies. He then prepares and sends out printed circulars to postmasters, instructing them in relation to disposition made of surplus mail bags and locks in good or in bad condition. He copies reports, tabular statements, and performs any other work of a miscellaneous character in the division.

Another clerk, the storekeeper of the mail-lock room, has the custody of all the mail-locks and other mail equipments; he receives and reports in writing all mail equipments delivered to the mail-lock room, whether received by mail or from the contractor; he packs up, addresses, and sends out all mail equipments in accordance with the requisition book; assists in the inspection and testing of mail-locks, mail-keys, and other mail equipments received; he puts up, directs, and prepares and sends out packages by registered mail, and receipts for all registered matter received in the mail-lock room, and reports in writing the stock of mail equipments on hand at the end of every month.

Another clerk in the mail-lock room inspects and tests the mail equipments of every description, received either from the service or from the manufacturers, and reports in writing the results thereof; his reports and those of the storekeeper are subjects of book entries by the book-keepers. The nature and uses of mail locks and keys are such as to require great care and critical scrutiny in their inspection, as exact uniformity is requisite in all of the same kind, so that any one mail-key of one hundred thousand or more shall exactly fit every one of two hundred thousand or more locks of like kind, whensoever any of them may have been made, furnished, or put into service. The arrangement or distribution of business among the clerks of this division, as hereinbefore described, is liable to be varied and somewhat mingled from time to time by circumstances. Fluctuations sometimes swell a particular class of business far beyond its ordinary limits, or the absence of one clerk in a force so small necessitates in either case the joint assistance and efforts of two, or more, or all the other clerks of the division, to prevent that branch of its business from falling in arrears.

METHODS IN MAKING CONTRACTS FOR MAIL EQUIPMENTS.

Supplies of mail equipments are manufactured and procured from time to time as needed under contracts made by the Postmaster-General with the lowest bidders after advertisements for proposals, the proceedings in making contracts of that kind being as follows:

An advertisement for sealed proposals to furnish a specific kind of mail equipments, conforming to an official sample described and exhibited, and an order to publish the same in certain newspapers, having been prepared by direction of the Second Assistant Postmaster-General and submitted to, and approved and returned by, the Postmaster-General, instructions are prepared and issued to publishers authorizing the publication of the advertisement. At the same time specifications are prepared descriptive of the article to be bid for, and specifying the requirements relating to the proposals and the provisions of the proposed contract; also forms of proposals are prepared. Such specifications and forms of proposal after having been printed

are sent out with the advertisement as published in the newspapers to all applicants for the same.

All the proposals received are taken charge of by the chief clerk of the office of the Second Assistant Postmaster-General, who, without opening any, secures them in a locked safe, where they are kept until the time fixed in the advertisement for opening them. When that time arrives the proposals are taken from the safe and delivered to the Second Assistant Postmaster-General by the chief clerk of his office. Then the Second Assistant Postmaster-General, assisted by two other officers of the Department, in the presence of bidders or their representatives, proceeds to open, read, and announce each proposal, causing each to be recorded in a book, at the same time he and his assistants mark each proposal with their initials. All the proposals, after they have been opened, read, and recorded, are turned over to the mail equipment division, where they are carefully examined and compared with the record and briefed and filed. From the abstract of bids, as recorded and verified, the lowest bid is ascertained and noted on the book, which is then submitted to the Second Assistant Postmaster-General, who submits the result to the Postmaster-General. If he signifies his acceptance of the lowest bid an order is prepared authorizing the acceptance of the same, and directing a contract to be made with the bidder in accordance with his proposal and the advertisement and specifications. This order being signed by the Postmaster-General and recorded in his journal, it is then returned to the mail equipment division, where it is copied and filed. A letter is then prepared, signed by the Second Assistant Postmaster-General, recorded and sent, giving notice to the accepted bidder of the acceptance of his proposal, and all the other bidders are notified of the result.

A contract, with bond, in accordance with the accepted proposal and the requirements of the specification, is then prepared in triplicate and sent with a letter of instructions to the accepted bidder, for him and his sureties to execute in due form. The contract with the bond on being returned by him to the Second Assistant Postmaster-General is sent to the mail equipment division, where the date of its receipt is indorsed upon it by the clerk in charge, who submits it to the Assistant Attorney-General for the Post-Office Department to indorse it, if it is in due form and properly executed. When he so indorses the same and returns it to the clerk in charge of the mail equipment division, it is taken by him to the Second Assistant Postmaster-General, who marks it with the initials of his name and submits it to the Postmaster-General, who, after signing it, causes the seal of the Post-Office Department to be thereto affixed, and returns it to the Second Assistant Postmaster-General, who then sends it back to the mail equipment division where the original is then filed, the duplicate sent with a letter to the Auditor of the Treasury for the Post-Office Department, and the triplicate is returned with a letter to the contractor for his own use and guidance.

METHODS OF ORDERING SUPPLIES OF MAIL EQUIPMENTS FROM CONTRACTORS.

Under various contracts, made in manner like the foregoing, all supplies of mail equipments are procured by orders issued to the several contractors. Such orders, as they involve payment of money, are prepared in the following manner:

The clerk in charge of the division makes up a case, briefly indorsing thereon in red ink a statement of the nature and quantities of the article needed for the service and the occasion thereof, and recommends to the Second Assistant Postmaster-General that an order for the same be issued to the contractor; he also writes below in black ink, "Approved, and respectfully submitted for the order of the Postmaster-General," and submits it to the Second Assistant Postmaster-General for his signature, through the chief clerk of his office, having previously written, also in black ink, across the case the order for the Postmaster-General to sign, authorizing the purchase in specific terms. This case, if approved by the Second Assistant Postmaster-General, is signed by him and sent for the signature of the Postmaster-General, who, signing the order, returns it to the Second Assistant Postmaster-General, who then sends it back to this division, where it is recorded and filed as the authority for the Second Assistant Postmaster-General to issue the order to the contractor. In accordance with this authority, the clerk in charge of the division prepares an order to the contractor in duplicate, and if the order be for mail-bags or mail catchers (which, unlike all other mail equipments, are not delivered and inspected at the Department), he prepares also a letter of instructions to the inspector for the inspection of the mail-bags ordered, and a letter to the postmaster at whose office the mail-bags ordered are to be delivered, advising him thereof, and instructing him to receipt for the same on their delivery. The order in duplicate and the letters relating thereto, being approved and signed by the Second Assistant Postmaster-General, they are sent back to this division, where they are recorded and the necessary entries in regard to them are made in the proper books of account. The original order is then sent to the contractor, and the duplicate to the Auditor of the Treasury for the Post-Office Department.

MODE OF PROCEEDING WITH THE BILLS OF CONTRACTORS FOR FURNISHING ARTICLES ORDERED.

After the contractor has fulfilled the order and has transmitted to the Second Assistant Postmaster-General his bill for the article so ordered and furnished, accompanied with the inspector's certificate of inspection and the postmaster's receipts, and they are sent to this division, the clerk in charge of the division examines the bill and vouchers. If he finds them to be in accordance with the contract, the order, and the instructions, and the bill correct in prices and amount, he incloses the same in a jacket or case, and writing thereon in red ink a brief general statement of the nature and amount of the bill, referring by date to the order originating the claim, he certifies to having examined the bill and found it correct. He adds below in black ink, for the signature of the Second Assistant Postmaster-General, "Approved, and respectfully submitted to the Postmaster-General for allowance," and writes across the case in black ink for the signature of the Postmaster-General, "Allow," prefixed to the amount of the bill expressed in figures. This case is submitted to the Second Assistant Postmaster-General through the chief clerk of his office. If, on examination, it is approved and signed by the Second Assistant Postmaster-General, he sends it to the Postmaster-General who returns it with his signature to the Second Assistant Postmaster-General, by whom it is sent back to this division, where the case is recorded, the proper entries made in the appropriate books of account, and it is sent to the Auditor for final settlement. A letter is then prepared by the clerk in charge of this division, addressed to the contractor, advising him of the allowance of his bill (stating the amount thereof, the articles furnished, and the date of the order under which they were furnished), and of its reference to the Auditor for settlement. This letter, like all other letters and matters prepared in this division for the consideration and signature of the Second Assistant Postmaster-General, is sent to him through the chief clerk of his office, who examines the same, and if he sees no objection, marks the same with his initials and sends it to the Second Assistant Postmaster-General, who, if he approves of it, signs the same, which, like all other matters coming from this division, and signed by him, is sent back thereto to be recorded and mailed; and this concludes all the transactions, in consecutive order, connected with an order to a contractor to furnish supplies of mail equipments of any description.

Further statements relating to this division are hereto appended, in the form of tables which are as follows, viz:

[NOTE.—Tables A, B, C, and D have been consolidated and show a detailed statement of the amount and character of business received, transacted, and disposed of during the calendar years of 1884, 1885, 1886, and 1887 (to March 1).]

There is no statement herewith of the amount and character of business pending and remaining undisposed of in this division on the first of January, 1884, 1885, 1886, and 1887 for the reason that, as the general character and condition of the business of this division is current, mostly very urgent, and not accumulated, the business remaining undisposed of, if any, on the days specified, must have been so inconsiderable in amount and character, and must have been finally disposed of so soon thereafter as to have occasioned no account to be taken from which a statement of it can now be made. On the 1st day of March, 1887, the only unfinished business pending was the transcribing from the book of press-copies into the letter-book of about thirty letters sent out, and a less number of letters received.

Tables E, F, G, and H are detailed statements showing the average amount and character of business performed, transacted, and disposed of by the employés in this division during each month in the calendar years of 1884, 1885, 1886, and from January 1 to March 1, 1887.

There is herewith no statement showing the maximum and minimum amount of business transacted and disposed of by the employés in this division during the most and the employé doing the least during the calendar years of 1884, 1885, 1886, and from January 1 to March 1, 1887, because no account thereof was taken nor required to be taken, and as this division is small and its business of a varied and peculiar character, all current and more or less urgent and transacted and disposed of immediately, and as no two employés perform business of the same nature and kind, there was no ratio for determining the relative amount of business done by any two of them, having a just regard to the varied time, care, and labor necessarily involved in its performance.

Table I is a detailed statement of the average number of employés in this division during each month in the calendar years 1884, 1885, 1886, and from January 1 to March 1, 1887.

Table J is a detailed statement of the average number of employés present and devoting their time and attention to the consideration of business during each month in the calendar years 1884, 1885, 1886, and from January 1 to March 1, 1887.

Table K is a statement showing the average number of days of the employés and the time and attention devoted to the consideration and transaction of business (within the prescribed working hours) during the periods specified,

Table L is a statement showing the maximum number of days devoted to business (within the prescribed working hours) by the employé present for the greatest number of days and also the minimum number of days devoted to business (within the prescribed working hours) by the employé present for the least number of days during the periods specified.

Table M is a statement showing the average number of days of the employés and the time and attention devoted to the consideration and transaction of business (including "extra time" outside the prescribed working hours) during the period specified.

Table N is a statement showing the maximum number of days devoted to business (including "extra time" outside the prescribed working hours) by the employé present for the greatest number of days and also the minimum number of days devoted to business (including "extra time" outside the prescribed working hours) by the employé present for the least number of days during the periods specified.

[Consolidated substitute for Tables A, B, C, and D.]

The following statement shows the amount and character of business received, transacted, and disposed of in the mail-equipment division of the office of the Second Assistant Postmaster-General during the calendar years 1884, 1885, 1886, and 1887 (to March 1):

Business transacted.	1884.	1885.	1886.	1887 (to Mar. 1).
Letters received, briefed, attended to, and filed.....	28,497	24,823	43,927	6,031
Letters (entirely in manuscript) prepared, press-copied, recorded, and sent out.....	1,171	1,147	1,210	220
Letters (subject of book-entries) written on partially printed forms sent out.....	9,699	26,115	41,998	3,403
Circular instructions dated, addressed, and sent out.....	16,350	14,026	62,179	8,046
Orders of Postmaster-General prepared and recorded.....	116	67	140	11
Accounts examined.....	1,581	1,563	1,954	308
Book-keeping: Books in daily use for entries.....	34	36	37	37
Complete book-entries.....	48,129	36,173	55,587	10,674
Mail-keys received, inspected, and tested.....	73,551	71,413	70,028	20,520
Mail-keys received, inspected, and tested.....	800	1,300	3,000	50
Mail-bag label-cases received, inspected, and tested.....	21,000	10,000	24,315	5,418
Mail-bag cord-fasteners received, inspected, and tested.....	45,717	45,717	151,272	23,911
Mail-key safety-chains received and inspected.....	2,000	500	10,500
Mail-locks packed, directed, and sent off.....	53,968	68,444	72,828	18,469
Mail-keys (separately packed) registered, directed, and sent out.....	5,247	3,445	5,842	1,170
Mail-key chains issued.....	5,100	3,302	5,645	1,150
Mail-bag label-cases packed, directed, and sent off.....	22,011	14,450	25,800	3,000
Mail-bag cord-fasteners packed, directed, and sent off.....	45,717	45,717	151,272	23,911
Specifications relating to advertisements for proposals prepared.....	4	13	4
Contracts prepared.....	12	29	12

[Note by Committee: The following table or sheet has been compiled from and substituted for four sheets or tables in report, giving the amount of each item of business transacted each month in the years named, but not the totals for each month, only for the year, in the mail-equipment division.]

Character of business.	In calendar year 1884.	In calendar year 1885.	In calendar year 1886.	In calendar year 1887, to March 1.
Letters received, briefed, attended to, and filed.....	28,497	24,823	43,927	6,031
Letters (entirely in manuscript) prepared, press-copied, recorded, and sent out.....	1,171	1,147	1,210	220
Letters (subject of book-entries) written on partly printed forms and sent out.....	9,699	26,115	41,998	3,403
Circular instructions dated, addressed, and sent out.....	16,350	14,026	62,179	8,046
Orders of Postmaster-General prepared and recorded.....	116	67	140	11
Accounts examined.....	1,581	1,563	1,954	308
Complete book-entries.....	48,129	36,173	55,587	10,674
Mail-keys received, inspected, and tested.....	73,551	71,413	70,028	20,520
Mail-keys received, inspected, and tested.....	800	1,300	3,000	50
Mail-bag label-cases received, inspected, and tested.....	21,000	10,000	24,315	5,418
Mail-key safety-chains received and inspected.....	2,000	500	10,500
Mail-locks packed, directed, and sent out.....	53,968	68,444	72,828	18,469
Mail-keys (separately packed) registered, directed, and sent out.....	5,247	3,445	5,842	1,170
Mail-key chains issued.....	5,100	3,302	5,645	1,150
Mail-bag label-cases packed, directed, and sent off.....	22,011	14,450	25,800	3,000
Mail-bag cord-fasteners received, inspected, and tested.....	45,717	45,717	151,272	23,911
Mail-bag cord-fasteners packed, directed, and sent off.....	45,717	45,717	151,272	23,911

TABLE I.

The following statement shows the average number of clerks in the mail-equipment division of the office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified :

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884.....	9	8	9	9	8	8	8	8	8	8	8	8
1885.....	8	8	8	8	8	8	8	8	8	8	8	8
1886.....	8	8	8	8	8	8	8	8	8	8	8	8
1887 (to March 1).....	8	8

TABLE J.

The following statement shows the average number of clerks actually employed* in the mail-equipment division of the office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified :

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884.....	7	7-	8-	9-	8-	7+	8-	6+	7-	7+	6+	7+
1885.....	7+	7+	8-	8-	8-	8-	8-	7-	7+	8-	8-	7-
1886.....	8-	8-	7+	8-	8-	7+	7+	7+	7-	7-	7-	7+
1887 (to March 1).....	8-	8-

* Not prevented by absence from sickness, &c., from devoting their whole time and attention to the business of this division.

TABLE K.

The following statement shows the average number of days of each employé and the time and attention devoted to the consideration and transaction of business within the prescribed working hours) during the periods specified by the employés in the mail equipment division of the office of the Second Assistant Postmaster-General, Post-Office Department :

Calendar year.	Number of employés.	Number of working days.	Average number of days present.	Average number of hours employed daily.	Number by proxy.
1884.....	8	307	278.25	7	0
1885.....	8	303	281.85	7	0
1886.....	8	305	280.69	7	0
1887 (to March 1).....	8	48	46.04	7	0

TABLE L.

The following statement shows the maximum number of days devoted to business (within the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (within the prescribed working hours) by the employé present for the least number of days, in the mail equipment division of the office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified :

	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum number of days.....	307	299	296 $\frac{13}{7}$	48
Minimum number of days.....	234*	273	269 $\frac{5\frac{1}{2}}{7}$	41 $\frac{4\frac{1}{2}}{7}$

* Absent on account of sickness 63 days.

TABLE M.

The following statement shows the average number of days of each employé and the time and attention devoted to the consideration and transaction of business (including "extra time" outside of the prescribed working hours) during the periods specified by the employés in the mail equipment division of the office of the Second Assistant Postmaster-General, Post-Office Department :

Calendar year.	Number of employés.	Number of working days.	Average number of days present.	Average number of hours employed daily.	Number by proxy.
1884	8	307	287.38	7	0
1885	8	303	293.20	7	0
1886	8	305	284.50	7	0
1887 (to March 1)	8	48	46.18	7	0

TABLE N.

The following statement shows the maximum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the greatest number of days, and also the minimum number of days devoted to business (including "extra time" outside of the prescribed working hours) by the employé present for the least number of days, in the mail equipment division of the office of the Second Assistant Postmaster-General, Post-Office Department, during the periods specified :

	1884.	1885.	1886.	1887 (to March 1).
Maximum number of days	378 $\frac{2}{7}$	389 $\frac{4}{7}$	320 $\frac{1}{7}$	48 $\frac{2}{7}$
Minimum number of days	*23 $\frac{1}{4}$	273 $\frac{1}{7}$	269 $\frac{5}{7}$	41 $\frac{4}{7}$

* Absent on account of sickness 63 days.

THE RAILWAY MAIL SERVICE.

To this office is assigned the appointment and general control of all postal clerks employed on railroads or steamboats together with those detailed to take charge of the transfer of mails at important railroad centers or to clerical duty in the various offices connected with this service. It directs the distribution and dispatch of mails in all the post-offices in the country, furnishes schemes of distribution and general information regarding railroad schedules and connections, so that the vast daily volume of mail matter may be transported from the mailing post-office to destination with the greatest possible dispatch. It recommends, wherever deemed necessary, the establishment of service on new lines of railroad, and sees that the facilities upon old lines keep pace fully with the increase of business and the growth of the country. It superintends the weighing of the mails and the appointment of weighers upon all railroad and steamboat lines. It also decides what amount of space is necessary on these lines for the proper separation of the mails, furnishing railroad companies with plans, specifications, and all needed information regarding the fitting up of cars and apartments, to the end that they may best meet the requirements of the service. It sees that the necessary equipment is furnished in the way of locks, pouches, sacks, keys, mail-catchers, twine, paper for facing slips, &c. It makes recommendation for the establishment of through registered pouch and inner-registered sack exchanges, and furnishes the postmasters from whose offices such pouches or sacks are dispatched with lists showing what matter should be placed therein. In a word, this office directs the distribution, dispatch, and transportation of all mail throughout the country.

This work is in charge of a general superintendent, who has, as assistants, nine division superintendents, who are located at Boston, New York, Washington, Atlanta, Cincinnati, Chicago, Saint Louis, San Francisco, and Cleveland; and sixty-one chief clerks, stationed at important railroad centers throughout the country. Although

the four thousand six hundred and eighty-five postal clerks employed in this service are under the immediate charge of the division superintendents and chief clerks, who are held accountable for their proper instruction, examination, and performance of duty, these superintendents and chief clerks are not authorized to appoint, remove, promote, transfer, or even suspend postal clerks (unless for a serious breach of discipline), without submitting their cases to the general superintendent for his decision. Briefly, the general superintendent issues all orders for the appointment, promotion, transfer, and dismissal of clerks; recommends the establishment of service on new lines of railways and steamboats; the extension or curtailment on lines already existing; the increase or diminution of facilities for a proper separation; the promulgation of schemes of distribution and dispatch of mails; the interchange of through registered pouches and inner-registered sacks; and the division superintendents and chief clerks are expected to put them into effect.

The above explanation was deemed necessary to a clear understanding of the following statement of the methods of transacting business in the office of the general superintendent of the Railway Mail Service in Washington, which comes more particularly within the scope of the present inquiry.

A list of the officers and clerks in this office, arranged in the order of their compensation, is given in table below.

It will be noted that the force in this office consists of fourteen men, all of whom have been appointed as railway postal clerks upon different lines and detailed to office duty. Being graded and paid as postal clerks, they do not form a part of the Departmental force provided for in the legislative, executive, and judicial appropriation bill. With this limited force no elaborate system of organization is practicable or necessary; but with a view to promptly and systematically dispatching each day's work the business is assigned as follows:

	Salary.
T. E. Nash, general superintendent.....	\$3, 500
Alex. Grant, chief clerk, general supervision of office.....	1, 400
E. J. Fuller, in charge of appointments.....	1, 400
James L. Richardson, assistant in charge of appointments.....	1, 150
James S. Gray, in charge of bulletin and requisitions.....	1, 400
J. W. Hollyday, in charge of applications for appointment.....	1, 400
W. D. McFarland, in charge of files and records.....	1, 400
S. A. Dougherty, in charge of railroad schedules and connections.....	1, 400
Thomas P. Graham, in charge of leaves of absence, acting clerks, and annual report.....	1, 400
E. Wheeler, in charge of supplies.....	1, 300
G. B. Clark, stenographer and type-writer.....	1, 300
A. H. Galt, stenographer and type-writer.....	1, 300
Ch. C. Tucker, stenographer and type-writer.....	1, 000
G. W. Jackson, messenger and type-writer.....	1, 000
G. C. F. Rogers, messenger.....	900

The work of the office is distributed as follows:

Chief clerk.—General correspondence and charge of office force, together with supervision, and assignment of work. The mail is opened and read at this desk, answered or apportioned out to other clerks if it relates to the particular work assigned them. Outgoing mail, excepting that relating to appointments, is examined at this desk, and all errors corrected before submitting it to the general superintendent for his signature. Samples of all fourth-class matter of a doubtful nature are here examined and decision rendered as to whether the matter shall be admitted to the mails or not; and, if admitted, what restrictions shall be placed upon it to insure its safe transmission and to guard against injury to other mail matter or to the persons of those handling the same.

Appointment clerk (with assistant).—At this desk are kept the appointment books, showing, by lines, all of the clerks in the service; name, residence, age, salary, pay office, and when appointed; if promoted, transferred, reduced, or removed, the date of such change. Here all orders of appointment are made; accompanying each of these orders is a letter of notification to the person appointed (forwarded through his division superintendent, together with a copy of the book of instructions and a blank oath), a notice to the paying postmaster, and a notice to the person upon whose recommendation the appointment is made. All orders for promotion, reduction, resignation, or removal are followed by a notice to the paying postmaster of action taken. Oaths, when properly filled out by the clerks, are returned to this desk, examined, forwarded to the inspection division of the Second Assistant Postmaster-General's office, and notice of receipt sent to the paying postmaster. A change in the pay office of any clerk necessitates a notice to the division superintendent, the inspection division of the Second Assistant Postmaster-General's office, and the Sixth Auditor. Circulars notifying division superintendents of the expiration of the

probationary appointment of each clerk are also sent from this desk. The appointment clerk keeps a file of all orders establishing service on new railroads and makes out the orders for the establishment of railway post-office service on such roads, if such be necessary. He also keeps a set of reports (called "reorganization sheets," made up by division superintendents, showing the assignment of clerks on each line in the country by crews, the number of clerks in each crew, average daily mileage, and pay. These reports are forwarded by division superintendents with every recommendation for a change in class or pay of any clerk. A record is here kept of all clerks detailed to other than road duty.

Daily bulletin and requisitions.—The clerk at this desk has charge of the preparation of matter for the daily bulletin in which all orders of the Postmaster-General, the general superintendent of Railway Mail Service, and any other of the Bureaus of the Department are published. It contains a list of all post-offices established or discontinued each day; changes in name or site of post-offices; all orders affecting railroad, steamboat, star, and mail-messenger service; changes in schedules on mail routes; a list of all postmasters commissioned, and other official information. To this clerk is referred all orders from division superintendents for schemes of distribution, stationery, blank forms, &c., and he prepares requisitions for the same upon the Public Printer through the division of post-office supplies of the First Assistant Postmaster-General's office. He attends to the orders for postmarking and name stamps for the clerks, printed wooden labels, photograph commissions, and admits to postal cars. He is also required to keep a record of all recommendations from division superintendents for additional clerks and car space.

Applications for appointment.—To this desk are referred all applications for appointment, and the clerk in charge acknowledges, records, and properly files them in alphabetical order by States and Territories. The number of applications given in the annexed table conveys but a faint idea of the amount of work performed, as additional papers, recommendations, and inquiries are continually being forwarded by applicants which involve nearly as much labor as the originals. If all the information in connection with an application is not furnished, a circular is sent the applicant informing him of that fact; and, upon receipt of such information, a notice is sent him that his papers have been properly filed to await consideration. The clerk at this desk keeps the journal of all appointments and changes in the service; makes duplicate copies of the same, one being forwarded to the Second Assistant Postmaster-General (division of inspection), and the other to the Sixth Auditor. He files all papers in the nature of "merits" or "demerits" for or against clerks, also applications for promotion or transfer that may come to this office.

Files and records.—As supplementary to the record of outgoing mail, as contained in the letter-press books, this clerk keeps a record of all papers relating to this service, to which simply reference-slips are attached, noting upon file-slips prepared for that purpose the origin and date of the papers, the subject-matter, the full text of the remarks made thereon in this office, and where sent; he files all miscellaneous papers and reports, and keeps a record of the same.

Railroad schedules and connections.—From reports received from division superintendents, transfer clerks, and clerks on lines, the clerk in charge of this desk keeps a record of the running of mail trains on all the great through lines of the country, showing the schedule and actual time of arrival and departure of such trains, together with the causes of all delays and missed connections. The number of these train reports received each day is 79, covering service performed by 281 trains over 12,205 miles of road. An examination of these books will show the nature of service performed by the various roads, whether good or poor, and enables this office to keep better informed as to the condition of affairs, so far as the running of trains on trunk lines is concerned, than it possibly could by any other system. This record also indicates the time upon which mails are transported under special contract with the Department, growing out of the "special facilities appropriation," the object being to have information always at hand upon which to determine how far any particular line is performing service of a special character for which additional compensation is paid. From this desk emanate all recommendations to the Third Assistant Postmaster-General for the establishment of through registered pouch and inner-registered sack exchanges, together with schemes showing what matter should be forwarded in such exchanges, the trains and routes by which they should be dispatched, and the necessary instructions to postmasters at exchange offices. This clerk also examines the names proposed for new post-offices, to see that they do not conflict with the names of offices already established, so as to avoid the missending, and consequent delay, of mail matter by reason of similarity of names. He records all changes in dispatch of mails from one through line to another; this must be carefully watched, and unnecessary changes guarded against, else the railroad companies interested would be justified in making demands for a reweighing of mails on their lines, thereby involving the Department in greatly increased expenditures.

Leaves of absence, acting clerks, annual report, &c.—This clerk has charge of the granting of all leaves of absence beyond the limit allowed to be granted by division superintendents, which is sixty days in any one calendar year. He passes upon applications for the employment of acting railway postal clerks, and prepares orders for their employment when additional temporary help is needed. In regard to the above items a word of explanation may be necessary.

It sometimes happens that lines are deprived of the services of regular clerks by reason of injuries sustained on duty, resignations, removals, expiration of appointment, &c., and that the service cannot be properly performed without assistance on such lines.

Whenever it becomes necessary to employ an acting clerk to keep up the run of a regular employé, the division superintendent recommends for temporary employment some one whom he knows to be competent to discharge the duties on the line. If the reasons stated in the recommendation referred to are satisfactory to the general superintendent the same is approved and recorded, and a suitable recommendation is made and it, together with all the papers in the case, forwarded to the Second Assistant Postmaster-General for his action. Upon receipt from his office of a letter of advice to the effect that the employment of the acting clerk has been authorized, and the paying office instructed accordingly, the facts are recorded in the books of this office, and the letter of advice is transmitted to the division superintendent for his information. When the acting clerk commences and ceases service the paying office is duly notified by the division superintendent, who also sends duplicates of such notices to this office. After recording the duplicate notices (opposite the original entries) in the register, they are transmitted to the Auditor to be considered in connection with the accounts of the paying office. The records of this office then being complete, the amount due the acting clerk for the services rendered is figured and charged in the expense account kept by this office.

Recommendations for leaves of absence, without additional expense to the Department, are made by division superintendents for various reasons, with the understanding that the clerk applying for leave will furnish, at his own expense, a suitable and competent substitute. Such recommendations are considered by this office, and, if satisfactory, are approved by the general superintendent, who transmits them to the Second Assistant Postmaster-General with a suitable recommendation, and the letter of advice from his office, when received, is recorded and transmitted to the division superintendent.

In addition to the other duties assigned to this desk is that of keeping the expense account of the service under the appropriation for the pay of railway postal clerks. All orders affecting the pay of postal clerks, as, for instance, by appointment, resignation, removal, expiration of appointment, declination, or from any other cause which would either increase or decrease the balance of the appropriation, must be considered separately. This account is opened by taking a count of the number of clerks in the service on the first day of July of each year and computing their salaries for the entire fiscal year following, the total amount being then divided into four equal parts. Each quarter of the fiscal year is then charged with one-fourth of the whole amount. All changes occurring thereafter are computed up to the close of the current fiscal year by quarters, and the amount is accordingly debited or credited, as the case may be. This account is so kept that the general superintendent can at any time ascertain the condition of the appropriation provided by Congress for the payment of salaries of railway postal clerks.

From July 1 to October 30 of each year the time of this clerk is taken up almost exclusively in the preparation and tabulation of statistics relative to the service, which information accompanies the annual report of the general superintendent to the Postmaster-General. This work must be prepared with the greatest care, and demands not only his unremitting attention, but also requires the placing of additional help upon this desk during the period named.

Supplies.—This clerk has charge of the room in which are stored all the standard blanks furnished by the Department for the use of the service. He attends to the filling of orders and shipment of the same, the registering of all valuable supplies, and of all signal-service instruments which, by an understanding with the War Department, are forwarded to destination in charge of postal clerks and handled in much the same manner as registered mail.

Stenographers.—There are in the office three stenographers and type-writers; one at the general superintendent's desk, one with the chief clerk, and one who assists the clerk in charge of through registered pouches, railroad connections, &c. These clerks devote themselves almost exclusively to stenographic work.

Messengers.—There are two messengers, one of whom is a type-writer and does considerable clerical work.

Specimen examples of principal business matters transacted in the office of the general superintendent of the railway mail service, showing the various steps taken and the several persons through whose hands it passes from origin to close in each case.

EXHIBIT A.—*Establishment of new service.*

The contracting for the carrying of mails upon any railroad or steamboat line devolves upon the office of the Second Assistant Postmaster-General, who calls on the general superintendent of railway mail service to report as to the necessity for the establishment of the service. This course is deemed advisable from the fact that the railway mail service, having agents in every section of the country whose business it is to watch closely the movement of the mails and the building of railroads with a view to giving the public the best possible service, is best able to judge of the advantage to be gained by the placing of service upon any new line. To better illustrate this, and at the same time show the method pursued and the time consumed in this very important branch of the departmental work, the following brief outline of the correspondence in connection with the establishment of service on the branch of the Chicago and Northwestern Railroad from Caledonia to Spring Valley, Ill., is given :

- December 14, 1885. The Second Assistant Postmaster-General writes informing the General Superintendent of Railway Mail Service that service is proposed upon this line and asks if, in his judgment, such service is needed.
- December, 15, 1885. Letter above mentioned received by chief clerk Railway Mail Service, referred to James E. White, Superintendent Railway Mail Service, Chicago, Ill., with instructions to look into this matter carefully and make report. Papers sent to file clerk, who makes record of the same, showing origin with date, to whom sent, with reference of this office in full ; returned to chief clerk, examined, and sent to General Superintendent's desk for signature.
- December 18, 1885. Superintendent White reports that, in his opinion, service should be established, and gives his reasons therefor, showing the schedule of the new line, what towns it will supply, what connections it will make with other lines, and the consequent advantages to be gained over the present service, together with a statement of what reduction of present star service can be made in the event of his recommendation being carried out. He also states that if service is established the appointment of a postal clerk will be necessary.
- December 21, 1885. Received by chief clerk Railway Mail Service, examined, and submitted to General Superintendent.
- December 22, 1885. General Superintendent approves recommendation of Superintendent White for the establishment of service, and returns papers to chief clerk's desk, from whence they go to the clerk having charge of the record of recommendations for establishment of new service, who makes proper entry upon the record and returns papers to chief clerk by whom they are forwarded to the Second Assistant Postmaster-General, Division of Railway Adjustments, with recommendation of the General Superintendent that service be established. The file clerk then makes note of the return of the papers and their reference, after which they are checked by the chief clerk, signed by the General Superintendent, and sent into the mailing room to be properly forwarded to the Second Assistant Postmaster-General, Division of Railway Adjustments.
- March 2, 1886. Second Assistant Postmaster-General writes notifying the General Superintendent that service has been established to take effect March 15, 1886.
- March 3, 1886. Papers received at chief clerk's desk, examined, and passed on to the appointment clerk to be submitted to the General Superintendent in connection with the recommendation of Superintendent White, above noted, that the appointment of a clerk will be necessary upon the new line.

EXHIBIT B.—*Establishment of the railroad post-office service.*

The Second Assistant Postmaster-General, having, as shown in Exhibit A, authorized the carrying of mails upon the line from Caledonia to Spring Valley, Illinois, and the Superintendent of the sixth division of Railway Mail Service, Chicago, Ill., to whose charge the new line will be assigned, having recommended the appointment of a clerk, the general superintendent, upon—

- March 4, 1886, submitted all papers in the case to the Postmaster-General. These papers contained a recommendation from Superintendent White, dated December 17, 1885, that in the event of service being established on the new line, William Reed be transferred to it from the Chicago & Burlington railway post-office, and the new appointment made to the latter line. The Postmaster-General approved the recommendation for transfer, and directed that H. A. Brown, of Sycamore, Ill., be appointed, vice Reed, transferred.
- March 5, 1886. Papers sent to the appointment desk.
- March 6, 1886. Appointment clerk makes up order transferring Reed from the Chicago and Burlington Railway post-office, to the Caledonia and Spring Valley Railway post-office, and an order appointing H. A. Brown, a railway postal clerk in the Chicago & Burlington Railway post-office, for a probationary period of six months. The cases are entered in the appointment books, and a letter notifying Reed of his transfer and Brown of his appointment, which letters having been signed by the General Superintendent, are forwarded to the Superintendent at Chicago, Ill., in whose office a record is made of the same and the letters forwarded to the parties addressed. With the letter of appointment to Brown is inclosed a copy of the book of instructions to railway postal clerks, as also a blank oath. A circular is also filled out and sent to the division superintendent, showing the date when Brown's probationary appointment will expire. A letter is sent to the person upon whose recommendation Brown was appointed, informing him of the appointment. Notice of the establishment of the Caledonia & Spring Valley Railway post office is sent to the Second Assistant Postmaster-General, division of inspection, for his information, and a duplicate of the same is made for insertion in the daily bulletin.

- March 7, 1886. The orders of appointment and transfer are handed to the clerk having charge of the daily journal showing changes in the service, by whom they are entered upon the journal, a transcript of which is made each day in duplicate, one copy being forwarded to the Second Assistant Postmaster-General, division of inspection, and the other to the Auditor of the Treasury for the Post-Office Department. The orders of appointment and transfer are then taken to the journal room to be entered upon the Postmaster-General's journal, compared, and brought back to this office for filing.
- March 17, 1886. Superintendent White notifies the general superintendent that Reed ceased service in the Chicago and Burlington railway post-office, March 14, 1886, and commenced service in the Caledonia and Spring Valley railroad post-office March 15, 1886; also that Brown commenced service in the Chicago and Burlington railway post-office March 15, 1886. He also forwards oath of Brown properly filled out.
- March 19, 1886. Above notices and oath received. Notices sent to the Auditor of the Treasury for the Post-Office Department. Note taken and paying postmaster notified of receipt of Brown's oath, and the same forwarded to the Second Assistant Postmaster-General, division of inspection.

EXHIBIT C.—*Establishment of through registered pouch exchange.*

- November 20, 1886. Superintendent Warfield, Saint Louis, Mo., recommends the establishment of a through registered pouch exchange between Kansas City, Mo., and New York, N. Y., giving schedule of arrival and departure at each office, together with an estimate of the number of packages that will be included in such exchange daily, and schemes showing what matter should be included in the pouches for each office.
- November 23, 1886. Above recommendation received in the office of general superintendent and sent from chief clerk's desk to desk of clerk in charge of through registered pouch exchanges.
- February 9, 1887. Letter written by clerk in charge of through registered pouch exchanges, addressed to the Third Assistant Postmaster-General, recommending that the above exchange be established, giving schedule of arrival and departure, and the estimated number of packages to be exchanged daily each way.
- (NOTE.—The papers in this case were held in this office from November 23, 1886, to February 9, 1887, owing to the fact that the Third Assistant Postmaster-General notified this office that in consequence of the inability of the mail equipment division to procure the rotary locks used on these through registered pouches no exchanges could be ordered.)
- February 12, 1887. Letter from the Third Assistant Postmaster-General notifying the general superintendent of the establishment of an exchange of through registered pouches between Kansas City, Mo., and New York, N. Y., upon a schedule recommended by him, to go into effect March 7, proximo.
- February 21, 1887. Clerk in charge of through registered pouch exchanges notifies the postmasters at New York, N. Y., and Kansas City, Mo., that the Third Assistant Postmaster-General has established a through registered pouch exchange between their offices, to go into effect March 7, 1887, and furnishes them with a scheme showing what matter should be included in the exchange from their respective offices.
- February 24, 1887. Postmaster at New York, N. Y., acknowledges the receipt of the above letter of instructions; states that the necessary orders have been issued to carry the same into effect.
- February 27, 1887. Postmaster at Kansas City, Mo., acknowledges the receipt of letter of instructions regarding exchange of through registered pouches between his office and New York, N. Y.; states that the necessary orders have been issued.

EXHIBIT D.—*Leave of absence and employment of acting clerk.*

- April 27, 1886. Superintendent Warfield, Saint Louis, Mo., reports that the Albuquerque and Los Angeles railway post-office, west bound, leaving Albuquerque, N. Mex., April 16, 1886, was wrecked 1 mile east of Ash Fork, Ariz., and clerk A. D. Gogin very seriously injured; describes injuries in detail, and states that it will probably be several months before he will be able to resume service.
- April 29, 1886. Above report received in office of general superintendent, and filed to await formal report from Superintendent Warfield regarding leave of absence for Mr. Gogin.
- April 30, 1886. Letter from Superintendent Warfield referring to his report of April 27 regarding casualty to the Albuquerque and Los Angeles railway post-office, wherein clerk A. D. Gogin was seriously injured, and recommending that he be given a leave of absence for sixty days, from April 18, 1887, inclusive, and that the postmaster at Albuquerque, N. Mex., be instructed to pay W. S. Pollock as acting clerk for such service as he may perform from April 21, 1886, vice Gogin, injured. This recommendation is accompanied by a sworn certificate from the physician in attendance upon Mr. Gogin showing the nature and extent of his injuries.
- May 2, 1886. Received the above letter in office of general superintendent; examined by chief clerk, approved by general superintendent, and sent to clerk in charge of leaves of absence and acting clerks.
- May 3, 1886. Papers referred to Second Assistant Postmaster-General, division of inspection, approving the recommendation of Superintendent Warfield. As this recommendation involves the employment of an additional man as acting clerk, a letter is made out covering the above recommendation and signed by the Postmaster-General; proper record is made of these papers at the file desk and, after being examined by the chief clerk and approved by the general superintendent, they are forwarded to the Second Assistant Postmaster-General, division of inspection.
- May 6, 1886. Letter from Second Assistant Postmaster-General authorizing leave of absence for sixty days for Gogin on account of injuries received in the service, and stating that the postmaster at Albuquerque, N. Mex., had been instructed to pay W. S. Pollock as acting clerk for such service as he may perform from April 21, 1886, vice Gogin.
- May 7, 1886. Above letter received from Second Assistant Postmaster-General, sent by chief clerk to clerk having charge of leaves of absence and acting clerks, by whom record is made of the authority granted and papers referred to Superintendent Warfield for his information. Note is also made of these papers at the file desk, and, after examination by the chief clerk, they are signed by the general superintendent and properly forwarded.
- May 5, 1886. Superintendent Warfield notifies general superintendent that W. S. Pollock, acting railway postal clerk, vice A. D. Gogin, Albuquerque and Los Angeles railway post-office, injured, began service April 21, 1886.
- May 7, 1886. Above notice received; note taken of same by clerk in charge of leaves of absence and the same forwarded to the Auditor of the Treasury for the Post-Office Department.
- June 17, 1886. Superintendent Warfield notified general superintendent that W. S. Pollock, acting railway postal clerk between Albuquerque, New Mex., and Los Angeles, Cal., vice A. G. Gogin, injured while on duty April 10, 1886, ceased service June 16, 1886.
- June 19, 1886. Above notice received; note taken by the clerk in charge of leaves of absence and acting clerks, and notice forwarded to the Auditor of the Treasury for the Post-Office Department.

Statement regarding nature and amount of business pending at the beginning of each of the periods named in the inquiry and disposed of during each of said periods.

The nature of the business transacted in this office is of such a character that no accumulation could occur without serious detriment to the service in every part of the country, and the clerical force is organized with a view to dispatching each day's requirements before the close of business, and practically this is done. It will frequently happen that in conducting a business requiring correspondence with the remotest parts of the country some cases must be held for additional information or investigation, but this office exerts due diligence to avoid unusual and unnecessary delays, and when they do occur, as is occasionally the case, they are unavoidable, arising as they do principally from the long distances to be traversed or the dilatoriness of correspondents over whom this office has no control, but I think I am justified in saying that within the scope of the present inquiry this office has not now, nor has it had at any of the periods named by the committee, any unfinished business.

Tables appended hereto will show the amount of business transacted during the several periods embraced in the inquiry, the number of clerks employed and time employed, together with the average number of days absent. These tables, taken in connection with the detailed statement of nature and apportionment of work, will show the amount performed by each clerk.

The following statement shows the amount of different kinds of work performed in office of general Superintendent of Railway Mail Service during the years 1884, 1885, 1886, and 1887 (to March 1):

	1884.	1885.	1886.	1887.
1. Outgoing letters	14,371	14,406	13,282	2,141
2. Orders of appointment, removal, promotion, &c.	3,737	4,221	4,470	677
3. Oaths received and postmasters notified	1,317	1,768	1,695	296
4. Orders establishing new service	51	30	31	23
5. Orders changing and extending service	73	53	66	28
6. Notices of expiration of probationary appointments	1,317	1,768	1,695	296
7. Weight circulars recorded	566	795	420	368
8. Printed wooden labels	905,100	750,000	600,000	22,600
9. Requisitions for same	899	821	343	19
10. Annual audits	820	1,380	828	677
11. Photograph commissions	2,369	2,932	3,150	3,021
12. Postmarking stamps	971	828	879	154
13. Name stamps	385	333	593	34
14. Requisitions on Public Printer	664	690	453	73
15. Recommendations for additional force and space	None	501	323	512
16. Applications for appointment	2,825	3,119	4,009	801
17. Communications received, recorded, and referred	22,696	25,474	25,188	3,806
18. Through registered pouch exchanges established	158	168	110	24
19. Pages of manuscript written	790	840	550	120
20. Inner-registered sack exchanges established	(*)	224	160	162
21. Pages of manuscript written	1,120	800	800	810
22. Names of post-offices approved	1,795	3,119	4,672	795
23. Names of post-offices disapproved	518	1,247	1,868	318
24. Number of acting clerks	246	435	534	105
25. Number of leaves of absence	287	233	315	31
26. Number of packages registered	1,937	1,928	1,737	471

* The system was not in operation until November 1, 1885.

† The establishment of inner-registered sack exchanges was suspended from January 1, to November 1, 1886, owing to insufficiency of equipment in possession of the Department.

[Note by Committee: The following table has been compiled from and substituted for two sheets, giving records of railway postal clerks, with names of each, days present and absent, and overtime opposite. The totals alone are given below.]

Years.	Total days present.	Total days absent.	Days overtime worked.	Number of employes present.	Maximum days present.	Minimum days present.
1884.....	4,131	476	132	16	293	85
1885.....	4,257	289	105½	19	301	40
1886.....	4,075	206	74	15	304	7
1887 (to March 1)	663	9	11½	14	48	43

[Note by Committee: The minimum in 1884 was of one who ceased work April 19, and, in 1885, was of one who began January 12 and quit March 1, and, in 1886, was of one who quit January 10.]

As has been explained before, the clerks in this office are appointed as railway postal clerks and do not belong to the regular departmental force. No claim has therefore ever been made for the regular thirty days' leave in each year allowed the other clerks in the Department, but leaves of absence have been granted for such periods and at such times as the work in the office would admit of, each clerk usually being allowed fifteen days' continuous leave. By the tables above the number of days absent for the years 1884, 1885, and 1886 averages seventeen (17) days in each year for each clerk. The amount of overtime simply shows the extra time put in evenings, Sundays, and holidays.

Leaves for a single day or a portion of a day, on account of sickness or for personal reasons, are granted at the discretion of the chief clerk.

OFFICE OF THE THIRD ASSISTANT POSTMASTER-GENERAL.

This office, which is under the general management of the Third Assistant Postmaster-General, comprises the following-named divisions:

- (1) Office of the chief clerk, who has under his immediate control one subordinate clerk, and an assistant messenger.
- (2) Finance division, consisting of a chief of division and seventeen clerks.
- (3) Stamp division, consisting of a chief of division, forty-five clerks, one assistant messenger, and six laborers.
- (4) Registration division, consisting of a principal clerk and six subordinate clerks.
- (5) Division of files and mails, consisting of a principal clerk and four subordinate clerks.

OFFICE OF THE CHIEF CLERK.

Character of business.—The business of this division comprehends a general supervision and direction of the work of the whole office; the preparation of some of the most important parts of its correspondence, and of all correspondence not directly relating to the work of the other divisions; the examination and correction of all letters prepared in those divisions for the signature of the Third Assistant Postmaster-General; the keeping of the roster of employés, and of records of absentees; the final count and destruction of stamps received from postmasters in payment of registry fees which they have failed to properly collect; the audit of accounts of money deposited in the Treasury through the finance division; the superintendence of the special delivery system, including the tabulating and recording of its statistics; and the general transaction of all miscellaneous business coming into the office.

Method of transacting business.—The work of the division that is not of a supervisory or instructional character is performed as follows: The chief clerk examines all the more important letters and papers as they arrive in the office, and appertions them amongst the several divisions; prepares the correspondence of his own division and such other important correspondence as he may prefer to retain, or as may be turned over to him by the Third Assistant Postmaster-General, all of which is then transcribed by the subordinate clerk or clerks; examines and corrects all the other correspondence of the office; assists in the count and destruction of stamps received from postmasters, and audits the accounts of money received in the office and deposited in the Treasury. The subordinate clerk acts, whenever required, as the secretary of the Third Assistant Postmaster-General, keeps the roster of employés and the record of absentees, tabulates and records special delivery statistics, assists in the count and destruction of stamps received from postmasters, and attends to such work of a miscellaneous character as may be assigned to him. The clerk who is at times detailed to the division assists generally in the work.

Illustrations of business.—The two following cases, out of a great number and variety, are examples of the manner in which business is dispatched from its origin to its final disposal:

FIRST.

- June 1, 1886. A letter is received from a person who claims to have a plan for effectually canceling postage stamps.
- June 2. Department informs party by letter that a description of his plan may be submitted for examination.
- June 7. Party writes to know what Department will pay him for his invention, if adopted.
- June 8. Department replies by letter that it has no fund available for the purchase of such an invention.
- June 14. Party submits a description of his plan.
- June 15. Department replies by letter that plan is impracticable.
- February 6 1887. Committee on the Post-Office and Post-Roads of the House of Representatives send to Department copy of bill authorizing introduction of the plan of cancellation invented by same party, and ask for an opinion as to its merits.
- February 9, 1887. Report made to committee in writing that the plan is impracticable, and showing in detail the objections to it.
- Case closed and filed.

SECOND.

January 3, 1887. The Department receives a written complaint that a special delivery letter, mailed on a given day, was not promptly delivered.

January 4. Party is written to, asking particulars in case—to whom the letter was addressed, hour when deposited in post-office, &c., and that the envelope of the letter be furnished.

January 7. On receipt of these particulars letters are written to postmasters at post-offices of mailing and of destination for explanation.

January 12. Party is informed that, from reply of postmaster at office of destination, it appears that the letter was duly received and delivered, within thirty minutes after its arrival, to the clerk of the addressee at his place of business, and a receipt obtained. Case closed and filed.

Statistics of work.—Statistics of the business transacted in this division have never been kept, the character of the work not admitting of any fair presentation of it in statistical form. The amount of work pending and undisposed of on the 1st of January, 1884, 1885, 1886, and 1887, and on the 1st of March, 1887, is estimated at fifteen cases of various character, that being about the average number always in a state of incompleteness, not from any lack of attention by the division, but because some information, report, or reply, or some action by another branch of the Department or Government is awaited, either to continue the cases or to finally dispose of them. For the reason above given there has been no record of the amount of labor of individual employes; but it may be said that the work has been as far as practicable evenly divided, and that the employes have been constantly and usefully engaged.

The average number of employes in the division during each month of the years 1884, 1885, 1886, and up to March 1, 1887, was three (the chief clerk, one subordinate clerk, and an assistant messenger), with an occasional detail of one clerk from some other division when the pressure of work has required it.

The following statement shows the average number of days devoted to the consideration and transaction of business by the employes during the above-stated periods:

Year.	No. of working days.	Average No. of days of actual service.
1884.....	307	287
1885.....	303	288
1886.....	306	286
1887 (to March 1)	48	47

Absence from duty has in every case been authorized. Otherwise the attention of employes to duty has been constant.

No proxies have been employed.

The following statement shows the maximum and minimum number of days devoted to business by the employes present for the greatest and the least number of days, respectively, in the periods above mentioned:

Year.	Maximum No. of days.	Minimum No. of days.
1884.....	297	282
1885.....	295	271
1886.....	298	272
1887 (to March 1)	48	45

The above statements do not include time in which the employes were on duty in excess of the usual office hours, of which there has been no record kept. Such extra time, however, has been very considerable.

DIVISION OF FINANCE.

Character of business.—The business of this division consists of the issuing of drafts and warrants in payment of amounts due to mail contractors and other creditors of the Department; of the purchase and transmission of bills of exchange for amounts due foreign governments from time to time under the provisions of postal conventions; of superintending the collection of revenue at post-offices; of the receipt, examination, and record of certificates of postal deposits; of the keeping of accounts between the Department and the Treasurer, assistant treasurers, and designated depositaries of the United States; of the receipt, temporary custody, and permanent disposition of all moneys from miscellaneous sources coming directly to the Department; and of the examination of the accounts of postmasters with a view to

the ascertainment and correction of irregularities relating thereto, or of recovering amounts due in cases of defalcation or of false returns of business.

Method of transacting business.—The manner in which the business is transacted is as follows: The chief of the division has a general supervisor over all the work; receives and keeps in his custody until their permanent deposit in the Treasury, all moneys coming into the office; prepares most of the correspondence of the division; looks after the purchase and forwarding of bills of exchange for amounts due foreign governments; and specially prepares cases for investigation into the accounts of postmasters and takes the necessary action thereon. Two of the clerks act as book-keepers, having under their charge the registers of warrants issued, the record of drafts issued, all accounts between the Department, the Treasury, and the several sub-treasuries and designated depositaries, and the accounts showing expenditures of the Department by appropriations. Two other clerks act as examiners of the accounts of contractors and others for the performance of mail service, and the verification of amounts reported by the Auditor as due therefor, preliminary to the issue of the drafts and warrants. Six other clerks are usually engaged in the drawing of drafts and warrants, and their transmission by mail or otherwise. At times when they are not constantly engaged on this work, they are engaged on miscellaneous work. Six other clerks are usually employed in the examination and record of postmasters' deposits, and taking the necessary steps to instruct, admonish, or have removed postmasters who are ignorant, careless, or grossly delinquent as to their duties in paying over their postal balances. Some of these clerks, when the pressure upon the warrant clerks is very great, are detailed to assist in that work. The remaining clerk is employed as a copyist.

In order to give a clear idea of the character and magnitude of the work above outlined, the following detailed account of it by classes is submitted:

Accounts and warrants.—The great majority of all the warrants issued by the Post-Office Department are in payment for services rendered in carrying the mails. Under the contracts for such services, and under the general custom of the Department in settling its accounts, payment in all these cases is required to be made quarterly. Accordingly, after the close of every quarter, and as fast as the accounts can be adjusted by the Auditor, they are reported to the Department, and these reports are at once turned over to the finance division, where, after necessary examination, warrants are drawn in payment. It is the custom of the division to draw warrants as soon as possible after verification of the reports; but there are times—usually from six to ten days in the second month of every quarter—when the reports are received in such numbers that it is impossible to issue the necessary warrants immediately. The work at such times is consequently delayed, although the employes are required to devote more time to it than is comprehended in the usual office hours.

In order that warrants for this service may not be drawn for amounts in excess of what is due, or to other than the proper creditors, the division is temporarily and from time to time furnished by the office of the Second Assistant Postmaster-General either with the original contracts for mail service or with duplicates thereof, from which all the particulars of the service in every case—the route number, the name of the contractor, his annual pay, and the duration of his contract—are taken and entered in permanent records in the division. In addition to this, all orders of the Postmaster-General affecting any mail route, by curtailment, extension, or recognition of service performed by other persons than the regular contractors, are daily reported, and from these orders, as from the contracts, full particulars are entered in the division records; so that all the necessary information for calculating the pay of a contractor, or otherwise verifying the Auditor's reports, at any time, is easily accessible. The same rule applies to service performed by railroad companies, subcontractors, and mail messengers, except that in these cases certified orders of the Postmaster-General recognizing the service are furnished the division instead of the original contracts.

When reports from the Sixth Auditor are received in the division showing balances due for any of the above-described service, they are separated into sections according to the place upon which the warrants are to be drawn, and this place, which indicates the Treasury at Washington or some one of the several sub-treasuries, is stamped in every case at the foot of the report, as is also the serial number of the warrant next in consecutive order. The reports are then arranged according to classes and States where the service is performed, and a careful verification of each report by comparison and calculation is made. Many of such calculations are not only complex, but they involve a great deal of labor. If, after examination, the report is found to be correct, entry showing the same is made in the division record, and the report, stamped "correct," is passed to the warrant clerks. Reports in which mistakes occur are returned to the Auditor for correction.

Upon the receipt of Auditor's reports thus examined and passed the warrant clerks draw the necessary warrants, retaining all the particulars thereof upon the warrant stubs which are kept permanently in the division. Every warrant gives the name of the payee, the date of issue, the number, the class of service, the amount, and the

fiscal year to which it is chargeable. After being thus made out it goes through the following course:

- (1) It is signed, usually, by the Third Assistant Postmaster-General. In his absence, it is signed by the Postmaster-General.
- (2) It is then sent to the Sixth Auditor for his examination and signature.
- (3) After it is thus signed it is returned to the finance division, whence it is sent to the United States Treasurer.
- (4) After being signed by the Treasurer, it is sent back to the finance division, where it is inclosed in an envelope and mailed to the payee with instructions for collecting it.

Drafts.—Drafts are drawn only upon postmasters. They are not so numerous as warrants, and do not go through so many handlings. But they require accuracy, and, except in the preliminary examination, involve nearly as much labor separately as warrants. They are drawn according to reports or certificates made by the Sixth Auditor, and are usually in favor of postmasters at offices where the revenue is insufficient to meet authorized expenditures, or of ex-postmasters to whom balances are due. The course through which a draft goes is as follows: 1st. It is prepared the same as a warrant, on report from the Sixth Auditor of amount to be paid. 2d. It is signed by the Third Assistant Postmaster-General, or, in his absence, by the Acting Third Assistant Postmaster-General. 3d. It is then sent to the Auditor, by whom it is signed and transmitted to the payee. 4th. Notice of the number and amount of draft is sent to the postmaster on whom it is drawn.

Certificates of deposit.—All postmasters are required to deposit the surplus revenues of their offices—that is to say, the amount of revenue remaining in their hands after the making of all authorized expenditures—in certain public depositories at stated periods. These depositories consist of the Treasury at Washington, the several sub-treasuries, and 73 prominent post-offices. In exceptional cases, where convenience or security absolutely requires it, deposits are made with a few national-bank depositories also. Postmasters at offices where sub-treasuries exist are required to deposit their balance daily; at certain other offices weekly deposits are required; at nearly all the Presidential offices, including the 73 offices used as depositories, monthly or semi-monthly deposits are required, while postmasters at all the remaining offices—the fourth-class offices—deposit once every quarter. As there are now nearly 55,000 post-offices in existence in the United States, it is manifest that a very large amount of labor and responsibility is involved in looking after these deposits, the examination, correction, and record of the certificates showing when they were made, and instructing, admonishing, or otherwise dealing with postmasters who are ignorant, inattentive, or willfully delinquent in connection therewith. In attending to this work the practice of the division is as follows: The certificates of deposit, as they are received at the Department from the remitting postmasters, are daily assorted by States, carefully examined for the detection of errors, and at once entered in registers of deposit, the work being divided as evenly as practicable among the clerks engaged upon it. The certificates found to be correct are, after such entry, turned over to the Sixth Auditor, while those in which errors are discovered are returned for correction to the depositing postmaster, or to the depository issuing the certificate according to the character of the errors. Toward the end of every month, in the case of Presidential offices, and the end of every quarter, in the case of fourth-class offices, the several employes proceed to call upon postmasters who have made no deposits, for explanation, and in case of unsatisfactory reply, or of the receipt of any information justifying a doubt of a postmaster's honesty, to prepare the necessary papers upon which to base a special investigation of the matter by a post-office inspector. There are times, as before stated, when some of the employes engaged upon the deposit registers are detailed to draw warrants; but such details are for brief periods, and do not materially delay the deposit work.

Accounts with the Treasurer, &c.—As warrants are drawn in the division, their particulars are entered daily from the warrant-stubs, in "Registers of warrants issued," which registers are arranged so as to contain separate accounts with the Treasury and each subtreasury, and also to admit of the entry of every warrant under the head of the appropriation out of which it is paid. At the close of every week a statement of the amount of the warrants issued is sent to the Treasurer of the United States for verification with the Treasury records. When it is returned, if it is found to be correct, a copy is furnished to the Sixth Auditor. From weekly transcripts of business on postal account at the Treasury and its branches, the amount of their postal receipts, and the amount of warrants paid, are obtained and entered on the books of the division, so that at any time the amount and particulars of all outstanding warrants can be ascertained, or that proper transfers of postal moneys can be made from one branch of the Treasury to another, according to the convenience of the service, or that the amount of moneys to be drawn may be regulated by the balances from time to time on hand.

Illustrations of business.—The following examples will serve to fairly illustrate some of the business of this division:

FIRST.

- Jan. 3, 1887. The Superintendent of the Dead-Letter Office turns over to the division of finance \$700, miscellaneous money—domestic and foreign—taken from dead letters, and for which no owners can be found.
- Jan. 4, 1887. On examination \$650 of this money is found to be current, and is deposited in the Treasury, for which a certificate of deposit is obtained and turned over to the Auditor after being recorded.
- Jan. 5, 1887. Remainder of amount, consisting of foreign gold, silver, and other money, after being carefully scheduled, is sent to the postmaster at New York with request to sell at the highest obtainable rates, and deposit proceeds in the sub-treasury.
- Jan. 8, 1887. Report received from postmaster at New York, showing that \$40 has been realized from salable money, and inclosing vouchers of sales and certificate of deposit for \$40 from assistant treasurer.
- Jan. 31, 1887. Detailed report of disposition of money made to Third Assistant Postmaster-General and to Superintendent of Dead-Letter Office.
- [NOTE.—Detailed statement of all other moneys is also included in this report, which is verified by the chief clerk and filed. Unsalable dead-letter money, except where it is discovered to be counterfeit, is usually sold at the end of the calendar year at the auction sale of dead-letter articles.]

SECOND.

- Sept. 1, 1885. Department is informed by Riggs & Co., bankers, that they have on deposit, received from the Government of Spain, \$3,689.57, due the United States on settlement of postal accounts between the two countries, which can be drawn by the Postmaster-General on presentation of triplicate receipts.
- Sept. 3, 1885. Triplicate receipts, signed by Postmaster-General, presented to Riggs & Co. by chief of finance division, and money drawn and at once deposited in the Treasury, for which certificate is obtained.
- Sept. 3. Postmaster-General formally acknowledges receipt of money.
- Sept. 3. Auditor notified of receipt and deposit of the money.
- Case closed.

THIRD.

- Oct. 25, 1887. On examination of deposit registers it is found that the postmaster at ———, Ill. (a fourth-class office), has made no deposit for the preceding quarter. He is therefore called on for explanation.
- Oct. 30. Postmaster's explanation received, being in substance that the amount of his cancellation has largely exceeded that of his sales, leaving no balance due the Government.
- Nov. 1. Account of postmaster in Sixth Auditor's Office examined, from which it is found that the reported quarterly cancellation of the postmaster has for a long time been apparently more than is legitimate.
- Nov. 2. Chief post-office inspector requested to have the case investigated, full statements of the postmaster's cancellation, sales, &c., being furnished.
- Nov. 15. Report of chief inspector received, giving full and detailed account of all facts developed by the investigation, from which it appears, beyond any doubt, that the postmaster has for certain quarters made false returns of cancellation in order to increase his compensation.
- Nov. 16. Case submitted personally to Postmaster-General for his decision.
- Nov. 17. Order in duplicate prepared for signature of Postmaster-General, reducing compensation of postmaster, for the period covered by his false returns, to a sum deemed reasonable, under the discretion conferred by the act of Congress of June 17, 1878.
- Nov. 17. Sixth Auditor furnished with copy of Postmaster-General's order, and requested to charge account of postmaster accordingly.
- Nov. 17. Statement of case presented to the First Assistant Postmaster-General, with recommendation for postmaster's removal from office.
- Dec. 6. The U. S. Senator in Congress from State in which postmaster's office is situated, writes to ask that the case be reconsidered.
- Dec. 9. Senator informed that case has been reviewed, and that the facts do not warrant any reversal or modification of the Postmaster-General's order.
- Case closed.

FOURTH.

- Jan. 10, 1887. Report from Sixth Auditor is received, showing that \$437 is due to ———, as mail contractor on Route No. ———, for services performed during the two quarters ending Dec. 31, '86—the original contract for the service calling for three trips a week between certain points—the entire distance being 19 miles.
- Jan. 11. On examining the books of the division it is found that the service on 9 miles of the route has been increased, [during] the period covered by the report, to four times a week; that there has been, by the discontinuance of a certain post-office on the route, a curtailment of its length to the extent of 3 miles; that on account of failure of the contractor to perform service for 18 days during the two quarters, special service by another party has been recognized by the Department at an increase over the original contract pay; and that finally the Department has discontinued the entire service fifteen days before the expiration of the last quarter.
- Calculation being made to show increased amount due contractor for increase of service over part of the route, to show amount of deduction for curtailment of the whole length of route, and for failure to perform service—also the extra allowance due the contractor under the law for terminating his contract before the expiration of its term—it is found that the amount reported by the Auditor is incorrect.
- Jan. 12. Report returned to Auditor with errors indicated.
- Jan. 13. New and correct report being received from Auditor, examination of the case is closed, report is stamped correct, place of payment is designated, and the report is turned over to warrant clerks for the drawing of the warrant, as hereinbefore described.

As further illustrations of the business of the finance division, specimens of the warrants and drafts drawn, with copies of Auditor's reports and several blanks, are hereto attached, marked Exhibits A, B, C, and D.

Statistics of business, &c.—The amount and character of business pending and undisposed of in this division or the 1st of January, 1884, and the amount received, transacted, and disposed of during the calendar years 1884, 1885, 1886, and the months of January and February, 1887, are shown in the following tables:

Statement of the amount and character of business pending, received, and transacted in the division of finance at the times and during the periods specified.

Character of business.	1884.			1885.			1886.			January and February, 1887.		
	Undisposed of Jan. 1.	Received during the year.	Disposed of during the year.	Undisposed of Jan. 1.	Received during the year.	Disposed of during the year.	Undisposed of Jan. 1.	Received during the year.	Disposed of during the year.	Undisposed of Jan. 1.	Received during two months.	Disposed of during two months.
<i>Contractors' accounts.</i>												
Number of orders of the Postmaster-General, affecting the mail service, calculated, verified, and entered.....	55	16,626	16,621	60	17,801	17,796	65	18,983	18,983	65	2,385	2,385
Number of accounts received from the Auditor, examined, and passed for payment of balances due to creditors of the Department.....	25	111,840	111,840	25	118,828	118,828	25	126,788	126,788	25	29,784	29,784
<i>Warrants and drafts drawn.</i>												
Number of warrants stubbed and drawn upon certificates of the auditor, and prepared for mailing and mailed.....	50	76,360	76,360	50	73,585	73,585	50	78,420	78,430	50	20,148	20,148
Number of postmasters' drafts stubbed and drawn upon the certificates of the Auditor.....	35	4,759	4,759	35	5,720	5,720	35	5,197	5,197	35	1,741	1,731
<i>Deposits.</i>												
Number of post-offices on the deposit registers at the close of the year.....	50,753	50,753	51,919	51,919	54,252	24,252	54,503	54,503
Number of certificates of deposit received, examined, entered, and passed to the Auditor.....	250	175,343	175,343	250	189,112	189,112	250	107,397	197,397	250	51,144	49,894
Number of circulars sent postmasters, notifying them where, how, and when to deposit their postal balances, and the number of "duns" sent out where no certificates were received (estimated).....	79,000	79,000	82,000	82,000	75,000	75,000	12,000	12,000
<i>Treasury accounts, &c.</i>												
Number of warrants entered by the book-keepers in the registers of warrants drawn against the Treasurer and the several assistant treasurers of the United States.....	76,360	73,360	73,585	73,585	78,430	78,430	20,148	20,148
Amount of money represented by the warrants.....	\$23,291,879 68	\$23,291,879 68	\$24,526,564 26	\$24,526,564 26	\$25,355,055 42	\$25,355,055 42	\$6,033,331 51	\$6,033,331 51

Number of postmasters' drafts entered in the registers of drafts drawn on postmasters	35	4,759	4,750	5,720	5,720	5,197	5,197	1,741	1,731
Amount of money represented by the drafts drawn on postmasters		\$796,185 53	\$796,135 53	\$907,587 07	\$907,587 07	\$835,320 46	\$835,320 46	\$168,823 05	\$168,823 05
Number of drafts drawn transferring funds from one depository to another		73	73	96	96	92	92	8	8
Amount of money represented by the Treasury transfer drafts		\$1,914,942 65	\$1,914,942 65	\$5,266,428 16	\$5,266,428 16	\$4,680,420 39	\$4,680,420 39	\$1,061,411 70	\$1,061,411 70
<i>Miscellaneous.</i>									
Number of cases prepared for investigation for post-office inspectors by the chief of division and the several clerks		127	127	357	357	897	897	104	104
Number of orders of the Postmaster-General (in duplicate) prepared, fixing compensation of postmasters to a reasonable sum where false returns have been made by them in order to unlawfully increase their compensation		5	5	29	29	214	214	49	49
Amount of compensation charged back to postmasters rendering false returns		\$1,782 16	\$1,782 16	\$33,405 39	\$33,405 39	\$69,900 89	\$69,900 89	\$14,988 00	\$14,988 60
Number of inspection reports of post-office inspectors verified and disposed of (estimated)		1,200	1,200	2,500	2,500	3,600	3,600	750	750
Number of delinquent postmasters reported to the First Assistant Postmaster-General for action, including also estimated number of copies of reports of inspectors made and transmitted (partly estimated)		230	230	275	275	100	100	65	65
Number of letters written on various subjects pertaining to the finance division		2,530	2,530	4,187	4,187	5,213	5,213	757	757
Number of cases disposed of containing money		935	935	576	576	490	490	136	133
Amount covered by drafts, checks, money, &c., sent finance division		\$26,998 40	\$26,998 40	\$6,647,279 40	\$6,647,279 40	\$6,771,521 24	\$6,771,521 24	\$1,005,731 78	\$1,005,731 78

(2) The average amount and character of business performed, transacted, and disposed of monthly by the employés of this division during the periods comprehended in the preceding table cannot be accurately shown. A rough average, however, which has been obtained by dividing the items in the table by the number of months in the several periods covered, is given in the following statement.

[*Note of Committee*: A table showing a rough average per month, obtained by dividing the items in the foregoing table by the number of months, is omitted.]

The average number of employés in the division during each month of the calendar years 1884, 1885, 1886, and the first two months of 1887, is shown in the following table:

Months.	Average number of employés.			
	1884.	1885.	1886.	1887 (Jan. and Feb.)
January	19	17.2	16	18
February	19	18	15.7	18
March	18.5	18	16.7
April	19	18	16.7
May	19	18	17
June	18.7	18	17
July	19	17	17
August	18.1	17	17.5
September	19	17	17
October	19	17	17.7
November	18.8	17	18
December	17	17	18

The maximum and minimum amount of business transacted and disposed of by the employé doing the most and the employé doing the least in this division during the periods above stated cannot be accurately given, no record of individual work having been kept. The smallness of the force of the division rendering it perfectly practicable for the chief to have a personal oversight of every employé, as well as of his work, no such record has been or is considered necessary. It has always been the practice of the division to apportion the work equally among the employés, as far as practicable, and to see that no employé neglected or slighted his duty.

The average number of days devoted to the consideration and transaction of business by the employés in this division during the calendar years 1884, 1885, 1886, and the first two months of 1887, is given in the following table. All absences of employés over and above the usual 30 days annual leave have been caused by sickness. With this exception attention to duty has been constant.

No proxies have been employed.

The following statement shows the average number of days and the time devoted to the consideration of business during the periods specified by the employés in the division of finance:

Calendar year.	Average No. of employés.	Whole No. of working days.	Average No. of days present.	Average No. of hours employed daily.
1884	18.7	307	265.5	7
1885	17.5	303	279.6	7
1886	17	306	271.8	7
1887 (January and February)	16	48	45.6	7

The above statement includes only the regular working days. Many of the employés were required to work during the busy season of each quarter in excess of the usual office hours, of which extra time no record was kept.

The maximum and minimum number of days, during each of the periods before given, devoted to business by the employés of this division are shown in the following table. This statement includes only those employés who were in employment during the whole of each period:

	1884.	1885.	1886.	1887. (Jan. and Feb.)
Whole number of working days in the several periods	307	303	306	48
Maximum number of days' service by employé present for the greatest number of days	299	293	285	48
Minimum number of days' service by employé present for the least number of days	243	272	263	53

THE STAMP DIVISION.

Character of business.—The duties assigned to the stamp division are to receive and examine all requisitions made upon the Department by postmasters for postage-stamps, special-delivery stamps, stamped envelopes, letter-sheet envelopes, newspaper wrappers, postal cards, and registered package and other envelopes for official use; to keep accounts with the contractors relating to the manufacture of these articles, and to verify all bills for the same prior to their payment; to superintend the operations of the several Government agencies where these articles are manufactured; to determine the quantity and value of supplies to be sent to postmasters upon their requisitions, and to keep accurate accounts thereof; to make out and forward daily to the Government agencies orders in detail for supplies thus to be sent to postmasters; to see that proper receipts for these supplies are returned to the Department by postmasters, and to arrange and record such receipts upon their arrival at the Department, and to turn them over to the Sixth Auditor as vouchers in postmasters' accounts; to receive and record the quarterly returns, made by postmasters, of newspaper and periodical postage collected; to correct and adjust all errors and irregularities in such returns, including a count, verification, and final destruction of the stamps used in the payment of postage of newspaper and periodical matter returned quarterly to the Department; to receive, count, and destroy all postage-stamps, stamped envelopes, and other stamped paper that, being in the hands of postmasters or redeemed by them under the postal regulations, are from time to time sent to the Department; to make out and forward to the Sixth Auditor weekly lists in detail of credits to postmasters for the value of such damaged or redeemed stock; and finally to give information to postmasters and the public, as occasion may suggest, regarding the issue, sale, and use of postage-stamps, &c., and to prepare such correspondence generally relating to this business as may be necessary.

Method of transacting business.—The manner in which the above-described business is performed is as follows: The chief of the division has a general supervision and control over the work, apportioning it among the employés according to their skill, experience, and capacity, and giving such orders concerning it as may from time to time be necessary; he also verifies all bills rendered for the manufacture of stamps and other stamped paper, and attends personally to the preparation of much of the correspondence requiring the signature of the Third Assistant Postmaster-General. One of the clerks assists the chief of the division in the preparation of outgoing correspondence, particularly that which relates to the correction of errors made in the written orders for postmasters' supplies sent daily to the stamp, stamped-envelope, and postal-card agencies, and in the shipment of the supplies; he likewise attends to correspondence—not infrequently of a protracted character—in connection with the loss, miscarriage, or detention of such supplies, and prepares all estimates required in the examination of claims presented by postmasters, under the act of Congress of March 17, 1882, for losses sustained through fire, burglary, or other unavoidable casualty. Another clerk assists in the preparation of correspondence, keeps the division record of absentees, makes out all orders for printing, binding, and stationery, for the division and for the several Government agencies, and attends to various other undefined work. Still another clerk acts as copyist, keeps an account of the operations of the several agencies and the manufactories of stamps and other stamped paper, records all bills presented for the manufacture of stamps and other supplies, after carefully comparing the bills with the reports of the agents and the books of the Department, and does other miscellaneous work.

The other work of the division—constituting the bulk of all its work—may be divided into three branches: First, the receipt, examination, and filling of requisitions from postmasters for stamps and other supplies; second, the receipt and verification of postmasters' returns of newspaper and periodical postage collected during every quarter, including the count and destruction of the stamps that have been used in the payment of newspaper postage and returned to the Department; and, third, the receipt, count, and record of stamps and other stamped paper damaged in the hands of postmasters or redeemed by them for the public, and returned to the Department for credit in their accounts.

Before describing the course of the business under these several subdivisions, some preliminary observations may serve to make the statement clearer.

All supplies of postage stamps, special-delivery stamps, stamped envelopes, letter-sheet envelopes, postal cards, and registered-package and other official envelopes furnished to postmasters through the stamp division, are procured by the Department under contracts with private parties. The stamps and letter-sheet envelopes are manufactured at New York; the stamped envelopes and registered-package and official envelopes, at Hartford, Conn.; and the postal cards at Castleton, N. Y. At each of these places an agent of the Government is stationed, who superintends the making and shipping of the supplies, inspects them to determine whether they are of the

right kind and quality, and generally sees that the contract under which the goods are made is faithfully carried out. To these agents the Department sends its orders for supplies—the orders being of eight different kinds—each order comprehending items covering the wants of many postmasters, and giving the necessary information as to where the supplies are to go. The orders for ordinary and special-delivery stamps, for postal cards, for ordinary stamped envelopes, for special-request stamped envelopes, and for registered-package and other official envelopes are made daily; those for letter-sheet envelopes, for postage-due stamps, and for newspaper and periodical stamps are made less frequently.

Under the law postmasters are required to render an account of their business quarterly to the Sixth Auditor of the Treasury. In furnishing stamps and other stamped paper, therefore, it is a general rule of the Department, the expediency of which is obvious, never to send a postmaster more than three months' supply. The result is that at least once in every quarter—in very many cases more than once—about three-fourths of the 54,000 postmasters in the United States make requisitions for supplies of ordinary postage-stamps, the number of these requisitions in the course of a year amounting to over 170,000. In addition to these, many of the same postmasters make frequent requisitions for other supplies—for postage-due and newspaper stamps, for special-delivery stamps, for ordinary and special-request stamped envelopes, for letter-sheet envelopes, for newspaper wrappers, for postal cards, and for registered-package and other envelopes for official use—aggregating, with the ordinary stamp requisitions, ever since 1884, more than 5,000 a year; and these requisitions, be it remembered, contain not each a single item, but many items, the whole range of supplies, counting the various denominations, kinds, sizes, colors, and qualities of stamps, cards, and envelopes, comprehending not less than 250 different items. In the arrangement, collation, and examination of these requisitions, the writing of daily orders for the manufacture and shipment of the supplies they call for, the keeping of the necessary records of these supplies, and the obtaining of proper vouchers for them from postmasters, there is consequently a vast amount of detail work. Nor is this all. The magnitude of the work absolutely requires its separation into many parts, so that a single requisition has to pass through a number of different hands before it is finally disposed of. Every man, therefore, must do his work systematically and expeditiously, so as not to interfere with or delay those who follow him. In like manner the work as an entirety must be promptly dispatched, the public being everywhere directly interested in, and in fact dependent on, it. In addition to all this, the important fact must be stated that the aggregate sales of supplies furnished through the stamp division amount now to the enormous sum of over \$41,000,000 a year, nearly 95 per cent. of the postal revenue being derived from this source. It will be at once seen, therefore, that the utmost accuracy in supplying the needs of post-offices is required, and that every precaution compatible with economy must be resorted to to secure this.

In the examination and verification of postmasters' quarterly returns of newspaper and periodical postage collected, a very considerable amount of work is also involved, requiring extreme minuteness of detail, great promptness, and the highest attainable degree of accuracy. This work is rendered necessary by the peculiar manner in which the postage on newspapers and periodicals is collected. When matter of this kind—known as second-class matter—is brought to a post-office for mailing, the postage on it is paid in money, the postmaster in every such case being required to give the mailing party a receipt for the money, and to attach to the retained stub of this receipt a corresponding amount of newspaper and periodical stamps, which he cancels. These stubs, with a tabular statement of the postmaster's entire quarterly collections of newspaper and periodical postage, are sent, after the close of every quarter, to the stamp division, where stubs and statements are compared, and the stamps on the former counted and destroyed. As evidence of the extent of this work, it is only necessary to state that for the year ending June 30, 1886, the value of the newspaper and periodical stamps destroyed, made up of 24 separate denominations, was \$1,099,625.89, which represented postage collected on nearly 55,000 tons of matter.

It is likewise the case that in the receipt and count of damaged and redeemed stamps and other stamped paper, a vast amount of detailed work is absolutely necessary. Every consignment of such paper, representing as it does, both to the postmaster and to the Department, its face value, requires accurate count and examination of every item, so that neither the postmaster nor the Government shall suffer in the credit which the former is to receive. During the calendar year 1886 the work on this branch of business was more than double what it had been in any previous year, the increase being due to the return of outstanding 3 and 6-cent postage stamps and stamped envelopes that had been rendered unsalable by the act of Congress reducing the rate of letter postage from 3 to 2 cents. The number of individual cases of such stock returned to the Department for credit during that year was nearly 19,000, representing a money value of over \$300,000.

The method of transacting these various branches of business will now be described :

The requisitions for supplies received from postmasters are alphabetically arranged every day as they arrive, and are separated into 24 "divisions," to correspond with 24 ledgers, in which all charges against postmasters for supplies are made. The unsigned requisitions are at once returned for signature, and those that are "headless"—that is to say, without the name of any post-office—are made the subject of special examination to ascertain whence they came. After this alphabetical arrangement and separation a corps of "examiners" take the "divisions," and turning to the accounts of the several postmasters, compare in every case the signature on the requisition with the name of the postmaster last commissioned, to see that no unauthorized person is asking for supplies; the requisition is then marked with the amount of the postmaster's bond, and with the value of the different kinds of supplies charged against him during the two preceding quarters. If the postmaster is in arrears to the Government, this fact is also indicated by the examiner on the requisition. The requisitions are then taken in hand by clerks called "markers," who, upon the information in each case before them obtained by the "examiners," together with the postmaster's detailed statement, on the requisition, of his stock on hand and his average monthly sales, determine the proper quantities and kinds of supply to be allowed, which, with their values, are indicated in red ink across the face of the requisition. The markers either increase or diminish the quantity asked for by the postmaster according to the data before them. The requisitions thus marked pass into the hands of clerks called "writers," who enter the names of the post-offices, giving county and State, the names of the postmasters, and the quantity, kind, and money value of the supplies to be sent, upon sheets printed and headed for the several agencies—the sheets so written, for each particular kind of supply constituting and being called an "order," which orders are numbered consecutively from the beginning of every calendar year. (As before stated, there are eight different kinds of orders thus made up and written, five of them being daily and three of them less frequent.) The sheets are separately footed and proved, and an aggregate is made up of the whole order, which is also proved, it being essential to secure absolute accuracy in the additions, calculations, and values. The requisitions are then taken in hand by the book-keepers, known as "posters," and the accounts of the postmasters are charged with the supplies ordered in the 24 ledgers before mentioned. The orders are then read or compared with the "marked" requisitions by four clerks, after the manner of proof-reading. A letter-press copy is finally taken of each sheet of the several orders, after which they are mailed in special pouches to their respective agencies to be filled. Upon receipt of an order—by the agent at Hartford for example—he makes requisition on the contractors for a sufficient quantity of envelopes of the various kinds to fill the order, which when furnished he causes to be sent by registered mail, in boxes and packages, to the respective postmasters for whose use they are intended, accompanied in each case with an invoice, which, when dated and signed by the postmaster and forwarded to the Department, constitutes a receipt for the goods. These receipts, when received at the Department, are sent at once to the stamp division, and after proper entry of them in the press-copy books above mentioned—which thus serve the purpose of "registers of supplies," or "day-books"—are turned over to the Auditor to be filed as vouchers in postmasters' accounts.

In describing as above, step by step, the progress of a requisition through the stamp division, it is not intended to convey the idea that each step is completed for an entire order before the next step begins. Such a course would cause too much delay. To avoid this, portions of every order, as soon as finished by one set of hands, is passed to the next, and thus through to the end, so that different parts of it are in different hands all the time. It is well to state, too, that the labor involved in the preparation of these orders varies according to their character, the labor for instance, on an order for stamped envelopes, made up of thirty or forty different kinds and denominations of varying and fractional prices, being obviously greater than that on an order for postal cards which never contains but two denominations or prices. In the segregation of the orders, therefore, considerable nicety of judgment is sometimes required to prevent any one set of hands from impeding the work of others; for as every order must go out of the Department at a particular hour in order to reach the several agencies by the next morning, it can be at once seen that any delay or friction might work great inconvenience.

It is proper to say, also, that near the beginning of every quarter unusual numbers of requisitions are sent to the Department, the number being entirely too great to admit of their disposal every day. At such times the requisitions are divided into orders of convenient size—very much larger, however, than at other times—and the force of the division is put to extra work. These accumulations of requisitions are thus disposed of as rapidly as possible, so that in twelve or fifteen days after the beginning of a quarter the work is down to a normal condition.

In the work of examining and auditing newspaper and periodical returns from postmasters four clerks are usually employed. In times of pressure other clerks assist. This force receives the statements of postmasters at the beginning of every quarter, arranges, examines, and records them, and counts the canceled newspaper and periodical stamps upon the stubs accompanying such statements, after which the stamps are destroyed. In case of error the matter is rectified by correspondence or otherwise. Nearly seven thousand postmasters make collections of newspaper and periodical postage, and render their statements and stamps four times a year; so that the volume of work imposed upon the Department from this business is very considerable.

The work of receiving, counting, and destroying damaged and redeemed stamps and other stamped paper sent by postmasters to the Department is in the hands of a standing force of four clerks; but as these are not able to dispose of it all other clerks, when the pressure from the work of filling requisitions has somewhat abated, are detailed to help. Each case of returned stock is separately made up, the articles returned are carefully counted, a committee examining and certifying to the count, and are then destroyed. A list of credits for such returns is prepared weekly, and sent to the Auditor for proper entry in the postmasters' accounts.

Illustrations of business.—The following examples will give a fair idea of the manner in which the several branches of business in the stamp division are transacted:

FIRST.

- Jan. 3, 1887. A party in Smithville, Va., writes to the Department that the postmaster at his place fails to keep on hand a supply of stamps and envelopes sufficient to accommodate the public.
 Jan. 4. Department informs party that the matter complained of will be inquired into.
 Jan. 5. Department writes to postmaster for explanation.
 Jan. 8. Postmaster replies that his stock has been depleted by unusual and unforeseen demands.
 Jan. 10. Department instructs postmaster to take steps at once for renewing his stock, and never again to allow himself to be out of an adequate supply.
 Jan. 10. Department writes to complainant of action taken.
 Jan. 12. Department receives requisition from postmaster, and fills it in the manner hereinbefore described.

SECOND.

- Jan. 3, 1887. Postmaster at Brownsville, Md., sends requisition to Department for postage-stamps.
 Jan. 4. On examining postmaster's account in connection with requisition it is found that he is largely indebted to the Government.
 Jan. 4. Postmaster is informed that his requisition cannot be filled until his indebtedness is paid.
 Jan. 12. Auditor informs Department that the postmaster has properly deposited amount due.
 Jan. 12. Postmaster's requisition is filled in the manner before described.

THIRD.

- Jan. 3, 1887. Postmaster at Jonesville, Nebr., sends statement of newspaper and periodical postage collected during the previous quarter, together with the canceled stamps and stubs of his receipt book.
 Jan. 5. On comparing stubs and stamps with postmaster's quarterly statement it is found that he has attached to his several stubs \$10 less in stamps than he appears to have collected in money as postage.
 Jan. 6. Postmaster is informed of this deficiency, and requested to remit to the Department the necessary amount of stamps to cover it.
 Jan. 12. Postmaster sends stamps.
 Case closed.

FOURTH.

- Jan. 3, 1887. Postmaster at Thomasville, Kans., sends to the Department stamps, envelopes, and cards damaged and redeemed, for which he asks credit to the amount of \$20.
 Jan. 5. Department writes to postmaster that the stamps, &c., sent by him amount to only \$18.
 Jan. 10. Postmaster writes for particulars of returned stock, so as to show wherein the deficiency occurred.
 Jan. 13. Department gives information asked for.
 Jan. 15. Item of credit (\$18) for returned stock included in weekly list of credits, and sent to Auditor.
 Jan. 15. Postmaster so informed.
 Case closed.

In further illustration of the business of the stamp division, specimens of requisitions for stamps, &c., of order sheets, and of other blanks, partly filled, so as to show the character of the work, are herewith submitted, marked Exhibits E to Y.

Statistics of business, &c.—(1) The amount and character of business received, transacted, and disposed of during the calendar years 1884, 1885, 1886, and the first two months of 1887, are shown in the following tables, numbered 1, 2, and 3. Business is disposed of in this division in the same month in which it is received, so that on the first days of the years above indicated and on the 1st day of March, 1887, there was no business pending except such as was included in the unarranged business received in the preceding day's mail,

No. 1.—Statement showing the amount and character of business performed, transacted, and disposed of in the stamp division at the times and during the periods specified.

Character of business.	1884.	1885.	1886.	1887 (to March 1).
<i>Requisitions of postmasters for postage-stamps, stamped envelopes, and postal-cards received, arranged, &c.</i>				
Requisitions received and arranged	194,495	206,876	223,710	46,438
Requisitions put in "orders"	182,755	198,601	205,798	45,133
Requisitions returned for signature of postmasters, &c.	4,645	4,965	4,985	1,023
Manuscript orders returned to postmasters	3,095	3,310	3,320	682
Monthly statements of Presidential offices received and filed	27,884	26,976	27,486	4,560
Circular letters sent to delinquent postmasters	836	809	824	137
Blanks and circulars sent postmasters	15,000	15,000	20,000	5,000
Number of requisitions examined and compared with ledgers	182,755	198,601	205,798	45,133
<i>Number of postmasters' requisitions for postage-stamps, &c., marked and otherwise disposed of.</i>				
For postage-stamps	154,797	165,501	158,469	34,108
For postal cards	73,059	67,593	68,166	13,692
For stamped envelopes	79,709	77,504	82,754	19,122
Duplicate requisitions disposed of	1,565	1,580	1,220	180
New bonds called for	175	147	208	48
Letters sent out	10,862	11,487	12,320	2,189
<i>Ordinary postage-stamps.</i>				
Requisitions filled	154,797	165,501	158,469	34,108
Receipts and duplicates arranged and entered	154,797	165,501	158,469	34,108
Sheets of stamp orders written	6,730	7,196	6,890	1,483
<i>Regular envelopes.</i>				
Requisitions filled	79,709	77,504	82,754	19,122
Receipts arranged and entered	79,709	77,504	82,754	19,122
Sheets of envelope orders written	3,322	3,230	3,449	797
<i>Postal cards.</i>				
Requisitions filled	73,059	67,593	68,166	13,692
Receipts arranged and entered	73,059	67,593	68,166	13,692
Sheets of card orders written	3,321	3,073	3,099	623
<i>Special-request envelope work.</i>				
Requisitions stamped and arranged	97,159	103,330	112,516	20,695
Slips written and compared with requisitions	97,159	103,330	112,516	20,695
Requisitions marked for posting	64,772	68,886	75,010	13,796
Sheets written and compared with requisitions	4,496	4,743	5,110	928
Receipts arranged and entered in registers	64,772	68,886	75,010	13,796
Duplicate receipts sent to delinquents	600	692	787	35
Estimated time occupied with extra examinations and miscellaneous duties	3 hrs. daily.	3 hrs. daily.	3 hrs. daily.	3 hrs. daily.
<i>Postage-due stamp work.</i>				
Requisitions filled	14,813	12,175	10,225	2,289
Requisitions marked	14,813	12,175	10,225	2,289
Sheets written	913	698	511	121
Requisitions returned for correction	450	425	420	60
Circulars sent to postmasters	325	300	275	50
Receipts arranged and entered in register	14,812	12,175	10,225	2,289
Duplicate receipts sent to delinquents	240	320	320	120
<i>Letter-sheet work.*</i>				
Requisitions filled			471	62
Sheets written			65	14
Circulars sent to postmasters			3,068	200
Receipts arranged and entered in register			471	62
Duplicate receipts sent to delinquents			15	6
Reports received and entered			443	

* Letter-sheets were first issued by the Department August 18, 1886.

No. 1.—Statement showing the amount and character of business, &c.—Continued.

Character of business.	1884.	1885.	1886.	1887 (to March 1).
<i>Newspaper and periodical order.</i>				
Requisitions arranged and examined	9,586	9,957	4,830
Requisitions "marked"	9,586	9,957	9,812	1,855
Receipts arranged and entered	9,586	9,957	9,812	1,855
Sheets of newspaper and periodical order written	652	655	660	123
<i>Cases of newspaper and periodical stubs received, examined, recorded, and destroyed; weight of second-class matter mailed; amount of newspaper and periodical postage collected; number of stub-book orders filed.</i>				
Cases of newspaper and periodical stubs received, examined, recorded, and destroyed ..	22,079	23,632	25,517
Shortage circulars sent	1,546	1,593	1,655	282
Weight of second-class matter mailed	100,804,013	102,507,536	117,123,437
Amount of newspaper and periodical postage collected	\$2,016,096.26	*\$1,514,687.08	\$1,171,234.37
Stub-book orders filled		2,122	2,642	548
<i>Number of entries made in ledgers for supplies sent to postmasters.</i>				
Regular postage stamps	154,797	165,501	158,469	34,108
Postal cards	73,059	67,593	68,166	13,692
Plain envelopes	79,709	77,504	82,754	19,122
Special-request envelopes	64,772	68,886	75,010	13,796
Postage-due stamps	14,813	12,175	10,325	2,289
Newspaper and periodical stamps	9,586	9,957	9,812	1,855
Letter-sheet envelopes			471	62
<i>Number of entries made in ledgers for information furnished by the First Assistant Postmaster-General.</i>				
Commissions to postmasters	111,050	19,437	121,091	17,738
New bonds to postmasters	1816	1394	1984	1388
New offices established	13,322	12,121	13,267	11,827
Offices discontinued	11,168	1886	1905	1882
Changes in names and sites	1376	1223	1157	1313
<i>Number of requisitions examined and compared with the sheets written for the agents.</i>				
Regular postage stamps	154,797	165,501	158,469	34,108
Postal cards	73,059	67,593	68,166	13,692
Plain envelopes	79,709	77,504	82,754	19,122
<i>Work performed in receiving and allowing credit for stock returned for redemption.</i>				
Number of cases received, checked, dated, arranged alphabetically, and entered on daily receipt book	6,176	9,118	19,223	3,981
Number of cases counted and reported to the Auditor	5,860	8,600	18,815	3,051
Value of credits allowed	\$152,179.04	\$202,986.68	\$315,016.16	\$40,466.42
Increase in number of cases		2,740	10,215	993
Per cent. of increase in number of cases		46.76	118.78	48.25
Increase in value of credits reported		\$50,807.64	\$112,028.48
Number of credit circulars written	5,860	8,600	18,815	3,051
Number of credit sheets written reporting credits to the Auditor	267	391	856	139
Number of accounts posted on ledgers	5,860	8,600	18,815	3,051
Number of credit circulars examined and compared with original cases	5,860	8,600	18,815	3,051
Applications to return 3 and 6 cent stock on hand January 1			1,000
Miscellaneous circulars sent	1,842	4,763	22,061	3,616
Total number of envelopes addressed	7,702	13,363	40,876	6,667

* Rate of postage on second-class matter reduced from 2 cents to 1 cent per pound, July 1, 1885.

† Fiscal years.

‡ Period of eight months, ending February 28, 1887.

No. 1.—Statement showing the amount and character of business, &c.—Continued.

Character of business.	1884.	1885.	1886.	1887 (to March 1).
<i>Registered package, tag, and post-office envelope order.</i>				
Requisitions arranged, marked, and entered in registers	84, 853	91, 923	92, 986	28, 660
Blank receipts written for envelopes	53, 062	57, 598	41, 260	7, 081
Labels addressed	63, 654	63, 940	44, 481	7, 081
Pages of envelope order written	1, 448	1, 623	2, 750	652
Printers' slips for post-office envelopes written	8, 355	18, 255	27, 954	6, 370
Receipts arranged, compared, and checked ..	14, 030	13, 361	18, 500	18, 300
Parcels of envelopes packed and forwarded ..	61, 811	60, 702	41, 260	7, 081
Parcels of newspaper receipt books packed and forwarded	1, 844	3, 238	3, 548	548
<i>Correction of errors in signatures of postmasters to requisitions, receipts, &c.</i>				
Requisitions without heading	1, 520	1, 539	1, 611	307
Requisitions improperly signed	6, 080	6, 296	6, 445	1, 246
Requisitions returned	7, 600	7, 694	8, 058	1, 538
Receipts examined	1, 824	1, 847	1, 933	370
Receipts returned	1, 216	1, 230	1, 288	248
Bonds examined	5, 776	5, 847	6, 122	1, 169
Delinquents examined	2, 432	2, 481	2, 577	492
Delinquent's circulars sent	912	924	967	185
Not bonded. Bond circulars sent	608	616	645	123
Reference slips sent	2, 432	2, 462	2, 578	492
Blanks and other circulars sent	8, 816	8, 925	9, 345	1, 784
<i>Correspondence, &c.</i>				
Total number of cases involving correspondence, either by manuscript letters, or by partly written and partly printed circular letters	9, 786	11, 837	22, 815	4, 341
Circulars sent (in addition to current work in the division)			161, 000	
Estimates made and reported to Assistant Attorney-General in cases of claims made to his office for stamps, &c., burned, or stolen by burglars	469	514	484	102

No. 2.—Table showing number and value of postage-stamps, stamped envelopes, and postal cards issued during the calendar years 1884, 1885, and 1886, with per cent. of increase and decrease.

Articles.	1884.		1885.		Per cent. of increase.	
	Number.	Value.	Number.	Value.	Number.	Value.
Ordinary postage-stamps	1, 502, 315, 150	\$28, 137, 817 00	1, 516, 053, 155	\$29, 676, 287 00	. 91+	\$5. 47—
Newspaper and periodical stamps	2, 463, 385	1, 994, 423 00	2, 823, 765	1, 603, 867 00	14. 63—	*19. 53
Ordinary stamped envelopes	145, 340, 200	2, 800, 539 19	145, 978, 400	2, 864, 112 41	44. —	2. 27
Ordinary stamped envelopes, request	133, 138, 000	2, 924, 676 85	144, 519, 500	3, 173, 513 80	8. 55+	8. 50+
Newspaper wrappers	44, 576, 000	527, 368 50	43, 807, 500	509, 615 00	†1. 72+	†8. 48+
Postage-due stamps	12, 949, 270	334, 603 00	9, 230, 521	239, 106 00	†28. 72—	†25. 55
Postal cards	336, 537, 000	3, 366, 050 00	340, 771, 750	3, 408, 830 00	1. 25+	1. 27+
Aggregate	2, 177, 319, 005	40, 085, 477 54	2, 203, 184, 591	41, 474, 731 21	1. 19—	3. 46+
Official postage-stamps ..	†1, 369, 290	42, 980 00				
Official newspaper wrappers	†1, 200, 000	13, 200 00				

*Decrease, caused by change of rate of postage on second-class matter, July 1, 1885, from 2 cents to 1 cent per pound.

† Decrease.

‡ Issues discontinued June 30, 1884.

No. 2.—Table showing number and value of postage-stamps, &c.—Continued.

Articles.	1885.		1886.		Per cent. of increase.	
	Number.	Value.	Number.	Value.	Number.	Value.
Ordinary postage-stamps	1, 516, 053, 155	\$29, 676, 287 00	1, 710, 891, 860	\$32, 829, 699 00	12. 85+	\$10. 63—
Newspaper and periodical stamps.....	2, 823, 765	1, 603, 867 00	2, 888, 671	1, 122, 112 80	2. 29+	*30. 37+
Ordinary stamped envelopes	145, 978, 400	2, 864, 112 41	153, 424, 200	2, 994, 312 35	5. 10+	4. 55—
Ordinary stamped envelopes, request	144, 519, 500	3, 173, 513 80	159, 845, 250	3, 488, 596 05	10. 60+	9. 93—
Newspaper wrappers	43, 807, 500	509, 015 00	45, 155, 350	524, 271 35	3. 08—	2. 99+
Letter-sheet envelopes	(†)	(†)	4, 150, 500	95, 461 50
Special-delivery stamps	13, 340, 670	1334, 007 00	1, 067, 420	106, 742 00
Postage-due stamps.....	9, 230, 521	239, 106 00	7, 013, 290	199, 207 00	*24. 02+	*16. 69—
Postal cards	340, 771, 750	3, 408, 830 00	362, 319, 500	3, 624, 720 00	6. 32+	6. 33+
Aggregate.....	2, 206, 524, 661	41, 808, 738 21	2, 446, 756, 041	44, 985, 122 05	10. 89—	7. 50+

* Decrease.

† Special-delivery stamps first issued in third quarter, 1885.

‡ Letter-sheet envelopes first issued in third quarter, 1886.

No. 3.—Table showing number and value of stamps, stamped envelopes, and postal cards issued during the months of January and February, 1887.

Articles.	1887.	
	Number.	Value.
Ordinary postage-stamps.....	303, 894, 140	\$5, 942, 649 00
Newspaper and periodical stamps.....	551, 890	288, 975 00
Ordinary stamped envelopes	34, 808, 350	779, 545 45
Ordinary stamped envelopes, request	29, 508, 000	634, 955 10
Newspaper wrappers	8, 477, 250	87, 983 25
Postage-due stamps	1, 361, 840	40, 895 00
Postal cards.....	57, 964, 250	580, 020 00
Special-delivery stamps	132, 590	13, 259 00
Letter-sheet envelopes	509, 000	11, 707 00
Aggregate	437, 117, 310	8, 379, 988 80

The average amount and character of business performed, transacted, and disposed of by the employes in this division during each month of the periods covered by the foregoing table cannot be accurately shown, it never having been considered necessary to keep any account of the work by months.

[Note by Committee: A table showing a rough average per month, obtained by dividing the items in the foregoing table by the number of months, is omitted.]

The average number of employes in the division during each month of the periods above mentioned is as follows:

Months.	Average number of employes.			
	1884.	1885.	1886.	1887 (to Mar. 1).
January.....	50. 1	52. 1	49. 2	49. 9
February.....	50	53	51. 4	51
March.....	50. 1	51. 1	50. 9
April.....	51. 1	51. 6	53
May.....	51	52. 2	50. 4
June.....	51	52. 1	50. 3
July.....	50. 2	50. 7	49. 4
August.....	50	49. 4	48. 5
September.....	49	49. 8	50. 6
October.....	49	51	51
November.....	49. 2	51	51
December.....	50	50. 2	50
Average.....	50. 5	51. 1	50. 4	50. 4

The maximum and minimum amount of business transacted and disposed of in the division by the employé doing the most and the employé doing the least cannot be stated, no account of individual work having been kept. The reasons for not keeping such a record are, 1st, the oversight of the work by the chief of the division is such that every employé's diligence and general attention to duty are known without the help of a record; 2d, the interchangeability of much of the work, whereby no employé can neglect his duty without deranging the work of many others, renders an individual record unnecessary; 3d, the work is always equitably apportioned among the employés, and each man is required to do what is given him, which also obviates the necessity of a record; 4th, much of the work is of such a character that a mathematical division of it, such as could be statistically presented or compared, is impracticable.

The average number of days devoted to the consideration and transaction of business by the employés in the division during the calendar years 1884, 1885, 1886, and the first two months of 1887 is shown in the following table. All absences indicated by this table have been authorized or occasioned by illness or other unavoidable circumstance. With these exceptions, the attention to duty by employés has, as a rule, been unremitting. No proxies have been employed, except in two instances, the period of employment being in one case from May 20, 1884, to February 28, 1885, and in the other from September 1, 1885, to March 23, 1886. The principal in the latter case was a clerk who was confined to his bed by illness, from which he finally died; the proxy was his daughter. In the former case the principal was a laborer, who, on account of illness, was permitted to employ his son as his substitute.

The following statement shows the average number of days and the time devoted to the consideration of business during the periods specified, by the employés in the stamp division:

Calendar years.	Average number of employés.	Whole number of working days.	Average number of days present.	Average number of hours employed daily.
1884.....	50.5	307	262.2	7
1885.....	51.1	303	272.7	7
1886.....	50.4	306	276.2	7
1887 (to March 1).....	50.4	48	47.4	7

The maximum and minimum number of days during each of the periods above stated devoted to business by the employés in the division present for the greatest and least number of days, respectively, are stated in the following table. These numbers take in employés only who were in employment for the whole of the periods given.

	1884.	1885.	1886.	1887 (to Mar. 1).
Whole number of working days in the several periods.....	307	303	306	48
Maximum number of days' service by employé present for the greatest number of days.....	296	*303	303.4	†48
Minimum number of days' service by employé present for the least number of days.....	42	131	134.4	29

* Three gentlemen had no leave in 1885.

† Fifteen gentlemen had no leave in first two months of 1887.

DIVISION OF REGISTRATION.

Character of business.—This division has general supervision of the system existing at all post-offices, under which letters and other articles of mail matter are registered. It gives information to the public, whenever necessary, as to the workings of the system; investigates complaints as to delays or mismanagement where special investigations by inspectors are not required; instructs postmasters as to their duties in registry business; takes corrective action in all cases where the registry regulations are disre-

garded or violated; receives, collates, and records statistical information relating to registry business from all the post-offices in the country; and collects from delinquent postmasters deficiencies in registry fees on letters and parcels mailed, contrary to the postal regulations, without full prepayment of postage and fees.

Method of transacting business.—The general manner in which the business of the division is transacted is as follows: The principal clerk examines all correspondence coming into and going out of the division, and has a general oversight and management of its work. One clerk prepares the letters originating in the division to which the signature of the Third Assistant Postmaster-General is required, gives instructions to postmasters concerning registry business where special written instructions are needed, and attends to the establishment, modification, or discontinuance of exchanges of through registered mails between prominent terminal post-offices on railroads. Two other clerks attend to the giving of instructions to postmasters in matters where general circulars of instruction or reprimand are used, occasionally preparing also written correspondence; make collection and record of deficiencies in registry fees where postmasters have failed to collect them according to the postal regulations; and look after the establishment, modification, or discontinuance of through exchanges of registered mails other than those between terminal offices on railroads. The three remaining clerks attend entirely to the collection and recording of statistics of registry business from the 54,000 post-offices now in existence, and the giving of such necessary instructions to postmasters as are pertinent thereto. The work is evenly distributed between them, each clerk having a section comprising about one-third of all the post-offices in the country.

Illustrations of business.—The following cases are fair examples of business done in the division, showing step by step the progress of each case:

FIRST.

- January 3, 1887. A merchant in New York writes to the Department that he has registered, to a certain national bank in Baltimore, a valuable letter which he wishes to recall.
- January 4. The right to recall not being allowed to the senders of registered letters, except under extraordinary circumstances, party is requested to state the reasons for wishing the return of the letter.
- January 4. Postmaster at Baltimore is directed by Department to hold the letter until further orders.
- January 6. Party informs Department that the registered letter contained a foreign draft for a large sum; that the cashier of the bank to which the draft was sent for collection having defaulted, and for a considerable amount, party apprehends that the bank will be embarrassed, and does not wish to intrust his business to it.
- January 7. Postmaster at Baltimore directed to return letter to writer if bank has no legal claim on it.
- January 7. Party informed of this direction.
- January 8. Postmaster at Baltimore reports that he has returned letter.
- Case closed.

SECOND.

- January 3, 1887. The postmaster at Saint Paul, Minn., writes to Department that, in his opinion, the amount of through registered matter between his office and Helena, Mont., will warrant the establishment of an exchange of such matter in through pouches under tell-tale locks.
- January 4, 1887. Postmaster is written to, that the subject will be considered.
- January 4, 1887. Matter referred to General Superintendent Railway Mail Service for opinion as to necessity of proposed exchange, and as to a proper schedule of dispatches from the two offices in case the exchange is established.
- January 12, 1887. On receipt of information asked for from General Superintendent Railway Mail Service, letters are written: (1) To First Assistant Postmaster-General, asking that supplies of pouch-bills and carbon paper for use with same be sent the two offices. (2) To Second Assistant Postmaster-General, asking that necessary supplies of special locks, keys, and pouches be furnished the two offices. (3) To the General Superintendent Railway Mail Service, informing him that the exchange will be established at a given time and on a given schedule. (4) To the postmasters at Saint Paul and Helena, giving them information to the same effect, and sending them instructions as to the government of through pouch exchanges.
- Record made of the exchange and case closed.

THIRD.

- January 3, 1887. The postmaster at New York sends a list of post-offices from which registered letters have been received, the stamps on which show that the postmasters, contrary to the postal regulations, have failed to exact full prepayment of registry fees, the list giving the registered numbers of the letters and the amount of deficiency in every case.
- January 4. Postmasters in question are all notified by circular letter of the irregularity reported, are properly instructed as to their duty in future, and are called on to send to the Department stamps to cover the amount of the deficiency.
- January 7, and subsequent dates, stamps are received from postmasters in compliance with Department's demand, counted carefully, and destroyed after recount and verification by a committee.
- January 10. Those postmasters who fail to comply with Department's third demand are specially written to and reprimanded. When stamps are all received, or satisfactory explanation made, case is closed.

FOURTH.

- January 3, 1887. The postmaster at New York reports that he has received from ———, Md., a registered letter which is not numbered, and does not bear the postmark of the mailing office or the date of mailing.
- January 4, 1887. The postmaster at ——— is advised by circular letter of the irregularities reported and is admonished to guard against their repetition.

FIFTH.

Exchanges of through registered mails at other than terminal offices on railroads are established in substantially the same manner as given in the second illustration above.

SIXTH.

January 3, 1887. The postmaster at ———, Va., reports the amount of registry business at his office for the quarter ending December 31, 1886.

January 4. Upon examination of this report it is found that the postmaster has been, contrary to the postal regulations, registering free matter mailed by certain Government officials.

January 5. Postmaster informed of incorrectness of his report, and properly instructed as to his duty in such matters.

Case closed.

Statistics of business, &c.—The amount and character of business pending and undisposed of in this division on the 1st of January, 1884, and the amount received, transacted, and disposed of during the calendar years 1884, 1885, 1886, and the months of January and February, 1887, are shown in the following table. The amounts in this table are nearly all estimated, there being no complete record of statistics kept in the division; but the statement is approximately correct.

The following statement shows the amount and character of business pending, received, and transacted in the division of registration at the times and during the periods specified:

	Cases requiring written correspondence more or less protracted.	Cases requiring correspondence by circulars and printed forms.	Cases requiring the collection of deficient registry fees in stamps.	Cases involving the establishment, discontinuance, or modification of through exchanges of registered matter.	Reports of registry business made by postmasters to be acted on and recorded.	Cases of failure to report, requiring the sending of circulars.
Pending and undisposed of January 1, 1884.....	75	250	400	3,500
Received during the year 1884.....	1,800	16,100	27,900	191	187,500	24,000
Transacted and disposed of during the year 1884.....	1,825	16,000	28,000	191	185,000	24,000
Pending and undisposed of January 1, 1885.....	50	350	300	6,000
Received during the year 1885.....	1,920	18,300	24,300	162	193,700	25,000
Transacted and disposed of during the year 1885.....	1,940	18,500	24,336	162	199,000	25,000
Pending and undisposed of January 1, 1886.....	30	150	264	700
Received during the year 1886.....	2,467	22,100	28,000	240	203,000	26,000
Transacted and disposed of during the year 1886.....	2,473	22,140	28,123	240	203,000	26,000
Pending and undisposed of January 1, 1887.....	24	110	141	700
Received during January and February, 1887.....	510	4,700	4,800	82	45,000	4,000
Transacted and disposed of during January and February, 1887.....	524	4,750	4,890	82	45,000	4,000
Pending and undisposed of March 1, 1887.....	10	60	51	700

The average number of employes in the division during each month of the periods above stated is shown in the following table:

Months.	Average number of employes.			
	1884.	1885.	1886.	1887 to Mar. 1.
January.....	7	7	6.2	7.4
February.....	7	7	6	7
March.....	7	7	6
April.....	7	7	6.7
May.....	7	7	7
June.....	7	7	7
July.....	6	6.2	6.8
August.....	6.8	6	7
September.....	7	6.7	7
October.....	6.8	7	7
November.....	6	7	7
December.....	7	7	6.9

The maximum and minimum amount of business transacted and disposed of in the division by the employé doing the most and the employé doing the least, during any of the above stated periods, cannot be given, no accurate account of individual work having been kept or considered necessary. The work has been judiciously apportioned, however, and no employé, so far as any comparison can be made, has performed any greater service than another, with the exception of the clerk in charge of the general correspondence, who has been frequently compelled, in order to properly perform the duties assigned him, to work a great many extra hours.

The average number of days and the time devoted to the consideration and transaction of business by the employés of this division during the calendar years 1884, 1885, 1886, and the first two months of 1887, is shown by the following table :

Year.	Average number of employés.	Whole number of working days.	Average number of days present.	Average number of hours employed daily.
1884.....	6.7	307	274	7
1885.....	6.9	303	272	7
1886.....	6.7	306	280	7
1887 (to March 1)	7.2	48	47	7

The above table does not include time employed in excess of the usual office hours. No record of such time has been kept, but the total has been very considerable. The absences indicated in the table were authorized, or were caused by illness or other unavoidable circumstances. With these exceptions, the attention to duty by employés has been continuous. No proxies have ever been employed.

The maximum and minimum number of days during each of the periods hereinbefore mentioned devoted to business by the employés in the division present for the greatest and the least number of days, respectively, are shown in the following statement. Employés who have been on the pay-rolls for only portions of each of the several periods have not been considered in making out this statement :

	1884.	1885.	1886.	1887 to Mar. 1.
Whole number of working days in the several periods.....	307	303	306	48
Maximum number of days' service by employé present for the greatest number of days.....	278	284	284	48
Minimum number of days' service by employé present for the least number of days.....	259	273	276	42.6

DIVISION OF FILES, RECORDS, AND MAILS.

Character of business.—The work of this division consists of receiving, opening, collating, and distributing all the mail that comes into the office, both ordinary and registered; of indexing and recording all letters and important papers received and sent; of taking press copies of all outgoing letters, and of transcribing into bound volumes such of them as are of historical interest, or for other reasons are deserving of permanent preservation; of keeping a record of telegrams sent and received, and of certifying to all bills therefor; of keeping a record of moneys, stamps, and other representatives of value received in the office and their disposition; of arranging, keeping, and examining the files of the office; and, finally, of attending to the proper disposal of all matter prepared in the office to be sent by mail.

Method of transacting business.—The manner in which the work is done is as follows: The principal clerk indorses, indexes, and records all letters received that are of importance, and under the direction of the chief clerk apportions them to the several divisions of the office; he also indexes and records all letters that go out of the office. He keeps the record of money, stamps, and other representatives of value received, and properly distributes them, keeps account of all telegrams sent out and received, certifies to bills for their payment, has charge of all the files of the office, attends personally to the receipt and dispatch of all the registered mails, and generally superintends the work of the division. Another clerk, during the pressure of business, assists in the foregoing work, and at other times in the opening, distribution, and dispatch of mails. Still another clerk is employed in transcribing letters, and in copy-

ing papers, and when not thus engaged assists in special cases from the registry division. The two remaining clerks are employed in opening the mail, collating, and distributing it, copying letters, and dispatching telegrams, letters, and other papers sent from the office.

Illustrations of business.—It is not supposed that any special examples of the work done in this division will give a clearer idea of it than that conveyed by the foregoing statement.

Statistics of business, &c.—The amount and character of business pending and undisposed of in this division on the 1st of January, 1884, and the amount of business received, transacted, and disposed of during the calendar years 1884, 1885, 1886, and the months of January and February, 1887, are shown in the following table:

Statement of the amount and character of business pending, received, and transacted in the division of files, &c., at the times and during the periods specified.

Character of business.	Letters, requisitions, receipts, &c., received and opened.	Letters received and disposed of containing money.	Letters and packages received and disposed of containing stamps and stamped envelopes.	Registered letters received and disposed of.	Letters briefed and recorded.	Letters copied.
Amount of work pending and undisposed of January 1, 1884.....						
Amount of work received and disposed of during calendar year 1884.....	1, 158, 212	1, 285	5, 860	9, 752	38, 247	11, 873
Amount of work received and disposed of during calendar year 1885.....	1, 166, 873	521	8, 600	11, 803	40, 362	17, 332
Amount of work received and disposed of during calendar year 1886.....	1, 175, 680	452	18, 815	28, 824	42, 670	15, 380
Amount of work received and disposed of during months of January and February, 1887.....	298, 473	117	3, 051	4, 828	4, 877	2, 520
Balance of work undisposed of March 1, 1887.....						

The average amount and character of business performed, transacted, and disposed of by the employés in this division during each month of the periods covered by the foregoing table cannot be accurately shown, it never having been considered necessary to keep any account of the work by months.

[*Note by Committee:* A table showing a rough average per month, obtained by dividing the items in the foregoing table by the number of months, is omitted.]

The average number of employés in the division during each month of the periods above mentioned is as follows:

Months.	Average number of employés.			
	1884.	1885.	1886.	1887 (to Mar. 1).
January.....	5	5	5	5
February.....	5	5	5	5
March.....	5	5	5	
April.....	5	5	5	
May.....	5	5	5	
June.....	5	5	5	
July.....	5	5	5	
August.....	5	5	5	
September.....	5	5	5	
October.....	5	5	5	
November.....	5	5	5	
December.....	5	5	5	

The maximum and minimum amount of business transacted and disposed of in the division by the employé doing the most and the employé doing the least cannot be accurately stated, no record of individual work having been kept. Such a record has never been regarded as necessary, and considering the character of the work done it is hardly practicable for the entire force.

The average number of days devoted to the consideration and transaction of business by the employés of this division during the calendar years 1884, 1885, 1886, and for January and February, 1887, is shown in the following statement of the average number of days, and the time devoted to the consideration of business during the periods specified, by the employés in the division of files and mails :

Years.	Average No. of employés.	Whole No. of working days.	Average No. of days present.	Average No. of hours employed daily.
1884.....	5	307	270	7
1885.....	5	303	275	7
1886.....	5	306	276	7
1887 (to March 1).....	5	48	47	7

The above does not include time employed in excess of the usual office hours. No record of such extra time has been kept; but it is estimated that each man in the division has performed extra service every year to the amount of 105 hours, or an average of 15 extra days of 7 hours each. All absence from duty has been regularly authorized, or has been caused by illness. Excepting such absences, the attention of the employés to duty has been constant.

The maximum and minimum number of days during each of the periods above devoted to business by the employé in the division present for the greatest and least number of days, respectively, are shown in the following statement :

	1884.	1885.	1886.	1887 (to Mar. 1).
Whole number of working days in the several periods.....	307	303	306	48
Maximum number of days' service by employé present for the greatest number of days.....	283	278	278	48
Minimum number of days' service by employé present for the least number of days.....	228	273	274	43

[Specimen.]

New York. No. 9732.]

[Warrant. \$140,871.25.

POST-OFFICE DEPARTMENT, *January 13, 1887.*

To the Treasurer of the United States :

Pay to Edward V. W. Rossiter, agent of New York Central and Hudson River R. R. Co., or order one hundred forty thousand eight hundred seventy-one and $\frac{2}{100}$ dollars. The assistant treasurer of the United States, New York, will pay this warrant.

3rd Ass't Postmaster-General.

Auditor of the Treasury for the P. O. Dep't.

Countersigned :

Assistant Treasurer of the United States.

No. 1110. Auditor's certificate.

Residence, Room 3, Grand Central Depot, New York, N. Y.

(Across the back:)

Before indorsing read these instructions.

The name of the payee, as indorsed, must correspond in spelling with that on the face of the warrant; no guarantee of an indorsement, imperfect in itself, can be accepted. If the name of a payee, as written on the face of a warrant, is spelled incorrectly, the warrant should be returned to the Third Ass't P. M. General for correction.

Indorsements by mark (+) must be certified to by two witnesses, giving their places of residence.

Payees and indorsees must indorse by their own hands; officials, officially with full title; firms, the usual firm-signature by a member of the firm, not by a clerk or other person for the firm.

EXHIBIT A.—*Finance Division.*

Report for payment of Railway Mail Service.

The United States, Dr., to New York Central and Hudson River R. R. Co.

For carrying the mails in New York, on route—

No. 6011	} Per qr. per Rec. Service from Oct. 1 to Dec. 31, 1886, per order No. 13863..	\$130,945 81
\$130,945.81 ..		
.....		
No. 6013	} Per qr. per Rec. Service from " to " per order No. 13864..	4,201 60
\$4,201.60 ..		
.....		
*		*

No. —. P. O. inspector's fares	\$ —
No. 6011. Temp. mess'r ser., order No. 16860	6 50
No. " Fines and deductions	2,467 00
No. 6013. "	11 00
	2,484 50

(Stamped on face:) Examined by Rich'd T. Bryan, Jan. 13, 1887, Division of Finance, Office of Third Ass't P. M. Gen'l.

Adjusted and stated by—

M. C. MUNSON,

No. 1110. *Pay Clerk.*

OFFICE OF THE AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT,
January 12, 1887.

To the POSTMASTER-GENERAL:

I certify that there is payable to Edward V. W. Rossiter, agent, Room 3, Grand Central Depot, New York, N. Y., the amount above specified on account, agreeably to the contracts, books, and other vouchers filed in this office, reserving the right to correct all errors and omissions.

D. McCONVILLE,
Auditor.

New York series, warrant No. 9732.

[Specimen.]

Cincinnati. No. 8110.]

[Warrant. \$211.95.

POST-OFFICE DEPARTMENT, February 24, 1887.

To the Treasurer of the United States:

Pay to Tyre G. Gibson, or order, two hundred eleven and $\frac{36}{100}$ dollars.
The assistant treasurer of the United States, Cincinnati, will pay this warrant.

3rd Ass't Postmaster-General.

Auditor of the Treasury for the P. O. Dep't.

A.
Countersigned:

Assistant Treasurer of the United States.

No. 13460. Auditor's certificate.
Residence, Barboursville, Knox Co., Ky.

(Across the back:)

Before indorsing read these instructions.

The name of the payee, as indorsed, must correspond in spelling with that on the face of the warrant; no guarantee of an indorsement, imperfect in itself, can be accepted. If the name of a payee, as written on the face of a warrant, is spelled incorrectly, the warrant should be returned to the Third Ass't P. M. General for correction.

Indorsements by mark (+) must be certified to by two witnesses, giving their places of residence.

Payees and indorsees must indorse by their own hands; officials, officially with full title; firms, the usual firm-signature by a member of the firm, not by a clerk or other person for the firm.

EXHIBIT B.—Finance Division.

Star Service.—Report for payment for transportation of mails.

The United States, Dr., to Tyre G. Gibson.

For carrying the mails in N. C., on route—.

No. 13114 } Per qr. per contract from October 1 to December 31, 1886.....	\$7 39
\$7.39 }	
..... per order No.....	
No. 13122 } Per qr. per contract from October 1 to December 31, 1886.....	16 00
\$16.00 }	
..... per order No.....	
* * * * *	*

Adjusted and stated by

W. D. BURBAGE, *Pay Clerk.*

OFFICE OF THE AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT,
Feb'y 18, 1887.

To the Postmaster-General:

I certify that there is payable to Tyre G. Gibson, Barboursville, Knox Co., Ky., the amount above specified on account, agreeably to contracts, books, and other vouchers filed in this office, reserving the right to correct all errors and omissions.

D. McCONVILLE,
Auditor,
By H. A. HARALSON,
Deputy Auditor.

Cincinnati series, warrant No. 8110.

(Stamped on face:) Examined by J. L. Husband, Feb, 25, '87, division of finance, office of Third Ass't P. M. Gen'l,

[Specimen.]

No. 12203.]

[\$9,000.

POST-OFFICE DEPARTMENT U. S.

To the postmaster at New York, N. Y.

Pay to Frank B. Conger, P. M., Washington, D. C., or order, nine thousand dollars.
Underneath writing on face: Transfer draft. February 26, 1887.

3rd Ass' Postmaster-General.

On Auditor's report No. 14136.

Countersigned: _____,
Auditor, P. O. Dep't.

(Across the back:)

Indorsement must be legally and technically perfect, or the postmaster upon whom drawn will refuse payment.

The name of the P. M. on whom this draft is drawn, and the name of his office, must be inserted in the receipt below.

Received this _____ day of _____, 188 _____, of _____, P. M. at _____, the amount of the within draft. _____

(On margin:)

Delay in presentation of this draft for payment should be avoided. Postmasters will refuse payment unless presented within three months from day of issue.

EXHIBIT C.—Finance Division.

Report for payment of railway postal clerks.

OFFICE OF THE AUDITOR OF THE TREASURY
FOR THE POST-OFFICE DEPARTMENT,
Washington, D. C., Feb'y 26, 1887.

Estimated amount of authorized payments to railway postal clerks by the postmaster at Washington, Washington Co., D. C., for the month ending February 28, 1887....	\$35,000
Estimated net receipts for said quarter.....	\$1,000
Balance on general postal accounts for previous quarter.....	25,000
	26,000
Balance required	9,000

Stated by

W. H. CROWELL, Clerk.

To the POSTMASTER-GENERAL:

I have the honor to request that a draft for \$9,000.00 be issued in favor of Frank B. Conger, P. M., Washington, Washington Co., Dist. of Col., to enable him to pay railway postal clerks for service during the month ending February 28, 1887.

Respectfully,

No. _____

D. McCONVILLE,
Auditor.

By H. A. HARALSON,
Deputy Auditor.

Transfer draft No. 12203 on P. M. at New York.

Warrants drawn by the Postmaster-

NEW

Date of warrant.	Number of warrant.	Number of report.	Ledger.	Folio.	In whose favor.	Memoranda.	When paid.			On what account.										
							Day.	Month.	Year.	Star transportation.	Railroad transportation.	Use of postal cars.	Special facilities trunk rail-road lines.	Steamboat transportation.	Foreign mail transportation.					
1886.																				
Dec. 3	9251	52017			N. Tyler, mail messenger		8	Jan.	1887											
		18			R. W. Evans, mail messenger		8	Jan.	1887											
		3			do		8	Jan.	1887											
	4	451851			D. D. Stout, mail messenger		18	Dec.	1886											
		52042			A. Freeman, mail carrier		27	Dec.	1886											
		6 512			Howell & Rogers*		18	Dec.	1886	\$24 50										
		7 425			W. P. Ryon		8	Dec.	1886											
		8 315			W. L. Squire, agent		11	Dec.	1886											
		9 448			J. C. B. Smith, agent		15	Dec.	1886											
	60	9			W. W. Thompson, agent		10	Jan.	1887											
		1 50			do		31	Dec.	1886											
		2 1			do		31	Dec.	1886											
		3 398			B. W. Beedy		20	Dec.	1886	1 50										
		4 22			A. K. Smiley, mail carrier		14	Dec.	1886											
	6	5 40			R. P. Eaton for A. C. Eaton, l.p.m.		23	Dec.	1886											
		6 82			F. Beaumont, late postmaster		15	Dec.	1886											
	7	7 527			B. W. Beedy		20	Dec.	1886	4 00										
		8 23			J. H. Winchester & Co., agents		13	Dec.	1886											
		9 2			B. McDonald & Co., agents		17	Dec.	1886											\$62 35
	70	1			J. E. Ward, & Co., agents		4	Jan.	1887											13 75
		1 17			Bowring & Archibald		17	Jan.	1887											7 98
		2 15			E. Z. Penfield, agent		13	Dec.	1886											6 98
		3 14			J. J. Philbrick, agent		31	Dec.	1886											1,485 71
		4 478			W. A. Briggs, late postmaster		16	Dec.	1886											52 97
		5 544			W. J. Maxwell		20	Dec.	1886											
		6 6			A. R. Holmes		27	Dec.	1886											
		7 52			H. W. Hall		14	Dec.	1886											
		8 1			H. L. Rogers		14	Dec.	1886											
		9 49			W. W. Simpson		17	Dec.	1886											
	80	7			H. Booth		13	Dec.	1886											
		1 8			W. C. Boykin		17	Dec.	1886											
		2 50			J. D. Williamson		20	Dec.	1886											
		3 5			J. G. Smith, mail messenger		28	Dec.	1886											
		4 6			C. C. Woolworth		13	Dec.	1886											
		5 68			W. A. Wheeler, jr.		13	Dec.	1886											
		6 7			do		13	Dec.	1886											
		7 53			L. S. Samuel		15	Dec.	1886											
		8 4			F. H. Smith		13	Dec.	1886											
		9 79			C. F. Baldwin		13	Dec.	1886											
	90	8			W. C. Baird		17	Dec.	1886											
		1 80			W. Palmer		14	Dec.	1886											
		2 1			B. M. Turner		16	Dec.	1886											
		3 89			W. W. Thompson, agent		31	Dec.	1886											
	9	4 8			do		31	Dec.	1886											
		5 7			J. M. Lee, agent		20	Dec.	1886											
		6 6			J. A. Gray, agent		21	Dec.	1886											
		7 5			American Bank Note Company		15	Dec.	1886											
		8 94			D. M. Wright, mail messenger					8 25										
		9 683			R. H. Moore, mail messenger		20	Dec.	1886											
	9300	683			P. Yantz, mail messenger		20	Dec.	1886											
										38 25										1,629 74

* In lieu of warrant 789, dated July 17, 1886, †1887. Letter-carrier.

[Note by Committee : Over face of Exhibit E is written in red ink the amount, number, quality, &c., of postage-stamps, cards, and stamped envelopes allowed by the Department to be furnished on said requisition.]

EXHIBIT E.

POST-OFFICE AT DULUTH, COUNTY OF SAINT LOUIS,
STATE OF MINN. Date, June 7, 1887.

THIRD ASSISTANT POSTMASTER-GENERAL :

Please forward, for the use of this office, the following ordinary postage-stamps :

Wanted.			I have now on hand. (See sec. 3 on back.)	
Number wanted.	Denomination.	Amount wanted.	Number.	Value.
50,000	One-cent	\$500	117,393	\$1,173 93
200,000	Two-cent	4,000	105,536	2,110 72
500	Four-cent	20	6,900	276 00
20,000	Five-cent	1,000	4,700	235 00
5,000	Ten-cent	500	1,700	170 00
200	Fifteen-cent	30	500	75 00
100	Thirty-cent	30		
20	Ninety-cent	18	62	55 80
500	Ten-cent—special delivery	50	250	25 00
	Total	6,148	237,141	4,121 45

And the following postal cards :

25,000	One-cent	250	45,000	450 00
1,000	Two-cent (international)	20		
	Total	270	45,000	450 00

Also the following stamped envelopes :

Number wanted.	Denominations, number, and size.	Quality.	Color. (See sec. 5 on back.)	Price per 100.	Amount wanted.	On hand.	
						No.	Value.
500	One-cent, No. 3 ¹ ...	First ...	White or amber	\$1 18	\$5 80		
250	Two-cent, No. 3 ¹ ...	First ...	White or amber	2 16	5 40	9,000	\$195 40
			2d qual. buff or blue, \$2.12.	2 12	5 30		
*250	Two-cent, No. 3 ¹ ...	2d and 3d	3d qual. manila or amber, \$2.10.	2 10	5 25		
	One-cent, No. 4 ¹ ...	Manila	Manila	1 10			
500	One-cent, No. 4 ^{1/2} ...	First ...	White or amber	1 18	5 90	34,725	419 25
500	One-cent, No. 4 ^{1/2} ...	Third ...	Manila or amber	1 10	5 50		
1,000	Two-cent, No. 4 ^{1/2} ...	First ...	White or amber	2 18	21 80		
			2d qual. buff or blue, \$2.14.		5 35		
*250	Two-cent, No. 4 ^{1/2} ...	2d and 3d	3d qual. manila or amber, \$2.10.		5 25	2,000	44 40
			White or amber	5 18	12 95		
250	Five-cent, No. 4 ^{1/2} ...	First ...	White or amber	2 20	22 00	7,500	165 00
1,000	Two-cent, No. 5 ¹ ...	First ...	White or amber		5 40		
			2d qual. buff or blue, \$2.16.				
*250	Two-cent, No. 5 ¹ ...	2d and 3d	3d qual. manila or amber, \$2.12.		5 30		
250	Four-cent, No. 5 ¹ ...	First ...	White or amber	4 20	10 50		
250	Four-cent, No. 5 ¹ ...	Third ...	Manila or amber	4 12	10 30		
250	Five-cent, No. 5 ¹ ...	First ...	White or amber	5 20	13 00		
500	One-cent, No. 6 ¹ ...	Manila	Manila	1 12	5 60		
250	Two-cent, No. 6 ¹ ...	First ...	White or amber	2 22	5 55		
			2d qual. buff or blue, \$2.18.		5 45		
*250	Two-cent, No. 6 ¹ ...	2d and 3d	3d qual. manila or amber, \$2.14.		5 35		
250	Four-cent, No. 6 ¹ ...	First ...	White or amber	4 22	10 55		
250	Four-cent, No. 6 ¹ ...	Third ...	Manila or amber	4 14	10 35		

* Each. 1 3/4 x 5 1/2 inches. 2 3/4 x 5 1/2 inches. 3 3/4 x 6 1/4 inches. 4 3/4 x 6 1/2 inches.

Number wanted.	Denominations, number, and size.	Quality.	Color. (See sec. 5 on back.)	Price per 100.	Amount wanted.	On hand.	
						No.	Value.
250	Two-cent, No. 7 ^s ...	First ...	White or amber	\$2 30	\$5 75	25	\$0 59
			2d qual. buff or blue, \$2.26.	-----	5 65		
*250	Two-cent, No. 7 ^s ..	2d and 3d	3d qual. manila or amber, \$2.16.	-----	5 40		
250	Four-cent, No. 7 ^s ...	Third ...	Manila or amber.....	4 16	10 40	1,250	54 50
250	Two-cent, No. 8 ⁶ ...	First ...	White or amber	2 34	5 85		
			2d qual. buff or blue, \$2.28.	-----	5 70		
*250	Two-cent, No. 8 ⁶ ..	2d and 3d	3d qual. manila or amber, \$2.18.	-----	5 45		
100	Four-cent, No. 8 ⁶ ..	Third ...	Manila or amber.....	4 18	4 18	250	11 00
500	One-cent, No. 12, 5 $\frac{1}{2}$ x 9 $\frac{1}{8}$ ''.	Manila	Newspaper wrappers...	1 10	5 50	500	5 50
250	Two-cent, No. 12 ..	Manila	Newspaper wrappers...	2 10	5 25	1,000	21 00
NOTE ENVELOPES.							
	Two-cent, No. 1, 2 $\frac{1}{2}$ x 5 $\frac{1}{4}$ ''.	First ...	White	2 14	-----		
	Two-cent, No. 2, 3 $\frac{1}{2}$ x 5 $\frac{1}{4}$ ''.	First ...	White or amber	2 16	-----		
	Two-cent, No. 10, 3 $\frac{1}{2}$ x 4 $\frac{1}{2}$ ''.	First ...	White	2 18	-----		
	One-cent, No. 11, 4 $\frac{1}{2}$ x 5 $\frac{1}{8}$ ''.	First ...	White	1 20	-----		
	Two-cent, No. 11 ..	First ...	White	2 20	-----		
	Total.....					59,250	915 64

5 3/8 x 8 7/8 inches.

6 3/8 x 10 1/8 inches.

Postmaster sign here with pen and ink. Stamping name of postmaster or signing with pencil is prohibited.

JOHN FLYNN,
Postmaster.
By _____.

Average monthly sales of ordinary stamps and postal cards \$ _____
 Average monthly sales of envelopes \$ _____
 This information must be furnished.

INSTRUCTIONS—STAMPED-ENVELOPE SCHEDULE, 1886.

1. Write or print the name of your office, county, and State at top on the other side of this sheet, with the date you send to the Department.
2. Use this blank form, 3201, and for no other purpose than that for which it is designed: Ordering ordinary and special-delivery stamps, postal cards, stamped envelopes, and newspaper wrappers.
3. In filling out this form on the reverse side, enumerate, at the left of the broad black line, the supplies you desire, with their value, and at the right set down the number and value of the supplies you have on hand. Even if only one denomination of stamps is wanted you are required to enumerate all the ordinary stamps you have on hand, and so also as to postal cards and stamped envelopes. Give also the information required at bottom.
4. No. 1, small note size, Nos. 10 and 11, small and large baronial, will be furnished in first quality, white only; No. 2 will be furnished in first quality, white and amber; all other sizes, except 4, 6, and 12, will be supplied in three qualities, and each quality in equal parts of two colors, as described, unless otherwise directed by the postmaster, who will strike out with pen the color not wanted, or when blank, write in the color wanted.
5. Envelopes all sizes, qualities, and denominations, except Nos. 1, 4, 6, and 12 (note envelopes, circulars, and wrappers), will be furnished in such proportions of plain and "printed" (the printing consisting of a blank request of one line across the end) as may be desired. When the name of the post-office is to be printed the envelopes should be ordered, as other "special requests," on form 3202. When no instructions are given on the subject the proportions will be equal. Such instructions should be given plainly on the face of the requisition on the left margin, or in price column. Postmasters must not order less than 250 each of either of the Nos. 1, 2, 3, 4, 4 $\frac{1}{2}$, 5, 6, 9, or 12, and 100 each of the Nos. 7 or 8 envelopes; nor less than 500 postal cards.
6. Sign legibly with your name as you signed it on your official bond; the heading and signature are vital matters. In case of death or suspension of postmaster, the person in charge should immediately, before attempting to procure supplies, notify the First Assistant Postmaster-General, who will give any necessary authority and instructions.
7. Consult the designs below in selecting size and shape of envelopes desired.*

* The designs are omitted.

8. Blank forms furnished by the First Assistant Postmaster-General for making requisitions are:

For ordinary and special-delivery stamps, stamped envelopes, and postal cards.....	No. 3201
Special-request envelopes.....	No. 3202
Newspaper and periodical stamps.....	No. 3203
Registered-package envelopes.....	No. 3282
Post-office (free "penalty") envelopes.....	No. 3282
Postage-due stamps.....	No. 3285
Newspaper and periodical stub-books.....	No. 3245

9. Postmasters are not required to make requisitions at the first of a quarter, but when supplies are needed, and then for a three months' estimate. Further information as to requisitions for ordering stamps, envelopes, and postal cards is found in schedule form 3200 and circulars 3232, 3236, 3288, and 3244.

10. Give, on the space below, any special information, instructions, or wishes as to this requisition only. Reference to any other subject will not be heeded.

11. Place the postmark of your office here: _____

EXHIBIT F.

June 11, 1887, Order No. 136 for postage-stamps to be supplied from the New York agency.

Post-office.	County.	State.	Postmaster.	Date of receipt.	Amount.
					Dollars.
Boulder Valley	Jefferson.....	Mont ..	E. McSorley	241
Bradshaw	York	Nebr ..	E. Shellenberger	275
Burlingame	Osage	Kans ..	J. Maybury	598
Cambridge	Guernsey	Ohio ..	W. H. H. Iagar	1, 155
Duluth	Saint Louis	Minn ..	J. Flynn	6, 148
Kingston	Sierra	N. Mex ..	R. H. Hopper	530
La Harpe	Hancock	Ill ..	J. C. Coulson	345
					9, 292

Denomination of stamps.

Denomination of stamps.										Special delivery.
1	2	3	4	5	6	10	15	30	90	10
1, 000	8, 000	400	200	200	100	100
1, 500	12, 000	100	100	50
4, 500	25, 000	200	500	200
10, 000	50, 000	250	300	300
50, 000	200, 000	500	20, 000	5, 000	200	100	20	500
2, 000	20, 000	1, 000	100
3, 000	15, 000	100	100
72, 000	330, 000	1, 350	21, 200	6, 800	300	100	20	850

Daily average of the above order throughout the quarter is 26 of these sheets.

EXHIBIT G.

June 14, 1887, Order No. 114 for postal cards to be supplied from the Castleton, N. Y., agency.

Reg. No.	Post-office.	County.	State.	Postmaster.	Number.		Amount.
					1-cent.	2-cent International.	Dollars.
	Duluth	Saint Louis ..	Minn ..	J. Flynn	25, 000	1, 000	27 ⁰⁰ 00
	Jacksonville ..	Duval	Fla	H. W. Clark	500	1 ⁰⁰ 50
	Marquand	Madison	Mo	J. Lutes	500	5 00
	Paris	Washington ..	Pa	J. R. Hooker	500	5 00
	Union City	Obion	Tenn ..	W. R. Andrews ..	6, 000	60 00
	Worthington ..	Greene	Ind	P. H. Wilson	1, 000	10 00
					33, 000	1, 500	360 00

Daily average of the above order throughout the quarter is 12 of these sheets.

EXHIBIT H.

June 14, 1887, order No. 138, for stamped envelopes to be supplied from the agency at Hartford, Conn.

Post-office.	County.	State.	Postmaster.	Amount.		Date received.	3.				4.	4½.					5.				
				Dollars.	Cents.		1-cent, 1st qual.	2-cent, 1st qual.	2-cent, 2d qual.	2-cent, 3d qual.		1-cent. cir- culars.	1-cent, 1st qual.	1-cent, 3d qual.	2-cent, 1st qual.	2-cent, 2d qual.	2-cent, 3d qual.	5-cent, 1st qual.	10-cent, 1st qual.	2-cent, 1st qual.	2-cent, 2d qual.
							11.60	21.60	21.20	21.00		11.00	11.80	11.00	21.80	21.40	21.00	51.80	102.00	22.00	21.60
Baltimore		Md ..	F. Brown	3,616	80	10,000	25,000				26,000		40,000				50,000			
Duluth	Saint Louis	Minn.	J. Flynn	246	98	500	250	250	250		500	500	1,000	250	250	250	1,000	1,000	250	
Newark	Essex	N. J.	W. H. F. Fiedler ..	1,520	30		5,000			1,000			25,000					22,000		
New Orleans	Orleans	La.	S. H. Buck	13,837			75,000											500,000		
Raleigh	Wake	N. C.	S. A. Ashe	21	80															
Richmond	Henrico	Va.	W. H. Cullingworth.	1,753									35,000					45,000		
Sterling	Logan	Colo.	E. L. Minter	90	60												500			
				21,086	48	10,500	105,250	250	250	1,000	26,500	500	61,000	10,250	250	250	500	618,000	250	

¹ White, plain.

² White and plain.

³ ¾ white, plain; ¼ amber, plain.

⁴ Blue and plain.

⁵ Plain.

⁶ ¾ plain; ¼ print.

⁷ ¾ white, plain; ¼ white, print; ¼ amber, print.

⁸ ¾ white, plain; ¼ amber, plain; ¼ white, print; ¼ amber, print.

⁹ ¾ white and plain; ¼ white and print; ¼ amber and plain;

¼ amber and print.

¹⁰ ¾ White and plain; ¼ white and print; ¼ amber and plain;

¼ amber and print.

Daily average of the above order throughout the quarter is twelve of these sheets.

EXHIBIT H—Continued.

June 14, 1887, order No. 138, for stamped envelopes to be supplied from the agency at Hartford, Conn.—Continued.

Post-office.	5.				6.	9.					7.				8.					12.		1.	2.	10.	11.	
	2-cent, 3d qual.	4-cent, 1st qual.	4-cent, 3d qual.	5-cent, 1st qual.	1-cent, circulars.	2-cent, 1st qual.	2-cent, 2d qual.	2-cent, 3d qual.	4-cent, 1st qual.	4-cent, 3d qual.	2-cent, 1st qual.	2-cent, 2d qual.	2-cent, 3d qual.	4-cent, 3d qual.	2-cent, 1st qual.	2-cent, 2d qual.	2-cent, 3d qual.	4-cent, 3d qual.	10-cent, 2d qual.	1-cent, newspaper.	2-cent, wrappers.	2-cent, 1st qual.	2-cent, 1st qual.	2-cent, 1st qual.	1-cent, 1st qual.	2-cent, 1st qual.
	21.20	42.00	41.20	52.00	11.20	22.20	21.80	21.40	42.20	41.40	23.00	22.60	21.60	41.60	23.40	22.80	21.80	41.80	102.80	11.00	21.00	21.40	21.60	21.80	12.00	23.00
Baltimore.....					50,000						10,000								50,000							
Duluth.....	250	250	250	250	500	250	250	250	250	250	250	250	250	250	250	250	250	100		500	250					
Newark.....					2,000														25,000	2,000	1,000					
New Orleans.....					50,000														50,000		5,000					
Raleigh.....																						1,500				
Richmond.....																										1,500
Sterling.....																		250							500	500
	250	250	250	250	102,500	250	250	250	250	250	10,750	250	250	250	250	250	250	100	250	125,500	2,250	6,000	500	500	250	500

¹ Plain. ² White.

Daily average of the above order throughout the quarter is twelve of these sheets.

EXHIBIT I.

POST-OFFICE AT EVANSVILLE,
COUNTY OF VANDERBURGH,
STATE OF INDIANA,

[Date.] *June 8, 1887.*

THIRD ASSISTANT POSTMASTER-GENERAL:

Please forward to this office, for Henry F. Blount, the following special-request envelopes, viz :

Number.	Denominations.	Size.	Quality.	Color.	Price per 100.	Amount.
.....	One-cent	No. 3, 3 $\frac{1}{2}$ x 5 $\frac{1}{2}$ inches	First	White or amber*	\$1 16
.....	Two-cent	No. 3	First	White or amber*	2 16
.....	Two-cent	No. 3	Second	Buff or blue*	2 12
.....	Two-cent	No. 3	Third	Manila or amber*	2 10
.....	One-cent	No. 4 $\frac{1}{2}$, 3 $\frac{1}{2}$ x 5 $\frac{7}{8}$ inches	First	White or amber*	1 18
.....	One-cent	No. 4 $\frac{1}{2}$	Third	Manila or amber*	1 10
.....	Two-cent	No. 4 $\frac{1}{2}$	First	White or amber*	2 18
.....	Two-cent	No. 4 $\frac{1}{2}$	Second	Buff or blue*	2 14
.....	Two-cent	No. 4 $\frac{1}{2}$	Third	Manila or amber*	2 10
.....	Five-cent	No. 4 $\frac{1}{2}$	First	White or amber*	5 18
1,000	Two-cent	No. 5, 5 $\frac{1}{2}$ x 6 $\frac{1}{2}$ inches	First	White	2 20	\$22 00
.....	Two-cent	No. 5	Second	Buff or blue*	2 16
.....	Two-cent	No. 5	Third	Manila or amber*	2 12
.....	Four-cent	No. 5	First	White or amber*	4 20
.....	Four-cent	No. 5	Third	Manila or amber*	4 12
.....	Five-cent	No. 5	First	White or amber*	5 20
.....	Two-cent	No. 9, 3 $\frac{1}{2}$ x 6 $\frac{1}{2}$ inches	First	White or amber*	2 22
.....	Two-cent	No. 9	Second	Buff or blue*	2 18
.....	Two-cent	No. 9	Third	Manila or amber*	2 14
.....	Four-cent	No. 9	First	White or amber*	4 22
.....	Four-cent	No. 9	Third	Manila or amber*	4 14
.....	Two-cent	No. 7, 3 $\frac{1}{2}$ x 8 $\frac{1}{2}$ inches	First	White or amber*	2 30
.....	Two-cent	No. 7	Second	Buff or blue*	2 26
.....	Two-cent	No. 7	Third	Manila or amber*	2 16
.....	Four-cent	No. 7	Third	Manila or amber*	4 16
.....	Two-cent	No. 8, 4 $\frac{1}{2}$ x 10 $\frac{1}{2}$ inches	First	White or amber*	2 34
.....	Two-cent	No. 8	Second	Buff or blue*	2 28
.....	Two-cent	No. 8	Third	Manila or amber*	2 18
.....	Four-cent	No. 8	Third	Manila or amber*	4 18
.....	Two-cent	No. 1, 2 $\frac{1}{2}$ x 5 $\frac{1}{2}$ inches†	First	White	2 14
.....	Two-cent	No. 2, 3 $\frac{1}{2}$ x 5 $\frac{1}{2}$ inches†	First	White or amber*	2 16
.....	Two-cent	No. 10, 5 $\frac{1}{8}$ x 4 $\frac{1}{2}$ inches†	First	White	2 18
.....	One-cent	No. 11, 4 $\frac{1}{2}$ x 5 $\frac{1}{2}$ inches†	First	White	1 20
.....	Two-cent	No. 11†	First	White	2 20
Total	22 00

*NOTE.—Strike out with a pen whichever color is not wanted. If not stricken out, the envelopes will be furnished in equal proportions of these two colors.

† Note envelopes.
(On margin:) Postmasters in making their orders will carefully consult the regulations on the back of this blank, and be governed strictly in accordance with the same.

Print on the upper left-hand corner a request to return, as follows:
Return to Henry F. Blount, corner Main and Illinois streets, Evansville, Ind., if not delivered within 10 days.

J. W. LAUER,
Postmaster.

[Note by Committee: Over face of Exhibit I is written in red ink the amount, number, quality, &c., of special-request envelopes allowed by the Department to be furnished on said requisition.]

REGULATIONS RESPECTING SPECIAL-REQUEST ENVELOPES.

1. No order is to be taken on credit except at the postmaster's own risk, and in no case for less than 500 of any specified denomination bearing the same printing.
2. Special-request envelopes must, in all instances, be ordered on the blank form furnished by the Department, (Form No. 3202).
3. Special devices and the address of correspondents will not be printed under any circumstances whatever, and no envelopes will be ruled or black-lined.
4. The printing of cards and requests across the end has been discontinued. In future they will be printed on the upper left-hand corner only.
5. Business vocations or employments will be excluded from cards and requests. The name of the writer only should be given, without any reference to his occupation.

5. Should it be desired to leave in blank the post-office address of the party to whom the envelopes are to be made returnable, it must be so stated.

6. When the name and post-office address only are desired, without a request to return, the order must so specify. By law all letters bearing the name and address of the writer on the envelope are required to be returned if not delivered within thirty days.

7. The name of the *post-office* ordering, as written at the head of the requisition, must agree with that given at the bottom, for printing the return request-card, except in cases under Sec. 13, and follow in full the style and orthography of the official establishment as determined by the First Assistant Postmaster-General and published in the Postal Guide; that officer has exclusive control of that detail, and any attempt to abbreviate or change the method of spelling the name of an office on this requisition will insure its return for correction.

8. No variations will be made in the *style of type*, the *color of ink*, or the *form of request* adopted by the Department; neither will cards or requests be surrounded by borders of any kind.

9. The matter desired to be printed must be plainly written in the space provided therefor, and a printed card should, when obtainable, also accompany the order to avoid mistakes.

10. Envelopes that may be refused on account of a misprint that has occurred through no fault of the Department will, if returned, be treated as spoiled in directing, and only the value of the postage on the same be placed to the credit of the postmaster by whom they were ordered.

11. No. 1, small note size, Nos. 10 and 11, small and large baronial, will be furnished in first quality, white only. No. 2 commercial note will be furnished in first quality only, but in either white or amber. All other sizes will be furnished in three qualities and each quality in equal parts of two colors, as described, unless otherwise requested by the postmaster.

12. Cards or requests will not be printed on *newspaper wrappers* or on *envelopes for covering circulars*.

13. If, for the reason that the purchaser has more than one post-office address, the postmaster intentionally direct the name of another post-office than his own printed in the return-request card, it will be necessary that he state the fact that the purchaser resides, or is engaged in business, within the delivery of his office.

A. D. HAZEN,
Third Assistant Postmaster-General.

EXHIBIT J.

Print in upper left-hand corner.

_____	No. 1,	2-cent,	1st quality.
_____	No. 2,	2-cent,	1st quality.
_____	No. 3,	1-cent,	1st quality.
_____	No. 3,	2-cent,	1st quality.
_____	No. 3,	2-cent,	2d quality.
_____	No. 3,	2-cent,	3d quality.
_____	No. 4 $\frac{1}{2}$,	1-cent,	1st quality.
_____	No. 4 $\frac{1}{2}$,	1-cent,	3d quality.
_____	No. 4 $\frac{1}{2}$,	2-cent,	1st quality.
_____	No. 4 $\frac{1}{2}$,	2-cent,	2d quality.
_____	No. 4 $\frac{1}{2}$,	2-cent,	3d quality.
_____	No.	-cent,	quality.
1,000	No. 5,	2-cent,	1st quality, white.
_____	No. 5,	2-cent,	2d quality.
_____	No. 5,	2-cent,	3d quality.
_____	No. 8,	2-cent,	1st quality.
_____	No. 8,	2-cent,	1st quality.
_____	No. 8,	-cent,	quality.
_____	No. 10,	2-cent,	1st quality.
_____	No. 11,	-cent,	1st quality.
_____	No. 7,	-cent,	quality.
_____	No. 8,	-cent,	quality.

Return to Henry F. Blount, corner Main and Illinois streets, Evansville, Ind., if not delivered within 10 days.

EXHIBIT K.

[*Note by Committee:* This exhibit is on the same form as Exhibit H, with the variation of giving the name of the person for whom the special-request envelopes are supplied, and is omitted. The average daily order is for about 17 or 18 of these sheets.]

EXHIBIT L.

REQUISITION FOR NEWSPAPER AND PERIODICAL POSTAGE-STAMPS.

POST-OFFICE AT NEW YORK,
 COUNTY OF NEW YORK,
 STATE OF NEW YORK,
 (Date:) June 11, 1887.

THIRD ASSISTANT POSTMASTER-GENERAL:

Please forward, for use in conducting the business of this office, the following newspaper and periodical postage-stamps:

Number.	Denomination.	Amount.
3,000	One (1) cent	\$30
1,000	Two (2) cent	20
.....	Three (3) cent
1,000	Four (4) cent	40
1,000	Six (6) cent	60
1,000	Eight (8) cent	80
1,000	Ten (10) cent	100
1,000	Twelve (12) cent	120
1,000	Twenty-four (24) cent	240
1,000	Thirty-six (36) cent	360
1,000	Forty-eight (48) cent	480
1,000	Sixty (60) cent	600
1,000	Seventy-two (72) cent	720
1,000	Eighty-four (84) cent	840
2,000	Ninety-six (96) cent	1,920
1,000	One dollar and ninety-two (\$1.92) cent	1,920
1,000	Three (\$3) dollar	3,000
500	Six (\$6) dollar	3,000
500	Nine (\$9) dollar	4,500
300	Twelve (\$12) dollar	3,600
200	Twenty-four (\$24) dollar	4,800
100	Thirty-six (\$36) dollar	3,600
100	Forty-eight (\$48) dollar	4,800
1,000	Sixty (\$60) dollar	60,000
	Total	94,830

(On margin:) N. B.—Inclose this in a separate envelope to the Third Assistant Postmaster-General

Amount of newspaper and periodical stamps on hand at this date.....\$
 Amount of postage received from publishers and news agents during last quarter.....\$

H. G. PEARSON,
 Postmaster.

(Across the face of above exhibit in red ink:) \$94,830.

State here the number of each denomination of newspaper and periodical stamps you now have on hand.

Number.	Denomination.	Amount.
	One (1) cent	
	Two (2) cent	
	Three (3) cent	
	Four (4) cent	
	Six (6) cent	
	Eight (8) cent	
	Ten (10) cent	
	Twelve (12) cent	
	Twenty-four (24) cent	
	Thirty-six (36) cent	
	Forty-eight (48) cent	
	Sixty (60) cent	
	Seventy-two (72) cent	
	Eighty-four (84) cent	
	Ninety-six (96) cent	
	One dollar and ninety-two (\$1.92) cent	
	Three (\$3) dollar	
	Six (\$6) dollar	
	Nine (\$9) dollar	
	Twelve (\$12) dollar	
	Twenty-four (\$24) dollar	
	Thirty-six (\$36) dollar	
	Forty-eight (\$48) dollar	
	Sixty (\$60) dollar	
	Total	

EXHIBIT M.

June 11, 1887, order No. 25, for newspaper and periodical postage-stamps to be supplied from the agency at New York.

Post-office.	County.	State.	Postmaster.	Date of receipt.	Amount.		Denominations of stamps.										
					Dollars.	Cents.	1-cent.	2-cent.	3-cent.	4-cent.	6-cent.	8-cent.	10-cent.				
Appleton	Ontagamie	Wis	J. Ryan		32		100			50							50
Columbus	Bartholomew	Ind	G. E. Finney		41		200	100		100		50	50				50
El Dorado	Union	Ark	M. A. Craig		3		30	30	30	30							
Flint	Genesee	Mich	F. H. Rankin		130		200	300	200	200		200	100				100
Huntington	Hampshire	Mass	C. M. Lindsey		15		50	100	50	30		30	30				50
Lima	Allen	Ohio	R. W. Melly		91			200	100	100		100	50				100
New York	New York	N. Y.	H. G. Pearson		94, 830		3, 000	1, 000		1, 000	1, 000	1, 000	1, 000	1, 000			1, 000
Pittsburgh	Allegheny	Pa	J. B. Larkin		3, 545		500	200	200	200		200	200	200			200
Schnyler	Colfax	Nebr	L. C. Smith		20					30		30					50
Woodstock	Windsor	Vt	W. D. McMaster		18		100	30				30	30				50
			Total		98, 725		4, 180	1, 960	580	1, 740	1, 640	1, 430	1, 650				

Post-office.	Denominations of stamps.																
	12-cent.	24-cent.	36-cent.	48-cent.	60-cent.	72-cent.	84-cent.	96-cent.	\$1. 92.	\$3. 00.	\$6. 00.	\$9. 00.	\$12. 00.	\$24. 00.	\$36. 00.	\$48. 00.	\$60. 00.
Appleton		50		25													
Columbus		50	25														
Flint	100	50		50	50												
Huntington	25																
Lima	100	50	100														
New York	1, 000	1, 000	1, 000	1, 000	1, 000	1, 000	1, 000	2, 000	1, 000	1, 000	500	500	300	200	100	100	1, 000
Pittsburgh	100	100	100	100	100	100	100	100	100	150	150	100	50				
Schnyler	50	25															
Woodstock		30															
Total	1, 875	1, 355	1, 225	1, 175	1, 150	1, 100	1, 100	2, 100	1, 100	1, 150	650	600	350	200	100	100	1, 000

There is an average of five of these sheets to an order.

EXHIBIT N.

Form 3258.]

POST-OFFICE DEPARTMENT,
OFFICE OF THIRD ASS'T POSTMASTER-GENERAL,
Division of Stamps, Stamped Envelopes, and Postal Cards.
OFFICIAL BUSINESS.

A penalty of \$300 is fixed by law for using this envelope for other than official business.

Postmaster at Troy,
County of Rensselaer,
State of New York.

EXHIBIT O.

REQUISITION FOR NEWSPAPER AND PERIODICAL STUB-BOOKS.

POST-OFFICE, TROY,
RENSSELAER COUNTY,
STATE OF N. Y.

THIRD ASSISTANT POSTMASTER-GENERAL :

Please furnish, for use in conducting the business of this office, 9 ¹⁶/₁₀₀ newspaper and periodical stub-books.

Statement as to stub-books.

3016
200

3)2816 754 newspaper and periodical postage receipts were given at this
 office during the last official quarter.
 I have on hand 200 "N. and P. receipts."
9

Statement as to "N. and P. envelopes."

I have on hand none special "N. and P. envelopes" for inclosing stubs and quarterly returns of newspaper and periodical postage collected to the Third Assistant Postmaster-General.

Postmaster.

EXHIBIT P.

POST-OFFICE AT NEW YORK,
COUNTY OF NEW YORK,
STATE OF NEW YORK.
(Date) *March 2d, 1887.*

THIRD ASSISTANT POSTMASTER GENERAL :

Please forward, for the use of this office, the following postage-due stamps :

Number.	Denomination.	Amount.
100,000	One-cent.....	\$1,000
100,000	Two-cent.....	2,000
	Three-cent.....	
	Five-cent.....	
100,000	Ten-cent.....	10,000
	Thirty-cent.....	
	Fifty-cent.....	

State here the number of each denomination of postage-due stamps you now have on hand.

Number.	Denomination.	Amount.
	One-cent.....	
	Two-cent.....	
	Three-cent.....	
	Five-cent.....	
	Ten-cent.....	
	Thirty-cent.....	
	Fifty-cent.....	

(On margin :) Postmasters will understand that postage-due stamps are intended to be used only for the collection of postage on private mail matter that has arrived at destination partly or wholly unpaid, and under the law are never to be sold or used for any other purpose. The denominations in this blank are the only denominations of postage-due stamps that are issued. They should, therefore, when necessary, be used in combination. For further instructions concerning the manner of their use, the mode of accounting for them, &c., see new postal regulations (1879), secs. 270 to 274.

Postage-due stamps must never be used in prepayment of postage.

Average amount of postage-due stamps used per month \$.....

H. G. PEARSON,
Postmaster.

The postmaster will order a sufficient supply for three months from the date of this order, of such denominations only as may be required for use at his office; and in all instances, when ordering postage-due stamps, he is required to use this form, to fill all blanks with the information called for, and sign his name with ink. Postmasters are not obliged to make their requisitions at any particular period during the quarter, but may order whenever their supplies are about to become exhausted.

A. D. HAZEN,
Third Assistant Postmaster-General.

[Note by Committee : Over face of Exhibit P is written in red ink the number, denomination, and amount of postage-due stamps allowed by the Department to be furnished on said requisition.]

EXHIBIT Q.

March 7, 1887. Order No. 28, for postage-due stamps to be supplied from the New York Agency.

Post-office.	County.	State.	Postmaster.	Denomination of stamps.						Amount. Dollars.
				1-cent.	2-cent.	3-cent.	5-cent.	10-cent.	30-cent.	
New York.....	New York..	N. Y.	H. G. Pearson.....	100,000	100,000	100,000	...	13,000
Peru.....	La Salle...	Ill.	H. S. Corwin.....	300	200	...	100	100	...	22
Pleasant Hill.....	Cass.....	Mo.	W. D. F. Whiteitt.	100	200	...	40	7
Port Richmond.....	Richmond..	N. Y.	D. L. LaGrange...	300	200	100	...	17
Raleigh.....	Wake.....	N. C.	S. A. Ashe.....	1,000	10
Redfield.....	Spink.....	Dak.	H. G. Rising.....	300	300	9
Saint Paul.....	Ramsey.....	Minn.	David Day.....	3,000	5,000	...	580
Youngstown.....	Mahoning..	Ohio	H. C. Cassidy.....	500	500	300	...	45
				105,500	101,400	...	140	105,500	...	13,640

Average daily order, six of these sheets.

EXHIBIT R.

REQUISITION FOR FREE POST-OFFICE REGISTERED PACKAGE AND TAG ENVELOPES.

POST-OFFICE AT ALBANY,
COUNTY OF ALBANY, STATE OF NEW YORK,
(Date :) June 8, 1887.

THIRD ASSISTANT POSTMASTER-GENERAL :

Please forward, for use in conducting the business of this office, the following free post-office registered package and tag envelopes :

Printed address.	No. 1, letter size, 3½ x 5½.	No. 3, official size, 3½ x 8½.	No. 5, for re- mittances, 4½ x 9½.	No. 6, extra official size, 4½ x 9½.
A. Plain (without address).....	3,000	1,000	500
B. Postmaster.....	3,000	1,000
C. First Assistant Postmaster-General.....
D. Second Assistant Postmaster-General.....
E. Third Assistant Postmaster-General.....	500
F. Superintendent money-order system, "con- tents".....	500	250
G. Auditor of the Treasury for the P. O. D.....	250
I. Postmaster, "money-order business".....	5,000
K. Postmaster. For remittances only.....
L. Canadian money-order business.....	500
M. (No. 4.) International, M. O. B. (4½ x 6½).....	500
Registered package envelopes.....	5,000
Registered package tag envelopes.....	1,000

State here the number of envelopes you have on hand.

Size.	A.	B.	C.	D.	E.	F.	G.	I.	K.	L.
1.....	500	500	750
3.....	200	200	100	100
5.....
6.....	100	50	50
4.....	(M) International M. O. B.....									50
	Registered package envelopes.....									700
	Registered package tag envelopes.....									100

Amount of postmaster's commissions for last quarter, \$——.

D. V. O'LEARY,
Postmaster.

All postmasters will be supplied with envelopes designated A, B, and registered package and tag envelopes. Postmasters whose annual commission amounts to \$250 will be supplied, in addition, with envelopes designated C, D, E, and G. Postmasters at money-order offices will be supplied also with envelopes designated F, I, K, L, and M. When sent in quantities of 500 or more of the Nos. 1 and 4 sizes, or of 250 of the Nos. 3, 5, and 6, the name of the post-office will be printed in; when sent in smaller quantities a blank will be left for the name of the office, which must be written in by the postmaster before using the envelopes.

The free envelopes furnished to postmasters are to be used for all legitimate official business, and must never be used on private business. In making requisitions for them postmasters will be careful to state the number of the different kinds on hand in the above blank as also to state the amount of their compensation.

[Note by Committee: Over face of Exhibit R is written in blue ink the quantity, class number, and class letter of free post-office registered package and tag envelopes allowed by the Department to be furnished on said requisition.

EXHIBIT S.

PRINTERS' SLIP FOR FREE POST-OFFICE ENVELOPES.

For Albany, N. Y.

	No. 1, letter size.	No. 3, official size.	No. 4, international size.	No. 5, for remittances.	No. 6, extra official size.
A	3,000	1,000			500
B	3,000	1,000			
C					
D					
E		500			
F		500			250
G					250
I	5,000				
K					
L	500				
M			500		
Sample					
Sample					

EXHIBIT T.

POST-OFFICE AT ARLAND,
COUNTY OF JACKSON, STATE OF MICHIGAN,
Date, June 7, 1887.

THIRD ASSISTANT POSTMASTER-GENERAL :

Please furnish, for use at this office, 50 registered package envelopes, which number is estimated to be sufficient for 6 months from this date.

Whole number of packages of registered letters mailed during the last quarter was 15.

Whole number of registered package envelopes now on hand is 7.

JAMES LOGAN,
Postmaster.

Postmasters ordering registered package envelopes must use this form, and fill all blanks on same.

EXHIBIT U.

Return this receipt immediately to the Third Assistant Postmaster-General, Washington, D. C.

No. 285.]

POST-OFFICE, Arland, Mich., ———, 188—.

Received from the Post-Office Department of the United States 50 registered package envelopes.

_____,
Postmaster.

EXHIBIT V.

(Form 3258.)

POST-OFFICE DEPARTMENT,
OFFICE OF THIRD ASS'T POSTMASTER-GENERAL.
Division of stamps, stamped envelopes, and postal cards.
OFFICIAL BUSINESS.

A penalty of \$300 is fixed by law for using this envelope for other than official business.

50.

Postmaster at Arland,
County of Jackson,
State of Mich.

EXHIBIT W.

June 11, 1887.—Order No. 238, for free post-office, registered package, and tag envelopes, to be supplied from Hartford, Conn.

Post-office.	County.	State.	Description of envelopes.							
			No. 1, letter size. $3\frac{1}{2}$ x $5\frac{1}{2}$ in.	No. 2, extra letter size. $3\frac{1}{2}$ x $6\frac{1}{2}$ in.	No. 3, official. $3\frac{1}{2}$ x $6\frac{1}{2}$ in.	No. 4, international. $4\frac{1}{2}$ x $6\frac{1}{2}$ in.	No. 5, remittance. $4\frac{1}{2}$ x $9\frac{1}{2}$ in.	No. 6, extra official. $4\frac{1}{2}$ x $9\frac{1}{2}$ in.	No. 7, reg. package envelopes. 5 x $10\frac{1}{2}$ in.	No. 8, reg. package tag envelopes $3\frac{1}{2}$ x $5\frac{1}{2}$ in.
Albany	Albany	N. Y.	A 3, 600		A 1, 000	M 500		A 500	5, 000	1, 000
Do.	do	N. Y.	B 3, 000		B 1, 000			F 250		
Do.	do	N. Y.	I 5, 000		E 500			G 250		
Do.	do	N. Y.	L 500		F 500					
Alpena	Alpena	Mich.	I 1, 000		A 250	M 250	K 250	F 250	500	100
Do.	do	Mich.			E 250					
Amherst.	Portage	Wis.	B 500		A 250		K 250	F 250	200	
Do.	do	Wis.			C 100					
Do.	do	Wis.			D 100					
Do.	do	Wis.			E 100					
Do.	do	Wis.			G 100					
Antioch	Clark	Mo.	A 250		A 250					
Arcadia	Crawford	Kans.	B 250		A 250					
Athens	McMinn	Tenn.	I 500				K 250	F 250	200	
Auburn	Sangaman	Ill.	A 500		A 250			A 250		
Angusta.	Richmond	Ga.	A 500		C 250	M 250	K 250	F 250	500	100
Do.	do	Ga.	B 500		D 250					
Do.	do	Ga.	I 1, 000		E 250					
Do.	do	Ga.			G 250					
Axoka.	Whitfield	Ga.	A 250		A 250					
Ayr.	Adams	Nebr.	A 500		A 250		K 250	F 250	100	
		I	500		E 100					
		B	500		A 250			I 250		
Azusa	Los Angeles	Cal.	I 500							
Baden	Beaver	Pa.	A 500		A 250			F 250		
Baker	Jefferson	Iowa	A 250		A 250					
Bala	Riley	Kans.	B 250		A 250					
Bangor	La Cross	Wis.	I 1, 000		A 250	M 250	K 250	F 250	200	
					E 250					
Total			20, 750		8, 000	1, 250	1, 500	3, 250	6, 700	1, 200

Average daily order, 12 of these sheets.

EXHIBIT X.

POST-OFFICE, RICHMOND,
WAYNE COUNTY, STATE OF INDIANA,
Date: June 8th, 1887.

THIRD ASSISTANT POSTMASTER-GENERAL:

Please furnish for sale at this office the following 2-cent letter sheets:

Number wanted.	Description and price.	Amount.
500	Separate sheets at \$2.30 per 100 sheets	\$.....
3, 000	Pads of 25 sheets each, at \$2.30 per 100 sheets
500	Pads of 50 sheets each, at \$2.30 per 100 sheets
1, 000	Pads of 100 sheets each, at \$2.30 per 100 sheets
	Total

STATEMENT.

Now on hand.	Description and price.	Monthly sales.	
		Number.	Value.
550	Separate sheets at \$2.30 per 100 sheets		\$.
	Pads of 25 sheets each, at \$2.30 per 100 sheets.....		
	Pads of 50 sheets each, at \$2.30 per 100 sheets.....		
	Pads of 100 sheets each, at \$2.30 per 100 sheets.....		
	Total		

Stamping name of postmaster or signing with pencil is prohibited.

[Postmaster sign here with pen and ink:]

J. F. ELDER,
Postmaster.

[Note by Committee: Over the face of Exhibit X is written in red ink the number, description, and price of the letter sheets allowed by the Department to be furnished on said requisition.]

EXHIBIT Y.

June 13th, 1887.—Order No. 17, for 2-cent letter sheets, to be supplied from the postage-stamp agency at 86 Trinity Place, New York, N. Y.

Office.	County.	State.	Postmaster.	Date of receipt.	Amount.		Separate sheets.	In pads of—		
					Dollars.	Cents.		25 sheets.	50 sheets.	100 sheets.
Atlanta	Fulton ..	Ga	J. W. Renfore ..		92	00	1,000	2,000	1,000	
Boston	Suffolk ..	Mass ..	J. M. Corse		1,150	00		50,000		
* Hartford	Hartford ..	Conn ..	C. E. Chapman ..		575	00	25,000			
Lebanon	Lebanon ..	Pa	W. M. Breslin ..		11	50		500		
Richmond	Wayne ..	Ind	J. F. Elder		115	00	500	3,000	500	1,000
Saratoga Springs.	Saratoga ..	N. Y ..	G. W. Langdon ..		46	00		2,000		
Troy	Miami ..	Ohio ..	J. W. Morris		23	00		1,000		
					2,012	50	26,500	58,500	1,500	1,000

* Anticipated by letter June 7, 1887.

SUPERINTENDENT MONEY-ORDER SYSTEM.

Detailed statement of the methods of transacting business in the office of the Superintendent of the Money-Order System, and in each division thereof, including an explanation of the mode of treatment of various business matters, beginning with the receipt thereof in that office, and then showing, in consecutive order, the various steps taken thereby through the divisions thereof, and through the hands of the employes therein, by whom each matter is considered and acted upon, and the nature of the action thereon had and taken by each until the same is finally disposed of.

The officers and employes of this office, arranged in the order of their compensation (see legislative, executive, and judicial appropriation bill for the fiscal year ending June 30, 1887), are as follows:

A superintendent at \$3,500; chief clerk at \$2,000; 6 clerks of class 4; 8 clerks of class 3; 5 clerks of class 2; 10 clerks of class 1; 6 clerks at \$1,000; 7 clerks at \$900; 3 employes at \$720; 12 employes at \$660; 1 postal-note agent at \$2,500; 1 assistant postal-note agent at \$1,800.

Chiefs of divisions are not provided by law for this office, but for convenience, and with a view to the systematic arrangement of the public business and the prompt dispatch thereof, the clerical force of this office is subdivided in accordance with the following plan:

Examining division: 1 clerk of class 4, in charge; 2 clerks of class 3; 1 clerk of class 2; 4 clerks of class 1; 2 clerks at \$1,000; 3 clerks at \$900; 1 employe at \$660.

Receipt and dispatch of mails: 1 mail messenger, on roll of Second Assistant Postmaster-General; 1 employe at \$660.

Blank division: 1 clerk of class 4, in charge; 1 clerk of class 3; 1 clerk of class 1; 3 clerks at \$1,000; 4 employes at \$660.

Duplicate division: 1 clerk of class 4, in charge; 1 clerk of class 3; 1 employe at \$720.

Domestic correspondence: 1 clerk of class 4, in charge; 2 clerks of class 3; 1 clerk of class 2.

Drafts, credits, and transfers; 1 clerk of class 4, in charge; 1 clerk of class 2.

Disallowed orders, expense vouchers, and money-order business stamps: 1 clerk of class 3.

International division: 1 clerk of class 4, in charge; 1 clerk of class 2; 2 clerks of class 1; 1 clerk at \$900.

Permanent records: 1 clerk of class 1.

Lists of postmasters and changes therein: 1 clerk of class 2.

Postal notes: 1 clerk at \$1,000.

Miscellaneous correspondence and type-writers: 1 clerk of class 3; 1 clerk of class 1.

Book-keeper: 1 clerk of class 1.

A messenger for superintendent and chief clerk, at \$900.

Postal-note agency at New York, N. Y. (compensation of agent and employes paid out of proceeds of money-order business, under authority of act of March 3, 1883): Postal-note agent, at \$2,500; 1 assistant postal-note agent, at \$1,800; 1 counter, &c., at \$720.

THE WEEKLY STATEMENT.

The postmaster at every money-order office is required by the regulations of the Department to transmit to this office at the close of each week a statement or account of all the money-order business transacted by him during the week, embracing entries of all money orders and postal notes issued by him, with the fees thereon; of all money orders and postal notes paid or repaid by him; of all drafts with which he has been supplied by the Department; of all transfers made by him from his postal funds to pay money orders, and of all remittances of surplus money-order funds made by him to the post-office designated as his depository; together with the balance of money-order funds remaining in his hands at the close of the week. This weekly statement he is required to transmit by registered mail, because it contains the paid money orders and postal notes, which if lost could only with great difficulty be replaced.

There are at present in operation 7,860 money-order post-offices, so that there are received at this office, upon an average, 7,860 such weekly statements every week, or an average of about 1,310 daily.

The registered packages containing these weekly statements arrive at the city post-office, Washington, D. C., and are taken daily from the registry division thereof by the mail messenger, who receipts for every package to the postmaster at Washington, D. C. They are then placed in the mail wagon, and, accompanied by the mail messenger, are brought to this office and taken to the mail-room. Upon their arrival at that room each package is cut open by one employe—\$660—and the packages thus opened are carried several times daily to the examining division.

In that division the weekly statements are first roughly separated into three parts; one comprising the statements from small offices, another those from the smaller cities, and a third those from the larger city post-offices. The largest statements are placed upon the desk of F. E. Waring; those from offices of medium size upon the desk of C. R. Clark; while the statements from the smaller money-order offices are distributed to Examiners J. N. Gordon, H. J. Browne, F. B. Taylor, S. M. McMillan, Morris Keim, and J. H. Hendricks.

It is the duty of each examiner to see—

(1) That the statement is in proper form; that no omissions have been made therefrom; that it is correctly numbered and dated; and that it is signed by the postmaster or his duly authorized clerk.

(2) That all the money orders, for the payment of which the postmaster claims credit, are inclosed in it, and that the package of postal notes reported by him as paid is also inclosed therein.

(3) That the summary, or balance sheet, of the statement is correctly added and balanced, and, in the case of the largest offices, that the postmaster brought forward the true balance from his previous statement.

(4) And, what is of more importance than all, that the postmaster made proper disposal of the surplus money-order funds remaining in his hands. Every postmaster is required to deposit such surplus funds daily, and the surplus, except in special cases where reserves, or fixed sums, are allowed to be retained, is the excess above the amount of unpaid money-order advices which have been in the postmaster's hands not exceeding two weeks.

All weekly statements which, upon this examination are found to be correct in all respects, are placed upon the desk of H. A. Davis, whose duty it is to separate them into four parts, according to an alphabetical arrangement of the names of the States in which the offices are situated; the first section containing statements from Alabama to Indian Territory, the second those from Iowa to Michigan, the third those from Minnesota to North Carolina, and the fourth those from Ohio to Wyoming.

When thus arranged, each statement is checked by S. M. McMillan in registers containing the names of all the money-order offices and parallel columns containing the date of each weekly statement to be rendered during the year. When this check has been made, as evidence of the receipt and examination of the statements in this office, all correct statements are thrown in large baskets and taken in a wagon twice each day to that portion of the office of the Auditor of the Treasury for the Post-Office Department, which is located in Marini's Hall on E street between Ninth and Tenth.

All statements which are incorrectly numbered are taken to the desk of J. N. Gordon, who notifies the postmaster by circular of his error, and asks him to correct the series of numbers in succeeding statements. All statements which are defective as to form or contents are taken to the desk of W. S. Deardoff, who returns to the postmasters, for correction, such as can be corrected in no other way, or if a portion of the contents or vouchers only be missing, requests the postmaster to supply the same.

All statements, from the examination of which it appears that the postmaster has failed to promptly deposit his surplus money-order funds, are taken to D. H. Burr and O. H. Nealy, who, according to a well-defined practice, admonish the postmaster of his neglect, call upon him to deposit his funds, and warn him not to repeat the offense. This admonition is followed by another, if the succeeding statement from the same office shows the postmaster to be again derelict, and by a third, or fourth, if the amount involved be but small. But if the offense be a flagrant one, and the amount involved large, a case is at once made up by Alex. Somervell, in charge, for reference to the Chief Post-Office Inspector, to the end that an investigation as to the manner in which the money-order-business is conducted in the post-office in question may be made and the surplus funds collected by the visiting inspector.

The most complete checks are provided for the ascertainment of negligence in respect to the deposit of surplus funds, by a system of daily reports of all deposits received from every post-office designated as a depository.

Necessary routine correspondence is prepared by Mr. Somervell, or by Messrs. Burr and Nealy at his direction.

For convenience, and because, through the performance of their duties, they are thoroughly familiar with the weekly statements and with the manner in which they are disposed of and filed in Marini's Hall, Messrs. Clark and Waring are continuously called upon to obtain information from such statements after they have passed to Marini's Hall, or from the accounts relating thereto in the same building.

W. B. Hester is usefully occupied in work of a miscellaneous character, tying up mail matter, &c., but chiefly as a messenger between the examining division and other rooms in the office, as well as between the office and the Treasury Department, to which he is required to make daily visits with certificates of deposit representing surplus funds placed in designated depositories, and transferred, through an arrangement with the Treasurer of the United States, to the postmaster at New York, N. Y., by means of transfer checks issued at the Treasury Department. All such certificates are recorded in a register in the examining division.

RECEIPT AND DISPATCH OF MAILS.

The receipt of registered mail, composed mainly of weekly statements, has been sufficiently explained under the preceding heading. All registered mail to be dispatched, which includes every letter or package with valuable contents, is delivered to Mail Messenger Cole, and by him is entered upon his registry book and taken to the city post-office where he obtains a receipt for it. The ordinary mail, embracing miscellaneous correspondence, and forms of various kinds, is brought from the city post-office by the mail messenger and delivered to the blank division, where the envelopes or wrappers are cut open. All envelopes or packages containing well known routine forms relating to the regular business of the various divisions of the office, are at once assorted in the blank division by Messrs. Black, Hayden, Gibson, and Coleman, and carried by one of these to the proper rooms. All envelopes or packages of a miscellaneous character are delivered to David Haynes, in charge. The contents of this portion, consisting mainly of miscellaneous letters of inquiry, &c., are by him read and referred to the appropriate divisions. Incoming mail is stamped with the date of its receipt. All outgoing ordinary mail is likewise wrapped and sealed in the blank division and taken by the mail messenger to the city post-office, except such as requires press-copying at the close of the day. This portion is carried to the city post-office by the copyist.

BLANK DIVISION.

To the blank division are assigned the duties of keeping and caring for all the blanks, blank books, and printed matter required for the transaction of the money-order business in post-offices; of making requisitions upon the contractors for furnishing such blanks, blank books, and printed matter, and of filling requisitions therefor from postmasters.

The postmaster at every money-order post-office is cautioned to make timely application for necessary supplies for money-order blanks and books, and he is furnished with blank forms of requisitions. All requisitions from postmasters for supplies of blanks are referred to G. W. Shipman, who directs, by means of a marginal note upon the requisition, what quantity shall be sent in response thereto, and charges the postmaster therewith in a register containing an account with every money-order office. The quantity to be sent in each case is determined by him upon the basis of the needs of the office, as shown by his experience and judgment. He then prepares a label for the package, and the requisition and label are passed to J. C. Kondrup. The latter takes from the shelves the blanks called for, lays them upon the wrapping-table in convenient shape, and the package is then wrapped and tied by one of the laborers, and the label pasted thereon. It is then ready to be taken to the city post-office by the mail messenger.

All requisitions for books of blank money orders are delivered to H. C. Powell, who ascertains first whether the desired books are already in stock, or must be ordered from the printer. If already in stock, he verifies the correctness of the consecutive numbers asked for by the postmaster; charges the postmaster therewith in a register containing an account with every money-order office; prepares a label for the package, and a blank receipt to be filled up and signed by the postmaster. The receipts and labels pertaining to each day's requisitions are then taken to the basement and delivered to G. W. Conn and T. C. Evarts, who take from the shelves the books called for, being careful to verify the correctness of the numbers thereof, and deliver books, labels, and receipts to W. H. Black. The latter records the names of the post-offices to which the books are to be sent and the numbers of the money-order forms therein, in a register which, after the books have been wrapped, sealed, and tied, is taken with them by the mail messenger to the city post-office, where the packages are registered and a receipt for them obtained upon the record book. The postmaster receiving a package containing money-order books is required to date and sign the receipt contained therein, which is then returned to this office and checked against the charge made in the postmaster's account.

All blanks, blank books, and printed matter for the money-order business are, under authority of the act of March 3, 1883, obtained from contractors, whose contract covers a period of four years, from September 3, 1883. The contractors for unbound blanks are Messrs. Matlack & Harvey of 224 South Fifth street, Philadelphia, Pa. The contractors for bound books and blanks are Messrs. Wynkoop & Hallenbeck of 121 Fulton street, New York, N. Y. Requisitions are made upon each from time to time as the condition of the stock and the needs of the service may require. Such requisitions are prepared by David Haynes, in charge, and are then referred to the book-keeper, whose duties will be hereinafter mentioned and who is not connected with the blank division.

Considerable quantities of certain blanks, those most largely used, are continuously kept in stock, as are also books of blank money orders for all except the smaller money-order offices. The number of money-order books in stock will vary from 4,000 to 6,000. The contractors upon receipt of a requisition proceed to fill the same, and when the goods are ready for shipment they are forwarded by freight addressed to this office, and at the same time an invoice thereof is sent by mail. Upon receipt of a box of goods at this office, the same is opened in the presence of David Haynes and H. C. Powell, who check the articles in the box with the entries thereof upon the invoice, and who prepare a certificate addressed to the Postmaster-General in which they certify that the goods mentioned in the invoice have been received from the contractor, and have been examined by them; that the full quantities invoiced have been received; and that they comply, in all respects, with the requirements of the contract. This certificate, with the invoice, is passed to the book-keeper, and the goods are placed in stock upon the shelves.

At the close of each business day David Haynes, in charge, is required to make a report embracing all the items of books, or other articles, in stock, which have, or may be made to represent, a commercial or money value, and showing, first, the quantity of each of such articles on hand at the close of business on the preceding day; second, the quantity received during the day; third, the quantity forwarded during the day to postmasters; and, fourth, the quantity of each remaining on hand at the close of the day. This report is daily passed to the book-keeper.

All books of blank money-orders before transmission to postmasters are carefully

examined by G. W. Conn and T. C. Evarts, in order to ascertain that the name of the office upon each form is correctly printed; that there are no omissions or errors in the consecutive numbering, and that the forms are not defective in other respects.

DUPLICATE DIVISION.

The statute creating the money-order system provides for the issue of a duplicate money order in lieu of an original which has been lost or destroyed, or in lieu of one which has been invalidated by reason of having received more than one indorsement, or by reason of its not having been paid within twelve months from the date of its issue. All such duplicate orders are issued by this office, not by postmasters.

The postmaster who is informed by the remitter or payee of a money order issued by him, or payable at his office, as the case may be, that the order has been lost or destroyed, is required to furnish a blank form of application for duplicate order for the remitter or payee to sign. He must then attach his certificate of nonpayment or nonrepayment, as the case may be, upon the back of the form and forward the application for the certificate of the other postmaster to the transaction.

This office requires before issuing a duplicate that the issuing postmaster shall certify that he has not repaid, and will not repay, the original order; and from the paying postmaster a certificate that he has not paid, and will not pay, the original order.

When an application has been completed by both these certificates it is transmitted to this office. All such applications received are referred to C. B. Lang, in charge. Under his direction an examination is made by J. G. Thompson of the weekly statements on file in Marini's Hall from the postmasters who issued the original orders, for the purpose of ascertaining whether or not the original orders have been paid or repaid, and are so checked by the Auditor's office, notwithstanding the postmaster's certificate to the contrary. If it is ascertained from such examination that the original order has been paid or repaid no duplicate is issued, and the postmaster with whom the application originated is informed of the facts. If no evidence is found in the Auditor's office of the payment or repayment of the original orders, the applications are brought back by Mr. Thompson, and an examination is made of the registers kept in the duplicate division, containing entries under the heading of the name of each money-order office, of all original orders for which duplicates have ever been issued, for the purpose of ascertaining whether the said orders have at any prior time been duplicated. If it is ascertained that they have not, the numbers of the original orders and the numbers of the duplicates which it is proposed to issue are then entered in these registers, and the applications are thereafter passed to C. B. Lang, who issues the required duplicate orders for the signature of the superintendent.

The daily issues of duplicate orders are dispatched by mail on the day of issue to the respective payees of the orders, or to the paying postmasters, as may be requested in the applications. Of each duplicate order issued a stub is kept (filled up by W. M. Hatch), containing the particulars of the original order as also of the duplicate. The applications are filed in the numerical order of the duplicates issued.

To this division is also assigned the duty of issuing duplicate postal notes. The law provides that postal notes shall become invalid and not payable after the lapse of three months from the last day of the month of issue. The holder who then desires to obtain payment must forward the note with an application, provided by the postmaster at some money-order office, for a duplicate to be issued in lieu thereof, payable to such holder. All such applications received with the original notes attached thereto are referred to Mr. Lang; the original numbers thereof, and the numbers of the duplicates proposed to be issued, are recorded in a separate set of registers in the manner above described; and the duplicates are issued and dispatched by mail on the day of their issue.

Mr. Lang conducts the necessary correspondence relating exclusively to the issue of duplicate money orders and postal notes; to the correction of erroneous applications, &c.

DOMESTIC CORRESPONDENCE.

Letters of inquiry from the public, and letters containing requests for instructions or information, from postmasters, relating to domestic money-order business or to postal-note business, if they are not of an exceptional character, are referred to John Warner, in charge of this division; and by his direction letters embodying the requisite replies and information called for are prepared by the corresponding clerks in this division, whose names are given above. Such letters are drafted in accordance with provisions of law or regulation and with well-known precedents and forms of procedure. The matters to be settled by such correspondence are of a more or less complicated character, involving the construction of the regulations of the Department, and require the exercise of sound judgment and discretion.

To this division are also assigned all applications received for the establishment of the money-order and postal-note business in post-offices. A standing rule of the De-

partment admits of the extension of money-order facilities to any post-office where the compensation of the postmaster amounts to \$250 per year, experience having shown that where the salary of the postmaster is less than that sum he would be unprovided with funds from the sale of stamps, &c., sufficient to enable him to meet the payment of money orders.

In the case of every such application, therefore, an examination is first made by one of the clerks in this division for the purpose of ascertaining whether the compensation of the postmaster is sufficient to entitle his office to the money order business. If it is found to be insufficient the application is rejected by circular letter, which explains the reason for its rejection. If it is found to be large enough, the name of the post-office is placed upon the list of the money-order offices to be next established, and the applicant is so advised by circular letter. The names of all accepted offices are embodied annually in a list of offices to be put in operation at or about the beginning of the fiscal year, and this division is charged with the duty of the preparation of the necessary circular notices requiring the postmasters to execute new official bonds to cover the additional responsibility imposed upon them; of selecting designated depositories for the new offices; and of mailing to them, finally, circulars of instruction to accompany the books and supplies furnished to them for the commencement of business.

Under Mr. Warner's direction also is prepared each year the complete annual list of money-order offices in operation, which is published soon after the commencement of business at the newly-established offices.

The first installment of postal-note offices under the recent act of January 3, 1887, authorizing the issue only of postal notes, not the payment thereof, at "any post-office" within the discretion of the Postmaster-General, has not yet been put into operation; but to this division has been referred all applications for this privilege, and the list of offices first to be established will be prepared under Mr. Warner's supervision.

To this division are usually referred complaints of the alleged improper payment of money-orders, and of the loss of remittances of surplus money order funds. Upon their receipt cases are made up for reference to the chief post-office inspector for investigation and report, and a jacket of the particulars of the case, with the original papers therein, is filed in the blank division, awaiting the receipt of the inspector's report, in which division it is also entered by David Haynes, in charge, in a register. The inspector's report when received is entered by Mr. Haynes in the register in question opposite the particulars of the appropriate case; indorsed by him, and passed to the chief clerk; and by the latter to the superintendent, who directs what action shall be taken thereon, and by whom. When finally disposed of, the report is returned to the blank division and filed by Mr. Haynes.

DRAFTS, CREDITS, AND TRANSFERS.

The postmaster who is called upon to pay money orders to an amount in excess of the money-order funds in his hands is required, by regulation, to first transfer his postal funds for the purpose if the latter be sufficient, and to send notice of such transfer, in duplicate, on a form provided for the purpose, to this office. All such notifications of transfers, as they are termed, are referred to Mr. Waddell, in charge, who records them upon a register which contains a record of every such transfer made during a fiscal year. Inasmuch as the Third Assistant Postmaster-General, who has control of the postal revenues, must be advised of every such transfer, the notifications are again entered upon a list which is furnished to him at the close of every month. All notifications received, after entry in the register and upon the list in question, are immediately transmitted to the Auditor for this Department. In his office the duplicate notifications are separated, and one is used as a voucher in connection with the postal account of the postmaster; the other as a voucher in connection with his money-order account.

If the postmaster finds that his postal funds are insufficient to pay the money-orders presented, he is required, by regulation, to apply to this office for a draft on the postmaster at New York on money-order account. All such applications for drafts, received daily, are referred to Mr. Waddell, who is provided with blank drafts, and who, after examination of the applications, and after determining therefrom that the sums asked for are needed, fills up the required blank drafts ready for the postmaster's signature and circular letters to accompany them. These circular letters are daily signed by the superintendent, and together with the drafts are forwarded by registered mail. Prior to their transmission from this office they are recorded by F. K. Ernst in a register containing an account of every draft so drawn and furnished, under the headings of the respective offices to which they were supplied. New registers are commenced with the beginning of each calendar year.

When it has been ascertained from experience that the current of the money-order business at a post-office is such that the postmaster is continually called upon to pay

money-orders for amounts exceeding the money-order and postal funds in his hands, he is no longer required to apply, upon every necessary occasion, for a draft, but he is furnished with a book containing fifteen such drafts, consecutively numbered, and the postmaster at New York is authorized to hold, subject to his disposal by draft, a round sum, which is subject to renewal as it becomes exhausted. All such authorized round sums, and renewals thereof, as also the numbers of all drafts so furnished, are recorded by Mr. Ernst in a register kept for the purpose, and each day a letter is prepared by Mr. Waddell addressed to the postmaster at New York notifying him of all credits and drafts supplied to postmasters during the day.

The stock of blank drafts of all kinds is in charge of Mr. Waddell, and he is required to render at the close of each business day a report showing, first, the total number of drafts in his possession at the close of the preceding day; second, the number of drafts received by him from the engravers, if any have been so received; third, the number of drafts forwarded by him to postmasters during the day; and, fourth, the number of drafts remaining in his possession at the close of the day. This report is daily passed to the book-keeper.

All engraved matter for the money-order business is furnished under authority of the act of March 3, 1883, by contractors, the Homer Lee Bank Note Company of New York, whose contract covers a period of four years, beginning August 15, 1883.

Requisitions for new supplies of blank drafts are prepared by Mr. Waddell, and are then passed to the book-keeper.

Attached to every draft furnished to postmasters, either singly or in book form, is a coupon, containing the same consecutive number as the draft, which the postmaster is required to fill up with the amount of the draft, and which must be forwarded with the latter when it is negotiated, and must remain attached thereto when it is finally presented to the postmaster at New York for payment.

Upon payment of the draft, the postmaster at New York detaches the coupon and stamps upon its back the date of payment. The coupons detached from the drafts paid each day at New York are forwarded by mail to this office, and are recorded by Mr. Ernst opposite the original charges of the drafts when they were first sent out, against which charges they constitute a check. They are then passed to the Auditor and serve in his office both as vouchers for the credits claimed for the payment of the drafts by the postmaster at New York, and as a check against the respective debits made by the postmasters to whom the drafts were furnished.

A credit in a round sum, and a book of drafts, is never furnished to a postmaster, upon his application, unless by the express direction of the chief clerk of this office, and after an examination has been made by him of the money-order business transacted for eight weeks by the postmaster who desires the credit.

DISALLOWED ORDERS, EXPENSE VOUCHERS, AND M. O. B. STAMPS.

The postmaster at every money-order office is required to use in the transaction of his money-order and postal-note business a special dating-stamp, containing the letters "M. O. B." Such stamps are manufactured in three varieties—one made of iron, one of rubber, and one a mechanical ribbon stamp with brass die. The rubber and ribbon stamps are furnished to large offices only; the iron stamps to all others. The ribbon stamps are procured from E. J. Brooks & Co., of New York, the rubber stamps from Herman Baumgarten, of Washington, D. C., and the iron stamps from Benj. Chambers, of Lodge Landing, Va., all being contractors for the current fiscal year.

Every application for a money-order stamp is referred to Mr. W. D. Rudy, who first ascertains whether a new stamp is needed at all or not. If he finds that one is needed, he then determines, from an examination of the amount of business done, what kind of a stamp shall be furnished, and makes requisition therefor upon the contractor.

The accounts of stamps ordered and received are kept by Mr. Rudy, and before any bill therefor is paid he certifies to the Postmaster-General that the articles have been received by him, and that they have been examined and found to be in accordance with the requirements of the contract.

Mr. Rudy also orders from Julius Baumgarten, of Washington, D. C., contractor for the current fiscal year, requisite supplies of stamping pads and stamp ribbons, and dispenses the same to postmasters upon their approved requisitions therefor. An exact record is kept by Mr. Rudy of all stamps, pads, and ribbons furnished to postmasters.

All postmasters at money-order offices are authorized, by regulation, to purchase, without special permission from the Department, necessary articles of stationery, such as pens, ink, paper, pencils, &c., to be used by them exclusively in the transaction of the money-order business. They are required to send to this office with their weekly statements, in which they claim credit for these disbursements, vouchers therefor in the form of bills receipted by the persons from whom the articles were bought. All such vouchers received at this office are referred to Mr. Rudy, are care-

fully examined by him, and unauthorized items rejected. All approved vouchers are recorded by him in a register under the name of the appropriate offices and are then prepared by him for the approval of the Superintendent, and for allowance by the Postmaster-General, which allowance is signified by indorsement upon the back of the voucher. All vouchers finally allowed are passed to the Auditor's office, and receipt therefor taken.

It not infrequently happens that a money-order drawn upon one post-office is paid at another through mistake. The Auditor in that case cannot allow the paying postmaster credit, but must reject the voucher and disallow the credit claimed. Such cases of disallowance are reported to this office and referred to Mr. Rudy, who arranges, by means of forms provided for the purpose, to have the rejected orders treated as paid at the offices on which they were actually drawn, and instructs postmasters at the latter offices, who thus obtain a credit, to issue new orders in favor of the postmasters whose credits were disallowed. These cases often involve considerable vexatious correspondence.

INTERNATIONAL DIVISION.

To this division are assigned the duties: (1) Of conducting all routine correspondence between postmasters and this office, and between this office and foreign post-office departments relating to international money-orders; (2) of issuing duplicate international money-orders; (3) of recording all lists of international money-orders; (4) of authorizing repayment of international money orders originating in this country for payment abroad, or originating in foreign countries for payment in the United States.

All letters of inquiry from the public, or from postmasters, upon the subject of international money-orders are referred to this division, and are, under the direction of E. L. Kupfer, in charge, answered by one or the other of the clerks therein, the replies being based upon the regulations of the Department, and the stipulations of the various conventions in force concerning the exchange of money-orders between the United States and foreign countries. International money-order systems are now in operation between this country and twenty-two different foreign postal administrations.

Ordinarily these conventions provide that a duplicate of an international money-order which has been lost or destroyed shall be issued by the postal administration of the country of payment. The postmaster who is informed by the payee of an international money-order that the order has been lost must furnish a form for the applicant's signature, requesting the issue of a duplicate order; he must then certify that he has not paid the original order, and that he has on file in his office the corresponding advice thereof; and must forward the form, thus completed, to this office. All such applications received are referred to Mr. Kupfer, who verifies the correctness of the particulars of the order by comparing the application with the entry in the certified list of orders from abroad, which is on file in the Auditor's office. He then issues the required duplicate order, records the same in a register, and prepares and keeps on file a stub containing its particulars. After the duplicate has been signed by the Superintendent, it is mailed to the payee, or the paying postmaster, on the day of its issue.

Briefly, it may be said that the international money-order business is conducted by means of offices of exchange. The office of exchange on the part of the United States for transatlantic countries is New York, and for transpacific countries San Francisco; while for Canada a series of six exchange offices near the border have been established, beginning with Bangor, Me., on the east, and ending with Portland, Oreg., on the west.

The accounts of the money-order business between the United States and each foreign country with which it maintains an exchange are established in the following manner:

All advices of orders issued in each country are transmitted to the exchange office for that country, and are there entered upon great sheets containing all the particulars of the remittances. These lists are dispatched by each country to the other by every available mail. They are forwarded in duplicate, one copy being retained by the country of destination, and the other, after correction or verification, is returned to the country of origin. Each postal administration is, therefore, in possession of these certified lists, showing on the one hand all the orders which it has issued on a foreign country, and on the other all the orders which the foreign country has drawn upon it. All such lists, both incoming and outgoing, are referred to the international division, and are there recorded in large registers containing a debit and credit account with each foreign country; that is to say, each foreign country is debited with the orders which it has drawn upon the United States, and credited with the orders which the United States has drawn upon it. After the same have been recorded, these lists are transmitted to the Auditor's office and there pasted in guard books for permanent filing, and upon the basis thereof the quarterly accounts between the two countries are adjusted.

On an average, the amount of the money orders drawn in the United States on Great Britain is four times as large as the amount of the orders drawn in Great Britain on this country. The British department must, therefore, be reimbursed for the excess of the payments of orders of United States origin in the sum of three-fourths of the total amount of the orders certified from New York to London. With each British list dispatched, therefore, the postmaster at New York, acting under standing instructions from this office, purchases a bill of exchange, payable at London, on demand, to the order of the postmaster-general, for a sum, in pounds sterling, equal to three-fourths, in round hundreds, of the total amount of the list dispatched. This bill is transmitted to this office, is here prepared for the indorsement of the Postmaster-General to the postmaster-general of the United Kingdom, and is, after such indorsement, transmitted by Mr. Kupfer to the British department, first having been charged to that department in the books of this office. With other foreign countries, however, the current of business is not of such a uniform character, and, therefore, no bills of exchange for transmission thereto are purchased by the postmaster at New York except by express direction of this office. On Wednesday morning of each week Mr. Kupfer refers to the debit and credit account of each of the countries to which the United States is ordinarily indebted, and strikes a balance therein, setting off against each other the lists of even date from each country. If balances are found to be due, and they are large enough to come within the treaty stipulation requiring partial payments, when such balances reach a fixed sum, a letter is prepared in the international division instructing the postmaster at New York to buy the required bills, which are then transmitted to the Department, indorsed by the Postmaster-General, and forwarded by the next steamer.

The purchase of bills of exchange by the postmaster at New York is regulated by stringent rules promulgated by this office. Bills are bought only from certain authorized first-class banks and banking houses, first determined from evidence satisfactory to the Postmaster-General to be worthy of being rated "first-class"; and these houses are required to bid, in competition with each other, for furnishing the required exchange. The bills are bought from the house which makes the cheapest offer, under the restriction, however, that no more than \$50,000, at any one time, shall be placed with any single house. When this limit has been reached, no more exchange can be purchased from a banking firm until its prior outstanding bills shall have been notified to this office as paid. British and German bills are so frequently bought, and for such large sums, that the payment thereof is advised to this office from London and Berlin by brief cable messages, and by this office to the postmaster at New York by telegraph. Notice of payment of other bills is given by letter.

All bills of exchange are in the custody of the chief clerk, by whom all cable messages in regard thereto are received, and all telegrams to the postmaster at New York announcing their payment are prepared.

The various conventions for the exchange of money orders with foreign countries provide for the repayment of an order to the remitter, but only after authority for such repayment shall have been received from the country of destination. This provision is a check against double payment; that is to say, payment to the payee in a foreign country, and repayment to the remitter in the United States.

The postmaster who is informed by the remitter of the international money order issued by him that he desires repayment is required to fill up a form of application therefor, and to forward the same to the appropriate exchange office. There the certified particulars of the order are inserted, and the application is then transmitted to this office. All such applications are referred to the international division, and the clerks therein prepare for transmission abroad the necessary requests for authorization to repay. The applications are then recorded in a register and filed, awaiting replies. If a favorable reply is received, an authorization for repayment, which is in the nature of a duplicate order, is drawn up in this division for the signature of the superintendent, and for transmission to the issuing postmaster, who is thereby directed to repay the money to the purchaser of the order. Of every such authorization a stub is kept, and the particulars thereof are also recorded in a register. If the reply received is to the effect that payment has already been made in a foreign country to the payee, the remitter is notified accordingly, and is advised that repayment cannot be made.

To this division are also referred all applications from foreign countries for repayment of orders drawn on the United States. Upon receipt of such an application, if the order is unpaid, the advice is withdrawn from the paying office and the postmaster is cautioned against future payment and required to make a record of the transaction to provide against the same. Upon receipt in the international division of the unpaid advice the foreign country is authorized by circular letter to repay the order. All such applications are likewise recorded in a register.

To this division is furthermore assigned the duty of issuing authorizations for the repayment of orders reported from abroad as invalid, because not paid within the time stipulated by convention; and likewise of reporting monthly to foreign coun-

tries for repayment orders which have not been paid in the United States within the stipulated period (twelve months).

All authorizations for repayment both of orders issued in the United States and of orders issued abroad for payment therein are reported weekly to the Auditor for this Department, to the end that the necessary entries of debit and credit may be made in the international accounts.

PERMANENT RECORDS.

One clerk, Mrs. G. W. Gould, is assigned to the duty continuously of copying into permanent registers all important letters dispatched from this office and selected from the press-copy records for this purpose by the chief clerk.

LISTS OF POSTMASTERS AND CHANGES THEREIN.

One clerk, C. M. Levy, is charged with keeping up a set of registers containing a complete list of the money-order offices, of the names of the postmasters thereat, the dates when they were bonded, the dates of their commission and the names of the places where they are to deposit their surplus money-order funds, and of making changes therein as they occur, and are notified to this office on weekly lists furnished by the bond division of the office of the First Assistant Postmaster-General.

POSTAL NOTES.

One clerk, Llewellyn Jordan, is assigned to the duty of receiving requisitions from postmasters for postal notes and of making out the orders therefor upon the contractors, the Homer Lee Bank Note Company, of New York. All requisitions received each day from postmasters are arranged in alphabetical order by States and then according to the names of the post-offices in each State, and the correctness of the consecutive numbers asked for by the postmasters is verified.

The contractors are required by the terms of their contract to keep in stock, as a reserve, not less than 4,000 books of postal notes (which it has been customary to have printed for the larger offices—those that need the supplies most), and a further division of the requisition is therefore made for convenience into two parts, one containing those from offices books for which are not in reserve and must therefore be printed, and the other those from offices having books in the reserve stock. The books which it is proposed to supply are charged to the respective postmasters by Mr. Jordan in a set of registers containing an account with every money-order office and entries of all the consecutively-numbered postal notes ever supplied to them. The requisitions are then entered upon an "order" directing the postal-note agent at New York City to cause the books called for to be printed and mailed to the respective postmasters, and the said order furthermore contains entries of books of advance numbers to be printed and placed in the reserve stock to replace all the books ordered out of that stock. This order upon the postal-note agent is transmitted from this office daily after it is recorded by the book-keeper. Its treatment in the agency at New York will be fully described under the heading hereinafter, "The postal-note agency at New York."

With each supply of postal notes forwarded to a postmaster from New York a blank invoice and receipt are sent. The latter the receiving postmaster must date and sign and return to this office, where it is checked by Mr. Jordan against the corresponding entry in the press-copy of the original order upon the postal-note agent.

Mr. Jordan is also charged with the duty of keeping a record of the amounts of the bonds exacted from postmasters to cover their responsibility in connection with the money-order business, and of all changes therein.

MISCELLANEOUS CORRESPONDENTS AND TYPE-WRITERS.

For miscellaneous correspondence of an unusual nature, two corresponding clerks, E. M. Gadsden and E. F. Kimball, who are also type-writers, and the former of whom is a stenographer, are continuously, and busily, occupied preparing letters mainly at the dictation of the chief clerk of this office, embodying information and instructions called for by postmasters and private inquirers, compiling statistical data, and, in brief, dispatching work of any character which the chief clerk may assign to them and which does not, as a rule, relate to any of the defined divisions of routine labor in the office.

THE BOOK-KEEPER.

A book-keeper, F. R. Hubachek, has charge of the accounts of requisition upon contractors for all blanks, blank books, printed matter, and engraved matter of the stock account of all books or other articles which have, or may be made to represent

a commercial or money value, and of the accounts with contractors for the above-mentioned articles.

Every requisition upon such contractors is recorded by him before it is signed by the superintendent.

When the book-keeper receives from the blank division an invoice of goods with a certificate that they have been received, examined, and found to be correct, he credits the items as against the requisitions made for them, and thus keeps an accurate account of the condition of work upon every such requisition.

He at the same time credits the contractor with the goods received, and computes the prices thereof in accordance with the contract.

The daily orders upon the postal-note agent, as stated above, are recorded by him. The postal-note agent reports weekly the number of books received by him from the contractors and forwarded to postmasters, and this report is passed to the book-keeper, who thereupon credits the contractors with the number of books of postal notes mentioned therein, and at the contract price.

He is likewise notified of the receipt of supplies of blank drafts by Mr. Waddell, who certifies to the Postmaster-General that such have been received, examined, and accepted as correct, and upon such certificate he credits the contractors therewith.

The monthly bills of Matlack & Harvey for unbound blanks, and of Wynkoop & Hallenbeck for bound books, and the quarterly bills of The Homer Lee Bank Note Company for postal-note books and money-order drafts are referred to Mr. Hubachek for examination, comparison with his books, and correction, if necessary. He is required to produce for every item credited to these contractors in their accounts and passed by him as correct in their bills a certificate, in form and matter as hereinbefore fully described, from David Haynes and H. C. Powell in the case of printed matter, and from the postal-note agent and from Mr. Waddell in the case of postal-note books and money-order drafts respectively.

The daily reports of stock from the blank division and of drafts from Mr. Waddell are entered in the stock register each day by the book-keeper.

THE POSTAL-NOTE AGENCY AT NEW YORK.

This agency was established in 1883 by authority of the act of March 3 of that year, and it serves as the representative of the Department, at the place where postal notes are manufactured, for the distribution thereof to postmasters. The agent is under bond for the faithful performance of his duties; is furnished, at the expense of the contractors, the Homer Lee Bank Note Company of New York, with office and desk room; and is required to see that all the stipulations of the contract are faithfully performed. To him is sent the daily order for postal notes from this office. He requires the contractors to print the necessary books, and when they are finished receives and examines them to see that they are correctly numbered and printed. He then prepares invoices and blank receipts to accompany them, and, under his direction, the books, invoices, and receipts are packed and sealed, and taken by the contractors to the post-office in New York City for transmission by registered mail.

The postal-note agent is also charged with receiving from the mills where it is made all distinctive water-marked paper for postal notes; with delivering the same in requisite quantities, from time to time, to the contractors; and of keeping, and rendering quarterly, an accurate account of all such paper. All paper spoiled in process of printing is destroyed in his presence, and in the presence of a representative of the contractors, and the certificate of such destruction is forwarded monthly to this office. The contractors' bills for postal notes furnished are not paid unless they are accompanied by a certificate from the postal-note agent of the receipt of the full number of books charged for.

The contractors are required to render weekly a sworn report of all postal-note books printed by them, finished and unfinished; of all paper received by them, of all spoiled paper and notes destroyed, and generally of the stock in their manufactory in all its several stages.

The postal-note agent is required to report weekly the number of books of postal notes received by him from the contractors and forwarded to postmasters.

Spoiled postal notes and postal-note paper are cut up into fragments in the agency; a careful account is kept thereof, and they are placed in labeled boxes. When a sufficient quantity has accumulated, these fragments are taken by an inspector of this Department back to the mills at Dalton, Mass., where the paper was first made, and are there thrown into the engines and ground into pulp, which is spouted into the Housatonic River. This is done in the presence of the inspector, who sends to this office a certificate of the quantity of paper so finally destroyed.

Attention is respectfully invited to the accompanying chart, illustrating the principal features of the work of this office; the source of origin of the public business which it is called upon to consider and dispose of; the various channels through which

such business passes; the names of the employés who act upon it, and the final disposal thereof.

All official correspondence and papers drawn up in the office are reviewed and viséd by the chief clerk, and corrections made therein, if any are necessary, before they are submitted to the superintendent for signature.

[The chart showing the principal features of the work of the office of the money-order system is omitted from print.]

Statement with reference to the amount and character of business pending in this office on the 1st day of July, 1883, and the amount and character of the business received, transacted, and disposed of therein during the fiscal year ended June 30, 1884, and on hand, pending, and undisposed of on July 1, 1884; and with reference also to the same data for the fiscal years ended June 30, 1885, and June 30, 1886, and so much of the current fiscal year as had elapsed up to March 1, 1887.

As to the first inquiry in the said letter, it is reported that no record was kept showing the amount and character of business pending in this office on the 1st day of July, 1883, or on the 1st day of the two succeeding fiscal years. In explanation thereof, it is stated that the work of this office is, in the main, of a strictly current nature, and cannot be allowed to fall into arrears. Failure to perform promptly any of its functions, or to dispatch with speed matters of public business coming before it, a great portion of which involves the payment of money, would immediately give rise to urgent complaint.

It is the constant aim of this office to dispatch its business from day to day, as nearly as practicable. For this reason it may be confidently stated, notwithstanding the absence of an exact record, that the business undisposed of on any given day in the past could not have exceeded the necessary accumulation of a very few days, and, of some parts of the work, of a single day or less. It will, perhaps, better elucidate this point to state, for example, that the annual report of the Auditor of the Treasury for this department, and consequently the annual report of the Postmaster-General, cannot be made for a given fiscal year until every money-order weekly statement relating to that year shall have been received at this office, examined, and finally passed to the Auditor, because it is from these statements, after all routine labor in regard thereto in the Auditor's office has been performed, that the data for such report are obtained.

Nor is the money-order office able to report as to the greatest and the least amount of labor performed by the several employés of this office during the said periods. But a very small portion of the work may readily be counted or reckoned in number of pieces, and as to this part it has not been deemed necessary to keep a record. On many other kinds of work but a single clerk is engaged, who performs the whole of it, and still another portion is not susceptible of division into number of pieces or cases. Furthermore, inasmuch as there are no divisions in this office created by law, employés have from time to time, and in some instances very frequently, been transferred from one class of work to another, such assignments and reassignments to duty being wholly within the Superintendent's discretion, and based by him upon the qualifications and capabilities of the clerks, or their peculiar fitness, ascertained from experience for certain classes of work.

As a rule applicable to all the work of this office, except the veriest routine, it may be said that each employé is expected to do whatever he is called upon to do by his immediate superior. Much of the work cannot be parceled out in sections or by given quantities.

In the subjoined tables will be found detailed statements of the amount of work of various kinds disposed of in this office during each of the periods in question; also a statement of the extent of the money-order business in general, by which the miscellaneous work of the office may be properly gauged, and with an increase or decrease in which there is certain to occur a corresponding increase or decrease in the volume of work therein.

As to the number of employés, such number was for each of the said fiscal years the exact number provided for by the legislative, executive, and judicial appropriation bill.

During the fiscal year ended June 30, 1884, there were 43 employés in this office; during the fiscal year ended June 30, 1885, there were 49 employés in this office; and during the fiscal year ended June 30, 1886, the same number, which is the number now employed therein.

As stated above, the work of this office may fairly be measured by the number of money-order offices in operation, and the number of money-order and postal-note transactions in issues and payments thereat.

The following table shows that such transactions pertaining to the fiscal year 1886 exhibit an increase of 22 per cent. over the like transactions of the fiscal year 1884, while the number of money-order offices in operation during the latter, as compared with the number in operation during the former fiscal year shows an increase of over

16 per cent., while the number of employes in this office was increased for that period by 14 per cent. only, and the gross amount of salaries paid to them by but 9 per cent. :

Number of money-order and postal-note transactions.

	1884.	1885.	1886.
Domestic orders issued.....	7, 835, 094	7, 725, 893	7, 940, 302
Domestic orders paid.....	7, 781, 716	7, 657, 716	7, 877, 313
Domestic orders repaid.....	60, 659	55, 203	58, 847
Postal notes issued.....	3, 689, 237	5, 058, 287	5, 999, 428
Postal notes paid.....	3, 350, 314	4, 946, 682	5, 872, 616
Postal notes repaid.....	48, 102	65, 415	79, 584
International orders issued.....	470, 269	448, 921	496, 423
International orders paid.....	175, 450	202, 362	209, 387
International orders repaid.....	2, 157	2, 015	1, 827
Totals	23, 422, 598	26, 162, 488	28, 532, 727

Office of Superintendent of Money-Order System.

Clerk hire, year ended June 30, 1884.....	\$57, 96
Clerk hire, year ended June 30, 1885.....	63, 280
Clerk hire, year ended June 30, 1886.....	63, 280
Number of money-order offices, 1886.....	7, 357
Number of money-order offices, 1884.....	6, 310
Increase	* 1, 047
Number of employes, 1886.....	49
Number of employes, 1884.....	43
Increase in number	† 6
Clerk hire, 1886.....	\$63, 280
Clerk hire, 1884.....	57, 960
Increase	† 5, 320

Appended hereto is a list containing the names of all the employes of this office during the calendar years 1884, 1885, 1886, and from January 1 to March 1, 1887; and a statement of the number of days each was absent from duty, with the cause of absence in every case. This statement of absences it is convenient to give by calendar years, because the records of the Department have been kept in that way.

I beg to add that on February 28, 1887, a written report of unfinished work was, for the first time, made to the chief clerk of this office by the head of each so-called division therein. These reports, exhibiting a very satisfactory condition of affairs, are summarized in the table below, which also contains a statement of the unfinished work at close of business on the 31st of March, 1887.

[*Note by Committee:* The following table has been compiled from and substituted for six sheets giving the names of each employe during each of said years, salary, days absent on leave, on permission and sick, and the total so absent, but not giving days present, or average time present, or maximum or minimum, or any totals, and showing sundry notes opposite the names as to dates of appointments, resignations, days absent without pay, &c. The figures given are the totals, as added by committee hurriedly.]

	Working days.	Days absent on leave.	Days absent by permission.	Days absent sick.	Max. days absent for any one.	Min. days absent for any one.	Total days absent.
1884.....	307	959	200 ⁴ / ₁	424 ¹ / ₁	103 ⁴ / ₁	3	1, 564 ² / ₁
1885.....	303	845 ¹ / ₂	176 ³ / ₂	503 ² / ₂	95 ¹ / ₂	3 ¹ / ₂	1, 525
1886.....	305	932	130 ¹ / ₂	342 ¹ / ₂	153 ¹ / ₂	2	1, 404 ¹ / ₂
1887 (to March 1).....	48	6	9	87 ² / ₂	7 ² / ₂	2	52 ² / ₂

* Over 16 per cent.

† 14 per cent.

‡ About 9 per cent. only.

[*Note by Committee:* The following table or sheet has been compiled from and substituted for nine sheets furnished in the report, and contains substantially all the data just as given in the nine sheets.]

Character of business.	In fiscal year 1884.	In fiscal year 1885.	In fiscal year 1886.	In fiscal year to March 1, 1887.	Pending for action on March 1, 1887.
Applications for new money-order and postal-note offices received and acted on	1,215	580	911	352	156
Number of same approved	758	301	524	9
Number of new money-order offices established	391	762	311	519
Applications for international money-order offices received and acted on	53	34	56	51
Number of same established	22	44	29	57
Weekly statements examined	315,500	338,688	253,136	251,616	4,075
Daily reports of remittances received and examined	24,253	24,867	24,867	19,932
Pages of press-copy books used for copying correspondence from Money-Order Office	27,307	30,030	36,241	24,794
Credits and renewal of credits granted	8,180	3,375	3,509	2,395
Books of blank drafts furnished postmasters	1,711	1,827	1,892	1,367
Special drafts furnished postmasters	3,906	4,796	5,214	3,553
Notifications of transfer received and recorded	9,865	9,793	10,555	7,395
Books of domestic money orders furnished postmasters	15,554	15,441	15,969	12,593
Books of international money-orders furnished postmasters	1,253	991	1,075	1,001
Registered packages in which such books were mailed	8,679	8,809	10,623	9,188
Books of certificates of deposit furnished postmasters	1,172	1,311	1,665	1,217
Requisitions for blanks filled	33,480	36,288	33,870	27,270
Duplicate money-orders and postal notes issued by Superintendent					85
In lieu of money orders lost in transit	17,196	18,404	17,525	11,158
In lieu of money orders, payment prohibited by section 4041, Revised Statutes, United States	1,122	302	125	22
In lieu of money orders lost by payees, remitters, or indorsees	645	321	315	228
In lieu of money orders mutilated or destroyed in hands of same	505	332	246	234
In lieu of money orders invalidated by more than indorsement, under section 4037, Revised Statutes	67	39	52	37
In lieu of money-orders invalidated by not being presented in one year after date	582	607	355	187
Duplicate postal notes	1,175	3,963	4,709	3,595
Requisitions for postal notes	3,712	6,460	8,938	6,213	3
Books of postal notes supplied thereon	13,755	11,238	12,183	8,004
Books ordered for reserve stock	4,865	6,214	8,391	5,781
Incoming lists of international money orders	1,979	1,965	2,347	1,551
Outgoing lists of international money orders	1,517	1,675	2,010	1,333
Duplicates of international money orders issued	878	990	1,053	671
Authorizations for repayment of international money orders issued	2,283	2,100	1,960	1,714	9
International money orders authorized to be paid in foreign countries	1,868	2,002	1,508	1,309
Bills of exchange purchased on money-order account	329	296	310	231
Incidental expense vouchers received, considered, and passed to Auditor	1,131	1,009	849	508	13
Cases of disallowed money orders disposed of	442	628	957	796	47
Cases of disallowed postal notes disposed of	703	1,546	2,528	1,672	97
Money-order business stamps ordered and sent to postmasters	1,321	1,254	1,294	1,779	103
Money orders sent through Superintendent by Paymaster-General, United States Army, to colored soldiers and sailors to pay bounty and back pay	230	261	81	264
Cases referred by Superintendent to Chief Post-Office Inspector for investigation	774	876	693	400
Cases of losses by remittances, burglary, fire, and referred to Assistant Attorney-General for Post-Office Department	142	163	144	71
Requisitions on Public Printer for books and blanks	550	493	745	914
Certificates of deposit received at examining division and passed to Auditor	645,864	665,575	767,890
Duplicate money-order and postal-note stubs to be filled up					1,082
Receipts for money-order books not checked					3,691
Requisitions for books, blanks, postal-note punches not filled					149

QUANTITIES OF BOOKS AND BLANKS ORDERED.

List of blanks.

No. of blank.	Descriptive title of blank.	Size of blank in inches.	Total quantity ordered, July 1, 1883, to June 30, 1884
6000	A. Advertising placard.....	12 x 16	5,000
6001	B. Application for domestic money order. (Printed on both sides of the sheet).....	8 x 5	12,515,000
6002	B. Application for duplicate of lost order. (Printed on both sides of sheet).....	10½ x 8	130,000
6003	B. Application for duplicate of invalid order. (Printed on both sides of sheet).....	10½ x 8	70,000
6004	B. Copy of advice.....	7 x 5	5,000
6006	B. Letter of inquiry and second advice. (Printed on both sides of sheet).....	8 x 5	225,000
6010	A. Weekly statement sheet—domestic. (Printed on both sides of sheet).....	14 x 17	507,000
6011	A. Weekly statement sheet—international. (Printed on both sides of sheet).....	14 x 17	60,000
6012	A. Weekly statement sheet—summary and receipts from depositing offices, combined. (Printed and ruled both sides).....	14 x 17	9,000
6012	A. Weekly statement sheet for New York—summary and receipts from depositing offices, with cash paid on postmaster's drafts. (Printed and ruled both sides).....	14 x 17	5,700
6013	A. Weekly statement of orders issued, combined. (Printed and ruled both sides).....	14 x 17	250,000
6014	A. Weekly statement of orders paid, combined. (Printed and ruled both sides).....	14 x 17	107,000
6015	A. Weekly statement sheet—summary and orders paid. (Printed and ruled both sides).....	14 x 17	192,000
6017	B. Report of advices on hand not more than two weeks, combined. (Printed and ruled both sides).....	14 x 8½	100,000
6018	B. Transcript of cash account, combined.....	14 x 8½	20,000
	Miscellaneous blanks not described in printed list.....		1,223,400

[*Note by Committee:* Here follow in same order as above several sheets giving number of blanks up to 6990, descriptive title of blank, size and quantity ordered, sufficiently explained by above.]

Unnumbered blanks.

Descriptive title of blank.	Size of blank in inches.	Total quantity ordered, July 1, 1883, to June 30, 1884.
B. Duplicate advice of German international order. (Print both sides).....	7 x 5	3,000
B. Second advice of British international order. (Print both sides).....	7 x 5	
German international money-order card. (Print both sides).....	4½ x 6	175,000
B. Duplicate advice of international money order. (Print both sides, with "duplicate," in red ink, across the face).....	8½ x 5½	20,000
A. In answer to inquiry as to disposal of foreign order.....	10 x 8	
A. British abbreviated conversion table.....	9½ x 18	
B. Blank form for ordering stationery for the Bureau. (Print both sides).....	10 x 8	
B. Circular relating to change of place of deposit.....	10 x 8	
B. Notification of order made for change of place of deposit.....	10 x 8	
A. Agreement as to responsibility of postmaster and his sureties when remitting by drafts other than drafts issued by national banks. (Print both sides).....	11 x 8½	
A. Letter-head relating to domestic money orders. (Copy-yielding ink).....	10 x 8	
A. Letter-head relating to international money orders. (Copy-yielding ink).....	10 x 8	
A. Bond to indemnify the United States when allowing issue of duplicate order. (Print both sides).....	11 x 8½	
A. Custodian's form of account. (Print both sides; copy-yielding ink).....	10 x 8	
A. Letter-head for international correspondence. (With memoranda).....	14 x 8½	
A. Same (without memoranda).....	14 x 8½	
A. Letter-head for general correspondence.....	10 x 8	10,000
		19,879,100

List of bound books.

Descriptive title of book.	Style of binding.	Dimensions of book in inches.	No. of pages or quires in book.	Total number of volumes ordered July 1, 1883, to June 30, 1884.
Domestic money order and advice forms. About 6,500 changes in printed heading for name of post-office. (Numbered consecutively, in red ink; print both sides; paper, blue tint, water-marked; label on back.)	In thin pasteboards.	7½ x 10½	1,000 pp.; 500 forms.	17,798
International money order, advice, and coupon forms. About 1,800 changes in printed heading for name of post-office. (Print both sides, on white paper, and number consecutively, in red ink.)	Same	8 x 17½	200 pp.; 100 forms.	2,376
Same	Same	8 x 17½	400 pp.; 200 forms.	
Same	Same	8 x 17½	600 pp.; 300 forms.	
Same, with label on back	Same	8 x 17½	1,000 pp.; 500 forms.	
German international money order and advice forms. New York. (Print both sides, on white paper, and number consecutively, in red ink.)	Same	7½ x 10½	1,000 pp.; 500 forms.	80
Swiss international money order and advice forms. New York. (Print both sides, on white paper, and number consecutively, in red ink.)	Same	7½ x 10½	1,000 pp.; 500 forms.	8
Italian international money order and advice forms. New York. (Print both sides, on white paper, and number consecutively, in red ink.)	Same	7½ x 10½	1,000 pp.; 500 forms.	4
Portuguese international money order and advice forms. New York. (Print both sides, on white paper, and number consecutively, in red ink.)	Same	7½ x 10½	500 pp.; 250 forms.	
Register of orders issued, combined. (Ruled with printed headings; label on side.)	Leather backs and tips; marbled paper sides.	15 x 10½	5 quires.....	2,500
Register of orders issued, combined. (Ruled, with printed headings; label on side.)	Same	15 x 10½	3 quires.....	
Register of orders issued, domestic. (Ruled, with printed headings; label on side.)	Same	15 x 10½	3 quires.....	
Register of advices received, combined. (Ruled, with printed headings; label on side.)	Same	15 x 10½	5 quires.....	
Register of advices received, combined. (Ruled, with printed headings; label on side.)	Same	15 x 10½	3 quires.....	1,500
Register of advices received, domestic. (Ruled, with printed headings; label on side.)	Same	15 x 10½	3 quires.....	
Cash book. (Ruled, with printed headings; label on side.)	Same	13 x 8½	5 quires.....	3,035
* * * * *	* * * * *	* * * * *	* * * * *	* * * * *
Miscellaneous books not described in printed list.	10,349

[Note by Committee: Here follow in same order as above several sheets, giving title, style of binding, dimensions, pages, and number ordered, sufficiently explained by above.]

SUMMARY, 1883-'84.

Total number of blanks ordered..... 19,879,100
 Total number of books and pamphlets ordered..... 39,280

[Note by Committee: Here follow 18 large sheets in print, giving, in the same order and manner as in foregoing sheets, the number, descriptive title, size, and quantity of blanks ordered in each of the fiscal years 1885, 1886, and 1887, to March 1; also number ordered of miscellaneous blanks not described in printed list, and also the

title, size, and quantity ordered of unnumbered blanks, and also descriptive title, style of binding, dimensions, pages, and quantity of bound books ordered during same periods, all as shown in foregoing tables and sufficiently explained therein.]

Cases of improper payment of money orders.

	June 30, 1883, to July 1, 1884.	June 30, 1884, to July 1, 1885.	June 30, 1885, to July 1, 1886.	June 30, 1886, to Mar. 1, 1887.
Recovered.....	25	16	38	18
Charged to payee.....	2	1	3	1
Paid to proper payee.....	5	11	16	7
Charged to paying postmaster.....	27	59	29	23
Charged to Department.....	7	19	2	4
Unsettled.....	44	32	46	49
Total number of cases.....	110	138	134	102

Total number and amount of money-order transactions.

	Fiscal years.					
	July 1, 1883, to June 30, 1884.		July 1, 1884, to June 30, 1885.		July 1, 1885, to June 30, 1886.	
	No.	Amount.	No.	Amount.	No.	Amount.
Money-order offices in operation.....	6,310	7,056	7,357
Domestic money orders issued.....	7,835,694	\$122,121,261 98	7,725,893	\$117,858,921 27	7,940,302	\$113,819,521 21
Domestic money orders paid.....	7,781,716	121,101,697 03	7,357,710	117,165,886 43	7,877,313	113,071,969 48
Domestic money orders repaid.....	60,659	869,385 77	55,203	830,318 03	58,847	813,473 56
Postal notes issued.....	3,689,237	7,411,992 48	5,058,287	9,996,274 37	5,999,428	11,718,010 05
Postal notes paid.....	3,350,314	7,155,379 52	4,946,682	9,819,515 98	5,872,616	11,512,726 26
Postal notes repaid.....	48,102	98,746 42	65,415	128,507 82	79,584	154,204 47
Transferred from postal to money-order account.....		904,238 60		913,648 59		539,120 13
Transferred from money-order to postal account.....		287,787 62		746,071 47		556,870 71
Drafts drawn on the postmaster at New York, N. Y.....		13,014,879 42		12,991,111,56		14,544,037 56
Funds furnished by the postmaster at Portland, Oreg.....		51,135 00		91,844 00		87,877 00
Funds furnished by the postmaster at San Francisco, Cal.....		229,916 00		224,138 00		177,418 00
Remittances surplus money-order funds.....		110,284,059 40		103,682,205 46		95,831,156 85
International money orders issued.....	479,269	7,688,776 53	448,921	6,840,358 47	493,423	7,178,786 21
International money orders paid.....	175,450	3,537,539 33	202,362	4,036,616 00	209,387	3,919,532 61
International money orders repaid.....		33,524 04	2,015	28,966 48	1,827	24,825 76

SUPERINTENDENT OF FOREIGN MAILS.

POST-OFFICE DEPARTMENT, OFFICE OF FOREIGN MAILS,
Washington, D. C., May 20, 1887.

SIR: With reference to the two letters, dated the 18th ultimo, of Hon. F. M. Cockrell, chairman of the Senate Select Committee appointed "to inquire into and examine the methods of business and work in the Executive Departments of the Government," &c., I have the honor to submit the following report:

The office of Foreign Mails was established by the act of July 27, 1868, "for the more efficient management of the increased postal business connected with the foreign mail service;" and to it, under the current regulations of the Department, are assigned "all foreign postal arrangements and correspondence connected with the foreign mail service and the supervision of the ocean mail steamship service." (See page 41, Postal Laws and Regulations.)

Under this assignment the office of Foreign Mails has the supervision of all details connected with the exchanges of mails for foreign countries, including arrangements for the ocean transportation of all mails from the United States, and the preparation of postal treaties and conventions; the instruction of postmasters at eighty exchanging offices in regard thereto; the decision, in the cases of doubt, of the classification of all mailable matter addressed abroad; and the fixing of the rates to be credited to this Department by foreign countries for transportation through the United States of their mails for other countries.

It conducts the correspondence with foreign countries, sends to and receives from them documents of all kinds, such as annual and special reports, maps, Postal Guides, and statistics, which are placed on file convenient for ready reference, and prepares and from time to time revises the foreign mails matter in Postal Guide (see pages 766-795, inclusive, of the Guide for January, 1887).

Letters and documents in foreign languages received in the Department are referred to this office for translation, and to it are referred for reply inquiries of all kinds relative to our international postal service, whether from foreign postal officials or from private citizens at home or abroad.

The blank forms prescribed by international conventions for use in exchange of mails are prepared by this office and issued to postmasters on their requisitions.

A schedule of the sailings of mail steamers is prepared monthly, showing the sailing date of, and the mails conveyed by, each vessel, of which 2,250 copies are sent out to foreign Governments and various private citizens throughout the world.

An account is kept of each vessel or line carrying mails from the United States, and all orders for payment of sums due for such service are prepared quarterly in this office.

It also prepares all information called for by committees of either House of Congress in connection with the transportation of the mails from the United States to foreign countries and the existing mail facilities between this and other countries, as well as statements showing the advantages and disadvantages of the United States postal service as compared with that of other countries.

For the performance of these duties there is allowed by law the following force in addition to the Superintendent, viz:

A chief clerk at \$2,000; 1 clerk of class 4; 3 clerks of class 3; 1 clerk of class 2; 1 clerk of class 1; 2 clerks at \$1,000; 1 messenger at \$720.

Of this force one clerk of class 3 and one of the \$1,000 class are detailed in other offices, and in their place there is detailed for duty in this bureau one clerk of class 1, who was promoted from the \$1,000 class in this Bureau to class 1 in the Dead-Letter Office.

CLASSIFICATION OF THE WORK.

The nature of the duties and the limited number of clerks employed render the organization of the Bureau into "divisions," with sharply-defined lines of demarcation as to the work to be performed by each, of doubtful propriety. Such an organization has never been attempted, and in my opinion could not be rigidly carried out without detriment to the service.

The work may, however, be properly classified into four groups, as follows:

(1) "Correspondence": Embracing correspondence of all grades, from that of a semidiplomatic nature with foreign postal administrations and the International Bureau of the Universal Postal Union, involving the negotiating of postal treaties, their amendment, execution, and the discussion of questions raised as to the construction to be placed on their provisions through all the grades relating to the various branches of the business of the office down to informing the humblest private citizen, in reply to his inquiry, what is the rate of postage on an article addressed to any foreign country, whether he can send his friend or relative a certain article by mail or why he was charged 1 cent on a letter received from a foreign country.

(2) "The foreign mail steamship service": Which involves the keeping of an account with every vessel that conveys a mail from this to another country, in all three accounts, recording the weight of the letters and other articles (separately) in each mail; the stating of these accounts in detail once every three months; issuing notices to the agents setting forth the services rendered and the amount of pay allowed therefor, and preparing orders for signature of the Postmaster-General to pay the same. The preparation once a month of a foreign mail steamship schedule, showing each vessel employed for the conveyance of mails during that month, when she will sail and from what port, at what ports she will call, what mails she will carry and when her mails will close, and entering thereon all changes which occur in the sailings during the month; also the receipt, recording, and filing of reports of the arrivals and departures of the mails, how long each mail was afloat, the weight of each mail, and reporting weekly to certain foreign countries the exact time of departure and arrival of each vessel conveying mails between the United States and those countries; also the recording separately, with all the foregoing particulars, of closed mails from foreign countries sent to the United States to be forwarded to their destinations beyond; and once a year the preparation of numerous statements collating this information for publication in tabulated form in the Postmaster-General's annual report.

(3) "Translations and statistics": Embracing the translation of all letters and documents in foreign languages, and the preparation of the numerous statistical tables called for by either House of Congress and by foreign post departments for their information.

(4) "Files and records": Embracing the recording and briefing each day of all letters received, their origin, nature, and how disposed of; the numbering, press-copying, and briefing on "case-jackets" of all letters sent; and the distribution on the files of all cases acted upon; also the filing of all reports and documents received.

DUTIES OF CLERKS.

The chief clerk prepares, under the direction of the superintendent, replies in important cases, refers those of a routine nature for proper action, scrutinizes all letters written, checks them, and submits them for the signature of the Superintendent; examines all the briefing and places the cases on their proper files.

The fourth-class clerk furnishes translations of all letters and, as far as possible, of the printed documents, places the documents on file for reference, collates from them items of interest to this Department, many of which are published for public information.

In addition, he prepares most of the statistical tables furnished to Congress, foreign countries, and the public, and the weekly reports to certain foreign countries of the arrival and departure of mail steamers. He also conducts certain classes of correspondence with the International Bureau.

One third-class clerk enters the letters received and answers inquiries relative to postage rates, charges made on delivery of letters sent or received, and as to what articles may be transmitted by mail to foreign countries; fills requisitions of postmasters for blank forms, &c.; acknowledges the receipt of foreign documents; writes requisitions for office supplies; fills up the tables furnished the International Bureau annually, reporting the operations of the Department for the year; also makes typewriter copies of letters prepared by the Superintendent and chief clerk, and numbers each letter sent, supervises its press-copying, and sees that it is properly inclosed and addressed for mailing.

One third-class clerk keeps the accounts with the steamship lines of the service performed by them, giving the weights of the letters and papers in each mail, and from this record verifies or corrects the accounts prepared in the office of the Auditor of the Treasury showing the services performed and the amount earned by each line during each quarter. He also records the weights of the closed mails of foreign origin and destination forwarded via the United States, records the time occupied in the sea transit of each mail dispatched, and files away the reports upon which this record is based. In this work he is assisted by the \$1,000 clerk of this office.

The second-class clerk briefs and indexes the letters sent, which involves the reading of the letter sent as well as of that to which it is a reply; prepares the printer's "copy" of the monthly steamship schedule; makes typewriter and other copies of letters and statistical tables; and assists in preparing the quarterly statements of the services of steamship companies, and orders of the Postmaster-General for paying the same.

The clerk of class 1 is engaged almost exclusively in translating for the office of the chief post-office inspector the inquiries of foreign offices relative to missing articles sent to this country, and the replies of those offices to similar inquiries from this Department. No record of the number of these communications has been kept in this office, except during the past month, in which 404 such translations were made, which from previous observation is thought to be rather below than above the average.

When not employed in translating, this clerk is occupied in addressing 151 envelopes for copies of the postal guide sent every month to all foreign countries in exchange for similar documents received from those countries, and 686 envelopes for copies of the steamship schedule sent to foreign countries, postmasters and other United States officials, and private individuals; also makes duplicate copies of all orders prepared in this Bureau each week for the Postmaster-General's and the superintendent's signatures, one for the Auditor and one for the Third Assistant Postmaster-General.

The clerk of class 1 detailed for duty in this Bureau from the Dead Letter Office does the ornamental pen-work—the engrossing of postal treaties and similar documents; enters each day on the steamship schedule the changes reported as occurring in the sailings of mail vessels; prepares most of the Postmaster-General's orders to pay steamship companies for services rendered, and the letters to the steamship agents advising them thereof, and of the details of the service performed by their vessels; receives semi-annually 90 reports from different United States offices of exchange, showing the numbers of articles of various classes sent to and received from foreign countries each day for the first seven days of April and October, and after verifying the additions makes the necessary calculations and prepares a table showing an estimate of the number of each class of articles exchanged at each exchanging office during six months, the result for a year being embodied in the Postmaster-General's Annual Report, and published in the statistical tables of the International Bureau.

The clerk of the \$1,000 class reported for duty on the 4th of January last, and, as has been stated, has so far been employed in assisting in keeping the accounts with the steamship companies. His duties cannot be more specially defined until his abilities shall have been more fully developed.

ROUTINE OF BUSINESS.

The daily business of the office is transacted in the following manner: The mail is placed on the desk of the chief clerk, who opens it, reads the letters, causes each article to be stamped showing the date of its receipt, and hands those which are in foreign languages to the translator, who makes a brief in English of their contents for entry in "Letters received." Every article is then handed to the clerk in charge of the record of "Letters received," who enters each, under the day's date, showing its nature, origin, and the disposition made of it. They are then returned to the chief clerk, who hands to the translator for full translation those in foreign languages, distributes for action such as are of a routine character, submits the others to the superintendent for his instructions, and in accordance therewith prepares the replies to those of an important nature, and has these replies copied either in manuscript or on the type-writer. At about three o'clock the letters written during the day are laid on the desk of the chief clerk, by whom they are scrutinized, checked, and presented to the superintendent for his approval and signature. They are then handed to the clerk in charge of the record, who arranges them in systematic order, places on each a serial number and an indication of the file on which the case may be found, a corresponding number being placed on the case jacket, and supervises the messenger in press-copying them, after which Mr. Smith places them in their proper envelopes and delivers them to the messenger for mailing.

The foregoing indicates the routine of the office with respect to the ordinary items of business. In the case of matters of extraordinary importance, they are of course delayed sufficiently to receive due consideration by the superintendent, and if necessary, until the orders of the Postmaster-General in regard to them can be obtained.

Mails are made up in the United States for and dispatched by sea to one hundred and ninety-two different offices in foreign countries. The weight of each of these mails is entered on forms "Statements of weights." An average of twenty of these statements are received daily. After entry on "Letters received" they are at once handed to the third-class clerk in charge of the accounts with the steamship companies, who enters each item thereon in the proper account on his books, and foots up the total weights of the various mails sent to different exchange offices of the same foreign country. In case of errors, he prepares the correspondence necessary to correct them. He then indorses each statement and files it away. At the expiration of each quarter the Auditor submits a statement of the account of each steamship line. The third-class clerk in charge of steamship accounts compares the statement with the entries on his books, and returns it to the Auditor, who then formally reports the service to this office for recognition by the Postmaster-General.

The reports of the time occupied in the sea transit of mails sent are also handed to the third-class clerk in charge of the accounts with the steamship companies, who copies the entries thereon in a book kept for that purpose, properly indorses each report and files it away, preparing whatever correspondence may be necessary to correct errors.

The reports of steamship service, prepared by the Auditor each quarter, are, after entry on "Letters received," handed to a clerk, who verifies each entry thereon, and

the totals, and certifies the correctness of each. They are then handed to a clerk, who prepares in each case for signature of the Postmaster-General an order recognizing the service, and a letter to the agents of the line reciting the order and the services rendered. This work in each case varies somewhat, according to the details of the service rendered in each. These orders and letters are returned at intervals of two or three days to the chief clerk, who scrutinizes each and checks it. He hands them to the superintendent, who, after examination, presents the orders to the Postmaster-General for signature, signs himself the letters to the agents, and they are then numbered, press-copied, and mailed. These steamship accounts average sixty each quarter. They are received at irregular intervals from the Auditor during the first month of the quarter, and as a rule, under present arrangements, each case receives complete and final treatment in this office—including revision of all the calculations, preparation of the orders and letters—within a week after its receipt, all being completed and sent out within the first half of the quarter. Up to May, 1885, all these orders and letters were prepared entirely in manuscript, but at that time blank forms were adopted and put into use, which has not only greatly simplified and expedited the work, but reduced the possibility of errors. This work is now done principally by a clerk of class 1, with occasional assistance from a clerk of class 2; but prior to the adoption of the blank forms, notwithstanding three clerks were employed at it almost exclusively, these orders were rarely completed in this office in less than two months, although the number of orders acted on has increased from an average of fifty-two per quarter in 1884 to sixty per quarter in 1886.

By direction of the superintendent the postmasters at Boston, New York, Philadelphia, Baltimore, Jacksonville, Tampa, New Orleans, and San Francisco, on the 14th or 15th of each month, report tenders and sailings of steamers from those ports for foreign countries during the following month, and the mails which it is proposed to dispatch by each. These reports are at once submitted to the superintendent for his approval. They are then handed to a second-class clerk, who from them prepares, entirely in manuscript, printer's "copy" of the foreign mail steamship schedule for the next month. The "copy" is verified by the chief clerk and handed to the superintendent, by whom it is examined, signed, and presented to the Postmaster-General for signature, and immediately afterwards sent to the Public Printer with a requisition for 2,250 copies. "Proof" is generally furnished the next day; it is at once compared with the copy by the chief clerk and a second-class clerk and returned to the Public Printer by the messenger who brings it. The schedules are received the day following, when they are immediately folded and mailed by the messenger in the 686 envelopes previously addressed by a clerk of class 1. Brief: Postmaster's reports received 14th or 15th; printer's "copy" prepared 14th-16th; proof received and returned 17th-18th; 2,250 schedules received 17th-19th; and 2,000 folded, inclosed, and mailed within a few hours after receipt.

The mails from foreign countries are reported daily by the postmasters who receive them, on blank forms, showing the date of dispatch of each mail, exact time of its delivery to the postmaster, and the vessel by which conveyed. These reports are inspected by the superintendent and filed by the messenger for reference.

Two hundred and fifty copies of the Postal Guide are received each month for distribution to foreign postal administrations, which are mailed within a few hours after their receipt, in the 151 envelopes previously addressed for the purpose by a clerk of class 1.

Fifty copies of the Monthly Journal of the International Bureau at Berne, Switzerland, are received each month, and immediately distributed to United States officials interested.

Two hundred and fifty copies of the Postmaster-General's Annual Report are likewise received and mailed each year, each accompanied by a letter of transmittal.

In March and September of each year blank forms for reporting the results of the semi-annual count are sent from this office to all United States exchange post-offices.

In April and October of each year these forms are returned by postmasters, properly filled up. They consist of 90 reports of matter sent to and 90 reports of matter received from foreign countries by the various United States post-offices authorized to exchange mails with foreign countries. They show in detail the number of articles of each class of mail matter exchanged on the first seven days of each of those months, and the totals of each class for the week, and the amount of postage collected on the same. These reports contain 17 and 19 columns, respectively. Upon receipt, after entry in "Letters received," they are handed to a clerk, who scrutinizes them, corrects errors or returns the reports to the postmaster for correction, verifies the 3,240 additions, multiplies each of these 3,240 totals by 26, to determine (approximately) the business of 6 months (26 weeks), and tabulates results on two separate forms, showing the estimated business of each office and the totals for all the offices for 6 months. These tables form the basis of the estimated amount of correspondence exchanged between the United States and foreign countries published in the Postmaster-General's Annual Report (see page 809 of the report for the last fiscal year), and furnished

to the International Bureau of the Universal Postal Union for publication in its statistical tables, which are distributed annually to all civilized countries.

The reports of postmasters of changes in the sailings of vessels conveying mails to foreign countries during the current month, which average about three a day, after entry in "Letters received," are handed to a clerk, who makes the necessary changes on three different copies of the steamship schedule (two for use in this Bureau and one for the Auditor), and transfers the papers to Mr. Richardson, who verifies the alterations and returns the papers to the chief clerk, by whom they are filed. The clerk then prepares letters to the postmasters of the eight principal cities within thirty hours' mail communication of Washington, notifying them of the changes for the information of the public of those cities, which letters are mailed on the day on which the notices are received.

RECORD OF WORK PERFORMED.

No formal record of the work of this Bureau has ever been kept, neither has the amount and character of the work performed by each clerk been recorded, nor do I think that such records could be made so as to convey an intelligent idea of entry without sacrificing to it valuable time, which is now much more profitably employed in the transaction of the public business. This will be apparent when it is remembered that no two clerks of this Bureau have precisely similar duties, and, consequently, while one clerk might write many short routine letters in a day, another clerk would require several days to collect and digest matter necessary to the preparation of one letter. Yet the former would be credited with a large number of letters daily, while the latter would be credited with only a few in a week, notwithstanding the former were merely routine work, while the latter were the result of severe mental work, careful research, and the most painstaking deliberation and consideration.

In this Bureau with its small force of clerks (only nine in number including the chief clerk), where each is under the personal supervision of the superintendent, such a record is unnecessary, and would be prepared at the expense of much valuable time.

There is no record of the "amount and character of business pending" in this Bureau on the first of January, 1884; and no record of "letters received" was kept prior to July 1, 1884. I have therefore caused to be prepared the following statement showing the number of clerks on duty (including the chief clerk), and the number of communications received and disposed of during the fiscal years ended June 30, 1885, 1886, respectively, and during the period from July 1, 1886, to February 28, 1887, as well as the number of working days in each period:

Period.	Number of clerks,	Number of workingdays.	Number of communications received, and disposed of.
From July 1, 1884 to June 30, 1885	9	304	10,641
From July 1, 1885 to June 30, 1886	8	306	12,379
From July 1, 1886 to February 28, 1887.....	8	213	10,487

[*Note by Committee:* The following is compiled from and substituted for two tables, giving names of each employé, grade, days sick, absent, the total of both, number of Sundays and holidays, and days present for duty in fiscal years named below.]

The following statement shows the number of days absent on account of sickness and other causes, and the number of days devoted to business by each employé during the fiscal years ended June 30, 1884, 1885, 1886, respectively, and the period from July 1, 1886, to February 28, 1887, together with the total number of days (including Sundays) in each of the periods named on which the office was closed:

	Working days.	Total days present.	Total days absent/sick.	Total days absent for other causes.	Total employes.	Maximum present.	Minimum present.
1883-'84.....	305	2,842	144	302	12	299	93
1884-'85.....	304	2,822	110	291	10	289	197
1885-'86.....	305	2,602	64	88	9	303	273
1887 (to March 1).....	201	1,685	10	197	9	202	176

On April 1, 1885, when I took charge of the office, I found several cases "pending," action on which had been delayed on account of the approaching change of administration and appointment of a new superintendent of foreign mails.

On the 1st of January, 1886, and 1887, respectively, the current work of this Bureau was up to date; the only matter in arrears being the copying of letters from press-copy books to books of permanent record, and this has since been completed.

The foregoing facts and figures are submitted without comment, except to invite a comparison of the work performed by this Bureau with that of any other office of this or any other Executive Department, consideration being given to the amount and character of the business transacted and the small number of clerks employed; and to add that the fact that the work is not behind is due to each employé having devoted himself to his official duties without regard to office hours, it being the practice of several to habitually remain at work until nearly 5 o'clock each day (and several Sundays and holidays being spent at work in the office) without orders to that effect, but entirely of their own volition in order to expedite the public business.

I am, very respectfully, your obedient servant,

NICHOLAS M. BELL,
Superintendent Foreign Mails.

The POSTMASTER-GENERAL,
Washington, D. C.

DEAD-LETTER OFFICE.

The Dead-Letter Office deals with undelivered mail matter.

This is divided into two principal classes, viz: What is unmailable and what is unclaimed. These are again divided into subordinate classes according to the cause and particular phase of unmailability—the character and contents of unclaimed matter—and the most effective method of treatment for both. Each of these subordinate classes involves at least one distinct and well-defined sort of work, as experience or necessity has established a line of precedent and developed the most available and practical methods. Hence the office comprises six divisions of work, distinct though co-operative, viz: Opening division, unmailable and property division, money division, returning, minor, and foreign divisions. Each of these is in the immediate charge of the most capable and experienced clerk, who both shares and supervises its duty. Besides the clerks assigned from time to time to these divisions, there are several clerks whose duties require their work to be done in and through all—such as those who search through all for lost matter that may possibly be found in any. It will be further observed that the relations between, and the interchangeable and reciprocal character of the duties assigned to these divisions are such, and have always been such, that the clerks have been removed from one to another for days, or hours, or weeks, without any record, as occasion demanded in the judgment of the official in charge of the office, and as the pressure would be lifted from one sort of work and bear upon another. In this way the *whole* available force of the office has been utilized from day to day to perform its *whole* duty, and thus strike a sort of balance between the temporary burden of one clerk, or set of clerks, and the temporary leisure of another. On the other hand, this practice prevents such absolutely accurate statement of the detailed operations of each division (as distinguished from the others) as might otherwise be possible. Reference to the work of each division as disclosed in the following statements in answer to the interrogatories propounded, will show absolute precision in quantity and averages, and reliable approximation where precise figures, for the reasons stated, are not obtainable. These statements will be found uniform, as far as practicable, (1) in reference to the principal items of business performed in each division; (2) the precise methods and various steps employed to discharge that business; (3) the details of the same; (4) the average amount transacted by the employé doing the most and the employé doing the least in each, (5) and the average number and attendance of such employés during the years and months specified. These statements have been made as full and as explicit as possible, and keeping in view the reciprocal and co-operative class of work through which a definitive line cannot be drawn, and which is so variable in character and quantity as to preclude statistical certainty, represent the whole routine work of the office. Notwithstanding the definite distribution of methods in these separate channels, extraordinary combinations of facts and resulting questions are constantly presented, requiring careful correspondence, suggested chiefly by the several clerks in charge of divisions and conducted from the office of the Superintendent. This correspondence embraces a very broad scope of inquiry and direction in postal affairs. As the prompt and safe delivery of matter intrusted to it is the prime object of the Department, incessant instructions to postmasters and construction of postal regula-

tions are necessary to insure it, and as the evidence of mistreatment and its causes are naturally most apparent to this office, where the matter to which it relates comes and the evidence of it is patent, a large proportion of such correspondence has gradually been relegated here, involving incidentally complaints from citizens, their investigation and answer. The conduct of this correspondence, the constant superintendence of the operations of the office; the general direction of its business within the scope of its jurisdiction; the alteration, addition, or abandonment of its specific methods and details as occasion requires, engage the time and efforts of the Superintendent, chief clerk, and stenographer.

Whatever is conceived to be necessary and available to improve its methods, facilitate its transactions, or increase the delivery of mail matter within the well defined limit of its observation and duty, is gathered from daily experience and applied to its administration with the hope that the result will justify public and official confidence.

Statement showing the amount and character of business received, transacted, and disposed of during the period, and on hand pending and undisposed of at the dates specified below, in the Dead-Letter Office, Post-Office Department:

Receipt and disposition of unclaimed and unmailable matter.

Amount pending January 1, 1884	233, 700
Unclaimed matter received in 1884	3, 850, 273
Unmailable matter received in 1884	713, 869
	4, 797, 842
Amount disposed of in 1884	4, 545, 442
	252, 400
Amount pending January 1, 1885	252, 400
Unclaimed matter received in 1885	3, 918, 425
Unmailable matter received in 1885	700, 518
	4, 871, 343
Amount disposed of in 1885	4, 806, 843
	64, 500
Amount pending January 1, 1886	64, 500
Unclaimed matter received in 1886	4, 115, 818
Unmailable matter received in 1886	770, 099
	4, 950, 417
Amount disposed of in 1886	4, 831, 717
	118, 700
Amount pending January 1, 1887	118, 700
Unclaimed matter received January and February, 1887	821, 936
Unmailable matter received January and February, 1887	130, 326
	1, 070, 962
Amount disposed of January and February, 1887	1, 016, 862
	54, 100
Amount pending March 1, 1887	54, 100

OPENING DIVISION.

The following statement shows the principal items of business transacted in the opening division of the Dead-Letter Office:

- (1) The receipt of all unclaimed letters and parcels.
- (2) Examination and assortment of the same, and detection of errors of postmasters in connection therewith.
- (3) Opening unclaimed letters, and transmission to the proper divisions for treatment of such as contain valuable inclosures.
- (4) Recording dead-letter returns from free-delivery post-offices, and the adjustment of their accounts for postage-due stamps used; also recording such returns from all Presidential post-offices.
- (5) Receipt, record, and disposition of all registered matter coming to or going from the Dead-Letter Office.

Statement showing in detail the methods of transacting business in the opening division, including one or more items of the principal business matters transacted in said division, beginning with the receipt of matter in the Dead-Letter Office, and then showing in consecutive order the various steps taken by such matter through the appropriate parts of said division, and the employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, until the same is fully disposed of:

This division, comprising 19 clerks, has charge of the receiving, assorting, and opening of unclaimed and registered mail matter, and its distribution among the other

divisions for final disposition. All such matter is received in sacks, pouches, and cases from the mailing room of the Department, whence the matter is taken to the "passing-table" for examination, assortment, and distribution. This requires the employment of 4 clerks, except at rare intervals when one is withdrawn to relieve extraordinary pressure upon the work of the "opening-table." Their work is of such a character that it is impossible to specify the quantity done by each individual. The 4 are compelled to do it all.

The object of this examination is to ascertain if returns have been properly made by the postmasters in accordance with the postal regulations; to separate foreign letters from those of domestic origin, and to detect errors of postmasters in the treatment of mail matter. Such errors, when found, are dealt with by what is called a "reprimand" circular adapted to the case. While the kinds of errors are numerous, those of the most frequent occurrence are pointed out and defined by some form of circular adapted to the case, and proper instructions given to prohibit its recurrence. This duty requires the entire time of one clerk, and its careless performance would necessarily cause misunderstanding, additional errors, and useless correspondence. For example, the neglect to inclose in a return any one of several constituents, such as dead-letter bills (or list), copy of advertised list, &c., which are found necessary to proper treatment, and are therefore required by the regulations, or the failure to return letters to the senders who have given their names and addresses on the outside, as the law requires, or the holding in treatment of letters plainly directed to some other post-office, instead of forwarding them to their destination; or the confusing of unmailable with unclaimed matter, or generally the failure, through ignorance or oversight, to comply substantially with any of the regulations concerning undelivered matter necessary to its preservation and return to senders.

One clerk is specially assigned to the charge of returns from free-delivery post-offices. These returns are made upon a special form of bill, which embraces a classification of the various kinds of unclaimed matter sent, and the amount of postage-due stamps affixed to short-paid undelivered matter for which credit is claimed by the postmaster. These bills are sent in duplicate and verified by comparison with the return, and recorded in a book kept for the purpose. They are then indorsed as "correct," and returned to the postmaster. Errors in the treatment of unclaimed matter from these post-offices are generally called to the attention of the delinquent postmasters by means of special written communications from the office of the Superintendent.

Returns from all Presidential post-offices, other than free-delivery post-offices, are also recorded, one clerk being employed in that work. Where a postmaster fails to make proper and regular returns, as required by the regulations, his attention is called to such failure. The unclaimed letters having been examined and assorted, errors detected and the proper remedy applied, those of domestic origin are tied in bundles of 100 each and taken to the "opening-table."

At the opening-table all unclaimed letters are opened. Eight clerks are assigned to this work. In opening dead letters only such scrutiny is given as is necessary to discover anything of value inclosed in them and its character. Where money is found the opener is required to note the amount upon the back of the letter, with his name. The amount and the name of the addressee are also immediately entered in books kept for the purpose. After these amounts and entries have been verified by the clerk in charge of the division, all these letters are collectively recorded and sent, with the record, to the money division and duly receipted for. Letters containing inclosures representing money value, such as notes, drafts, postal notes, money orders, and other forms of negotiable paper, as well as deeds, wills, and mortgages, are also sent to the money division for record and disposition. Letters containing other inclosures, such as receipts, pension papers, paid notes and drafts, legal papers, photographs, stamps, &c., are sent to the minor division for further treatment. Articles of property are sent to the property division. An account of this matter is kept with each of these divisions which is verified daily.

REGISTRY BUSINESS.

All registered matter for the Dead-Letter Office is received for daily to the mailing clerk of the Department by the clerk in charge of the opening division, and is treated and disposed of at the registry desk, at which one clerk is constantly employed. All returns of unclaimed matter from free-delivery post-offices are sent by registered mail, while a large number of other post-offices sometimes send their returns in the same manner. The registered mail is also employed to a considerable extent for the transmission of unmailable matter, hotel letters, and coin and other articles of value found loose in the mails and in post-offices. Letters and packages containing money or other valuable inclosures, which have been sent from the Dead-Letter Office by registered mail to postmasters for delivery to the owners, are likewise required to be returned registered, in case of failure to deliver. Each package so received is recorded in a volume known as the "record of registered packages received," in which

is entered the date, name of the office whence received, registered package number, and the contents of such package. In the case of money and other valuable letters and parcels returned by postmasters, they are designated by the office letter, number, and volume under which they were originally sent from the Dead-Letter Office. Each article thus recorded is required to be receipted for in the margin of the volume by the clerk to whom it is delivered. Each registered package containing registered letters, and each registered letter separately received, is receipted for upon the package book by the clerk at the registry desk. These letters are then recorded in a volume known as the record of "dead registered letters," which is consecutively numbered, and each letter is numbered to correspond with the entry in the record. This record states the date of entry, the address of each letter, and its original registered number. All registered letters of foreign origin are, immediately upon being recorded, delivered to the clerk in charge of the foreign division, who receipts for the same, and enters opposite each the name of the country from which it came. Domestic registered letters are variously treated. When they bear the name and address of the senders, and postmasters have neglected to return them, they are called "request" letters and are marked and entered upon the record as such. When such letters have failed of delivery, either to the addressees or senders, they are opened and the nature of the contents, if any, indorsed upon them and upon the record. All valuable letters thus opened are delivered daily to the appropriate division of the office for treatment and disposition, receipts being taken therefor upon the record. All parcels are immediately opened, and are indorsed, receipted for, and delivered, as in the case of letters. Letters opened and found to contain no inclosures of value are designated, both upon their face and upon the record, with characters indicating that fact. All request letters and those without value are receipted for upon the record by the clerk in charge, and returned to the proper postmaster for delivery to the sender, accompanied by a receipt, which is required to be returned duly signed for entry and file. Before being sent all letters of this character are again recorded in a volume entitled, "disposition of registered letters, request and no value," in which is given the registered number, office number, and address of each, the postmaster to whom sent, and the character of the letter, whether "request" or of "no value." These are receipted for upon the record by the mailing clerk of the Department. When any of these letters are returned undelivered they are placed on file in numerical order, subject to reclamation, and entry is made upon the record. When the receipts for delivered letters are returned, the fact is noted in the mailing record, and they are arranged in numerical order and filed. In transmitting registered letters, the larger post-offices use a blank form called a "registered letter bill," which is made out in duplicate, with the registered number, address, and original destination of each letter. These bills are carefully compared with the returns, and if found correct the duplicate is so stamped and returned to the postmaster, and the original placed on file. Registered letters originating in either of the Departments of the Government at Washington are marked "official" upon the record, and are forwarded to the proper Department.

Example.—A letter, known on the registry record of this office as No. 18547, was registered at the Washington, D. C., office, December 16, 1886, addressed to Frank Band, London, England, original registered number 6846. Being undelivered, it was returned from London on dead registered letter bill of the British post-office department, dated January 8, 1887, and was received at the dead letter office January 21, 1887. It was recorded under No. 18547, and as it bore the name and address of the sender it was marked "request" upon the record, and the same word indorsed upon the face of the letter. February 3, 1887, it was sent to the postmaster at Washington, D. C., for delivery to Rudolph Weisbach (the sender). The sender not being found, it was returned to the Dead-Letter Office March 8, under registered number 44199, mailing clerk's number 4526. The letter was then opened, was found to contain a £ note of the "Commercial Bank of Scotland, limited," the equivalent of \$5. It was again entered upon the registry record as No. 20894, contents \$5, receipted for by the clerk in charge of the opening division, recorded by him in the record of money letters, and delivered to the clerk in charge of the money division March 10, his receipt being taken upon the record. Was sent by the money division to the Washington office, March 11, as B-181-Reg., and was again returned to the dead letter office under No. 10962, mailing clerk's number 4945, April 5. March 23, the sender applied for the same from Chicago, Ill. (Jacket W-1257, vol. 41), and on April 7 it was sent by the money division to the postmaster at Chicago for delivery to sender upon identification.

Example.—Jacket recorded as R-784, vol. 41, applicant Rich, Frank J., Wichita, Kans., date March 4, 1887; received at Dead-Letter Office, March 7; application for letter addressed to himself, care of "New York Mirror," Union Square, New York; no date of mailing or other particulars as to the missing letter being given, a circular of inquiry was sent to the applicant on March 10. Upon the receipt of this circular the information furnished being incomplete, the papers were referred to the postmaster at New York, N. Y., March 19. The postmaster replied, under date of March

The following statement shows the average number of days and the time and attention devoted to the consideration and transaction of business during the periods specified by the employés in the opening division :

Calendar year.	Number of employés.	Average number of days.	Hours daily.	Number by proxy.*
1884	19	255 $\frac{1}{2}$	7
1885	19	261 $\frac{1}{2}$	7
1886	19	269 $\frac{1}{2}$	7
1887 (to March 1)	19	†44 $\frac{1}{2}$	7

* No proxies employed.

† For the two months.

The following statement shows the number of days devoted to business by the employé present for the greatest number of days and the employé present for the least number of days during the following years :

Calendar year.	Maximum number of days.	Minimum number of days.
1884	284	234 $\frac{1}{2}$
1885	278	239 $\frac{1}{2}$
1886	284 $\frac{1}{2}$	225 $\frac{1}{2}$
1887 (to March 1)	48	*40 $\frac{1}{2}$

* For the two months.

APPLICATIONS.

Inquiries for alleged missing letters and parcels are treated by three clerks, who record and classify the same, procure, through correspondence, detailed information respecting alleged losses, refer application to the appropriate divisions for search, and report the result of such search to the persons making the applications. Every application is "jacketed" by the file clerk, and a corresponding entry made in the record, viz, number, date, date of receipt, name of applicant, address of missing letter or parcel and alleged contents, and subsequently completed by the entry of the result of the search and investigation.

Upon receipt of a jacket in the application branch it is recorded in a volume entitled "Record of applications," in which are entered the date, address, in index form, of letter or parcel applied for, and the letter and number of the jacket. In case the application is so vague or imperfect as to make intelligent search impracticable, a circular of inquiry is sent to the applicant with a series of interrogatories covering the requisite details. Upon the return of this circular with the required information (unless it be shown that the letter inquired for contained no inclosure, and would therefore not have been recorded), the case is referred to the proper division for search. If the case be of such a nature as to justify the belief that a postmaster may be able to furnish information respecting it, it is referred to him accordingly, with a circular slip, requesting him to return the papers, with such information as he can obtain. When a case develops doubtful questions or extraordinary features which render any established form inappropriate, it is made the subject of special reference and correspondence in the office of the superintendent. Every item of correspondence, written or printed, is noted upon the jacket under the head of "Correspondence." Should the search be successful the employé making the same enters upon the jacket, under the head of "Result of search," the letter, number, and volume in which the valuable letter or parcel is recorded, followed by the disposition made of the same. Upon return of the jacket to the application clerks with this information a circular notice is sent to the applicant advising him of the facts. Should the search be unsuccessful that fact is noted upon the jacket, the applicant is notified of the failure of his application, and the case is referred to the chief post-office inspector for further investigation.

Where letters have been traced to the dead letter office, upon the report of postmasters or otherwise, without information whether or not they contained inclosures of value, search is made through all the records, and the result noted and communicated as above stated.

Applications for foreign letters or parcels are referred to the foreign division, and if the article in quest is not found the applicant is informed that such letter or parcel would have been returned to the country of origin in due course of business. In case of registered letters, which are separately recorded, the date, registered number, and full particulars of transmission to country of origin are given.

Jackets are kept on file, alphabetically arranged for convenient reference, and after being disposed of in the course of business are from time to time asserted and placed upon the permanent files.

It will be observed that duplicate or rather dual records of application are kept. In the first, kept by the file clerk, the name of the applicant is indexed, the other particulars following in order. In the second, by another clerk, the name of the addressee of the missing letter or parcel is indexed. The object of this is to facilitate searches. For instance, if a person writes stating that he has previously applied for a missing article, without specifying its address or nature, reference to the first-named record will disclose the nature of the inquiry. If he gives the address without stating by whom the application was made, the second record will furnish the necessary information. Three persons are constantly employed in connection with the applications, with occasional assistance from other employes when necessary. The file clerk likewise briefs, jackets, and records all other correspondence of the office.

The following statement shows the number of applications jacketed, recorded, and disposed of during the years named, viz., 1884, 1885, 1886, and 1887 (to March 1):

Applications received and disposed of:	
1884.....	16,957
1885.....	15,455
1886.....	15,795
1887 (to March 1)	3,149

The average number of employes for the different months, the average number of days of each employe, and the maximum and minimum number of days engaged cannot be stated, as a portion of the work was done in the office of the Third Assistant Postmaster-General prior to August 1, 1886.

UNMAILABLE AND PROPERTY DIVISION.

The following shows the principal items of business transacted in the unmailable and property division:

(1) The receipt and intermediate disposition of unmailable, hotel, and fictitious matter.

(2) The receipt, treatment, and final disposition of articles of property, samples, &c.

Statement showing in detail the methods of transacting business in the unmailable and property division, including one or more items of the principal business matters transacted by said division, beginning with the receipt of matter, and then showing in consecutive order the various steps taken by such matter, through the appropriate parts of said division, and the employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each:

This division employs seventeen clerks and is subdivided into two branches. Mail matter received by the unmailable branch comprises all matter which is by law or treaty stipulation prohibited from being transmitted through the mails, or which by reason of illegible, incorrect, or insufficient address, it is found impossible to forward to destination, and all undelivered matter addressed to hotels or public institutions, or to fictitious or assumed names, or to initials.

The receiving clerk of this branch opens the returns and delivers this matter and the lists which accompany the returns of the same to two clerks, whose duties are to verify the lists with the matter received and classify and enter the letters or parcels under the respective headings of: "Held for postage," "misdirected," "fictitious," "hotel," "blank," "foreign short paid," "held for postage drops," "postals," "coin and lottery," in a record kept for that purpose. All letters illegibly or incorrectly addressed are then with their respective lists delivered to two expert clerks who correct and forward such of the letters as in their judgment can be delivered to a corrected address, carefully noting the disposition of each letter upon the list. All letters which are not thus forwarded unopened, and all other classes of letters received in this branch of the division except "held-for-postage" letters addressed to Canada are, with their accompanying lists, sent to two clerks to be opened.

It is the duty of the clerks engaged in opening this class of matter to note on the margin of each list, opposite the entry thereof, the contents of every letter containing

an inclosure of any kind, and also to enter upon books kept for the purpose the address of each letter containing money, together with the amount inclosed. The letters containing inclosures are distributed to the respective divisions of the office to which they belong, as in the case of unclaimed letters, and all others are, with their respective lists, delivered to the proper division for further treatment and return to writer.

Mail matter received by the property branch of this division comprises all parcels or letters which are found to contain matter of apparent value other than money, negotiable paper, legal papers, postage-stamps, or photographs.

All returns of this matter are received from the unmailable and opening divisions of the office, accompanied by lists giving the name and address of each piece of matter alphabetically entered thereon.

The receiving clerk of this branch verifies these lists by a careful comparison of the address on the parcel with the list, and all such matter as he deems of insufficient value to be subjected to further treatment is destroyed, and this fact, and a brief description of the contents thereof, is noted opposite its proper entry on said list, after which the lists and accompanying parcels are numbered to correspond and the lists delivered to two record clerks, whose duties are to record the name and address of each parcel, together with the contents thereof, and the intermediate disposition of the same by the clerks engaged in the treatment of them; and, also, to record the final disposition of all matter of this class, upon said final disposition being properly vouched for by the mailing clerk; and all receipts returned by postmasters to whom parcels of more than ordinary value have been sent for delivery. It is also their duty to search their records for all parcels claimed to have been lost in the mails or detained as unmailable.

To the four treatment clerks is intrusted the thorough examination of parcels for the purpose of ascertaining whether they contain any clew whereby they may be delivered or the owners notified of their detention, by sending a proper circular notice giving the reasons for their non-delivery, after determining wherein such matter, held as unmailable, does not conform to the postal regulations governing its transmission in the mails. The parcels are delivered to them by the receiving clerk, accompanied by a numerical list, upon which is to be entered a description of the contents and disposition of each parcel, and signed by the clerk, treating the same as a voucher for the correctness of such entries. The lists are then delivered to the record clerks.

After this intermediate treatment the parcels for which notices of detention have been sent, and such parcels as contain no clew whereby the owner may be identified, are sent to the file clerk in the storerooms of the office, whose duty it is to receipt therefor and file them in their proper compartments to await reclamation; and to deliver all matter applied for, which the records show to have been delivered to his charge, to the mailing clerk, accompanied by a blank form, with the numbers of the parcels arranged in numerical order thereon, and the correspondence pertaining thereto, for final disposition by redirecting the matter to the addresses furnished by the applicant, after which the proper entries are made on the accompanying form opposite the number of each parcel, and the disposition thereof being vouched for by his signature. The forms are then delivered to the record clerks for the completion of the records. Such matter as remains unclaimed in the files of the storerooms for a longer period than two years is disposed of at the annual dead-letter sale. The clerk preparing the packages for this sale destroys the original wrapper of each parcel and substitutes a new one, upon which is indorsed a brief description of the contents and the original record number of the receiving clerk. The parcels thus prepared are numbered to correspond with the entry of the description thereof in the sales record. A copy of this record is made, from which the catalogues of the sale are printed. The entries on the sales record supplement and show the final disposition of all matter charged to the file clerk as undisposed of on the original records.

MISCELLANEOUS.

There are various details connected with the work of this branch which are not given in the preceding outline of the methods employed in the receipt and disposition of mail matter therein, which are substantially as follows:

The receipt of remittances for the payment of postage, and the conversion thereof into postage-stamps; the preparation of these stamps for destruction and delivery to a committee appointed for that purpose, a careful account being kept by one of the record clerks of the amount and denomination of the stamps thus received; the receipt and return to the files by the receiving clerk of matter where the attempt by the office to deliver it to the owners has failed; the preparation of memoranda for special correspondence relating to the detention of parcels; the forwarding of unmailable parcels by express, at the request of the owners, by the mailing clerk; the receipt,

record, and disposition of registered parcels by one of the treatment clerks; the filing of circulars, receipts, correspondence, &c.

Example.—A parcel addressed to James Walker, Manchester, England, was received from New York, February 12, 1886, being detained as not conforming to the regulations governing the transmission of such matter in the Postal Union mails. It was numbered W-2051-17, by the receiving clerk, and a corresponding indorsement made opposite its entry on the accompanying list, which was delivered to the record clerk and duly entered as follows:

"W-2051, James Walker, England."

This parcel, with others, was sent to the treatment clerk, accompanied by the usual numerical list, and, being examined, was found to contain "slippers," which were not transmissible to the country addressed at less than foreign-letter rates of postage. A circular notice (numbered 3562) was accordingly sent to the addressee, informing him that upon receipt of 85 cents for additional postage the parcel would be forwarded to its destination. Pending the return of this notice the parcel was sent to the storerooms, duly receipted for by the file clerk, and placed in its proper compartment. The numerical list being properly indorsed and entered by the record clerk, the record reads:

"W-2051, James Walker, England, 3562, February 20, slippers."

A communication was received April 21, 1886, from George Walker, of Springfield, Ohio, and duly "jacketed" by the application division as W-334-41, complaining of the loss of a parcel addressed to James Walker. The records were searched and the jacket (after being properly indorsed and the number thereof entered opposite W-2051-17) was sent to the file clerk, who delivered the parcel in question, together with the jacket and a numerical list, to the mailing clerk, by whom the parcel, accompanied by a blank receipt, was sent to the postmaster at Springfield, Ohio, for delivery to the sender. This disposition was copied from the mailing clerk's list to the records, which read:

"W-2051, James Walker, Eng., 3562, Feb. 20, slippers, sent postmaster Springfield, Ohio, April 30, jkt. No. W-334-41."

May 3, 1886, a receipt for W-2051-17 was received, signed by George Walker, and duly recorded opposite the proper entry on the record. Subsequently a communication was received from James Walker, Manchester, England, with the information that he had remailed a circular notice, together with a remittance for the payment of postage on a parcel to his address, detained by this office, but had received no reply thereto. The records were again searched and James Walker notified by special letter that the parcel in question, W-2051-17, had been returned to the sender at Springfield, Ohio, and also that his remittance for postage, not being received, was probably lost in the wreck of the steamship Oregon.

March 29, 1887, an inquiry was received from the money order office of the Post-Office Department, relating to a letter of advice for an international money order for 3s. 7d., payable to this office, and remitted by James Walker. A search of the record developed the fact that this letter of advice was for the remittance claimed to have been made by James Walker, and as the parcel for which it was sent had been delivered to the sender, the amount of the money order was returned to the remitter through the money-order office, and this fact noted opposite the entry of the parcel in question on the record, which now reads as follows:

"W-2051, James Walker, Eng., 3562, Feb. 20, slippers, sent postmaster Springfield, Ohio, April 30, rect. May 3, 1886, jkt. W-334-41, Int. M. O. No. 7386, for 3s. 7d., returned to the remitter March 29, 1887."

Example.—An unclaimed parcel addressed to A. W. Kinsman, Minneapolis, Minn., was received August 24, 1883, numbered K-582-17, found to contain a book entitled Boone on Corporations, and the sender notified by circular that the parcel would be returned on receipt of the proper amount of postage to prepay its return. No reply having been received to this notice, the parcel remained in charge of the file clerk until December, 1886, when it was entered on the sales record, catalogued, and sold at public auction under Schedule B-582, of said catalogue, the proceeds being \$2.

The treatment of this parcel, by the several clerks, was similar to the first illustration, with the exception of the form of notice of detention, the preparation for sale, the entry on the sales book as a supplemental record, the editing of the catalogue, and final disposition.

Examples of corrected addresses.

UNITED STATES SENATE.

[U. S. Senate, Feb. 28, 1887, post-office.]

[2 cent stamp.]

[Washington, D. C., Feb. 28, 4 p. m., '87.]

Mr. JNO. McMAKINS,

90 SOCIETY ST.,

Washington, D. C.

Returned for better direction.

Delivered at Charleston, S. C.

Delivered at Sweetwater, Neb.

[2 cent stamp.]

[P. O. stamp.]

DR. NORCROSS,

RUNNING WATER,

NEB.

Buffalo Co.

No such office in Nebraska.

HOUSE OF REPRESENTATIVES, U. S.

[2 cent stamp.]

[Washington, D. C., Feb. 8, 7 p. m., '87.]

[Gravity, Feb. 18, 1887, Pa.]

MISS MAME ROBINSON,

GRAVITY.

Returned for better direction.

[Gravity, Mar. 31, 1887, Iowa.]

Delivered at Gravity, Pa.

Statement in detail of business in the unmailable and property division of the Dead-Letter Office for the years 1884, 1885, and 1887 (to March 1).

The following statement shows the average amount and character of business performed, transacted, and disposed of by the employes during each month of the following years:

Receipt and treatment of unmailable matter and of parcels.

Months.	1884.		1885.		1886.		1887 (to March 1).	
	Letters.	Parcels.	Letters.	Parcels.	Letters.	Parcels.	Letters.	Parcels.
January	62,716	9,342	52,755	9,252	54,706	9,502	60,691	8,644
February	53,109	8,752	46,832	7,748	47,718	8,499	53,635	6,892
March	67,640	9,301	58,891	8,101	69,579	9,105
April	51,727	8,138	53,477	7,052	58,822	8,554
May	52,234	7,452	48,622	6,551	51,815	7,545
June	49,663	7,212	49,411	6,549	56,784	7,096
July	49,053	4,529	49,546	5,898	56,041	4,549
August	51,025	5,512	51,370	6,496	55,517	5,597
September	52,694	5,948	51,616	6,531	55,835	5,076
October	51,553	6,104	53,889	6,970	59,653	5,287
November	47,341	6,612	48,559	7,562	53,647	5,467
December	48,414	7,108	47,950	8,438	61,382	5,923

The following statement shows the average number of employés during each month of the following years :

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884.....	15	15	15	15	15	15	14	12	13	13	14	14
1885.....	15	15	15	15	15	15	15	13	13	14	14	14
1886.....	16	16	16	16	15	15	14	13	14	15	16	15
1887 (to March 1).....	16	16										

No account has been kept of the amount of business transacted and disposed of by each individual employé of this division, because the work is of such an interchangeable and varied character as to require the services of all in connection with its different parts, and it is therefore impossible to state the amount disposed of by the employé doing the least and the employé doing the most during the calendar years mentioned in the inquiry.

The following statement shows the average number of days and the time and attention devoted to the consideration and transaction of business during the periods specified by the employés in the unmailable and property division :

Calendar year.	Number of employés.	Average number of days.	Hours daily.	Number by proxy.*
1884.....	17	255½	7
1885.....	17	261½	7
1886.....	17	260½	7
1887 (to March 1).....	17	†44½	7

*No proxies employed.

†For the two months.

The following statement shows the number of days devoted to business by the employé present for the greatest number of days and the employé present for the least number of days during the following years :

Calendar year.	Maximum number of days.	Minimum number of days.
1884.....	282	219
1885.....	282½	252
1886.....	289½	161½
1887 (to March 1).....	48	*23½

* For the two months.

MONEY DIVISION.

The following statement shows the principal items of business transacted in the money division of the Dead-Letter Office :

(1) Treatment and disposition of unclaimed letters and parcels which contain money.

(2) Treatment and disposition of unclaimed valuable letters which contain commercial or other paper directly convertible into money.

Statement of the money division of the Dead-Letter Office showing the methods adopted in transacting the principal business matters, beginning with the receipt of the matter by the Department or by any of the agents of the Department, and giving in consecutive order the various steps taken by each of such business matters, through the various divisions of the office and various Bureaus, and divisions of such Bureaus, and employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each until the same is finally disposed of and notice thereof duly given to the proper party.

The work of this division is divided into two branches, one involving the treatment of money, and the other of valuable inclosures convertible into money. All matter is

received from the opening division of the office, and relates to letters containing coin and currency, for which, after verification, a receipt is given to the opening division daily. These letters are then entered in alphabetical order in an index record, in order to facilitate a search, upon application being made for letters sent to the Dead-Letter Office containing money, and to procure the receipt of the person who treats the letter before it is returned to the writer or forwarded to the person addressed. Two clerks prepare all money letters for mailing, in the following manner: One takes letters of which the initial letter of the surname addressed is between A and K inclusive, the other takes letters of which such initial letter is between L and Z inclusive. Beginning with each fiscal year, each letter of the alphabet corresponding with the initial letter of the surname addressed commences with No. 1 and continues through the year; thus every money letter under each alphabet letter receives a consecutive number as it is received, as B-1568-36 (B, alphabet letter; 1568, consecutive number; 36, volume of record books).

2. The full address of the letter is entered on the record books.
3. The post-office address and the State are recorded; if addressed to a foreign country, only the name of such country is recorded.
4. The name of the writer is recorded.
5. The full description of the contents of the letter is given; for instance, Treasury notes, national-bank notes, gold, silver, nickels, the number of bills and their denominations, also the number of coins and their denominations, and if merchandise is also inclosed, a brief description is entered, as well as other inclosures.
6. The amount or value of the contents.
7. The date when sent to a postmaster for delivery to the writer or person addressed.
8. To what post-office and State the letter was sent.
9. The date of the receipt when delivered. A receipt to be signed by the person to whom the letter is delivered, with specific instructions to the postmaster, is then made out and sent with each letter. Upon return of that receipt it is duly entered.

Letters addressed to foreign countries, containing coin, when returned to the writer, are accompanied by an additional circular explaining the reason for detention. After the letters are recorded and the proper circulars inclosed a "mailing list," comprising the initial letter, number, and volume, and the post-office to which each letter is sent, is prepared. The record made by each clerk is verified and certified to by the other. The letters are then sealed with the office seal, and, with the mailing list, delivered to the mailing clerk of the Post-Office Department, who receipts for the same upon a press-copy of said mailing list and retains the original. On failure of a postmaster to return to the office either the letter or a receipt at the expiration of the thirty days, a circular asking explanation is sent.

Letters which fail of delivery are returned, registered, receipted for, and entered by another clerk in a record book of "Dead money-letters returned," with character of contents, and corresponding entry made on original record. The letter is next examined, in order to find some other clue—such as the name of a person or place mentioned, where inquiry can be made; such clue is followed up by letter of inquiry. If the information obtained will warrant, another attempt to deliver is made by the same process. Letters which cannot be restored to the owners are kept on file for three months for reclamation. At the end of every month such as have remained for that time are again receipted for by the clerk in charge on the returned-letter book. The money is then separated from the letter, which is finally filed. The amount of money is verified and attested, and then delivered to the Third Assistant Postmaster-General, accompanied by a letter from the Superintendent, and the receipt of the chief of the finance division of the Post-Office Department is taken and filed.

Example 1.—September 10, 1886, blank letter No. 29 was received from the opening division and entered on the index record. September 11, 1886, a clerk receipted for this letter and entered it on the record of dead money-letters, and from that time it was known in the office as B-373-36. B because it was blank address, 373 the consecutive number, 36 the number of the record volume. The name of the writer was C. Allen. It contained 2 two-dollar Treasury notes—\$4. The same day, after a clerk had fully made the record, it was sent, duly registered, with proper circulars, to the postmaster at Jacksonville, Fla. On November 6, 1886, it was returned, registered, receipted for, and entered on the record of dead letters returned. The postmaster at Jacksonville, Fla., had indorsed upon the circular which accompanied the letter "Not found." Upon further examination the letter was found to have been written upon paper bearing the business card of the Florida Times-Union, Jacksonville, Fla., and on November 8 a discovery circular was sent to the editor of that paper, who returned it to this office with the information that Chas. Allen was in the employ of the Florida Times-Union. On November 15, 1886, the letter was again sent to the postmaster at Jacksonville, Fla., who delivered it to Chas. Allen December 10, 1886, and returned the receipt of its delivery. The postmaster at Jacksonville, Fla., could have delivered the letter at the first trial if inquiry had been made at the Florida Times-Union office if such a person as C. Allen was in their employ.

Example.—On July 7, 1886, money letter 28, addressed to R. W. Rouse, was received from the opening division and entered on the index record. July 8, a clerk re-

The following statement shows the amount of business transacted and disposed of by the employé doing the most and the employé doing the least during each month of the following years :

MAXIMUM.

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884.....	788	785	1,123	775	787	702	589	835	620	666	656	719
1885.....	851	694	1,114	1,100	782	732	716	632	693	779	683	730
1886.....	900	729	782	727	747	718	617	732	763	918	746	858
1887 (to March 1).....	1,023	916										

MINIMUM.

1884.....	1,008	775	680	851	719	1,069	674	395	959	575	607	711
1885.....	787	901	774	796	716	688	534	711	727	683	671	677
1886.....	710	784	774	823	687	568	588	656	670	799	664	635
1887 (to March 1).....	774	721										

The following statement shows the average number of days and the time and attention devoted to the consideration and transaction of business during the periods specified, by the employés in the money division :

Calendar year.	Number of employés.	Average number of days.	Hours daily.	Number by proxy.*
1884.....	6	255 $\frac{1}{2}$	7
1885.....	6	261 $\frac{1}{2}$	7
1886.....	6	269 $\frac{1}{2}$	7
1887 (to March 1).....	6	†443 $\frac{1}{2}$	7

* No proxies employed.

† For the two months.

The following statement shows the number of days devoted to business by the employé present for the greatest number of days and the employé present for the least number of days during the following years :

Calendar year.	Maximum number of days.	Minimum number of days.
1884.....	278 $\frac{1}{2}$	247
1885.....	276 $\frac{1}{2}$	266 $\frac{1}{2}$
1886.....	284 $\frac{1}{2}$	276
1887 (to March 1).....	48	42

RETURNING DIVISION.

The following statement shows the principal items of business transacted in the returning division of the Dead-Letter Office :

- (1) Verification and return of unclaimed letters to the writers.
- (2) Treatment of mutilated and damaged mail matter.

Statement of the returning division, showing the methods adopted in transacting the principal business, beginning with the receipt of matter by the division and giving in consecutive order the various steps taken in connection with such matter, and the action taken thereon by each employé of the division until disposed of finally.

This division, comprising thirty-two clerks, is engaged in examining and addressing unclaimed letters, having no inclosures, which are received directly from the opening division.

One clerk receives, counts, and assorts all the letters sent from the opening division, in bundles of one hundred, charging each clerk with the number of letters re-

The average number of days devoted to the business of the Department, by the clerks of the various divisions, is based upon an estimate which includes all the employes assigned to this office.

The fact that one clerk has been absent the entire year, and another was unable to attend for a considerable time, owing to a protracted illness, together with those absent without pay, would, if not included in the estimate, increase the attendance from 269 $\frac{1}{10}$ to 275 $\frac{3}{10}$ days for the year 1886.

	Days.
Mrs. Hunt, absent during the year 1886	306
Mr. Fowler, absent during the year 1886	144 $\frac{1}{2}$
Others absent without pay, year 1886	169 $\frac{1}{2}$
Total	620$\frac{1}{2}$

The following statement shows the average number of days and the time and attention devoted to the consideration and transaction of business during the period specified, by the employes in the returning division :

Calendar year.	Number of employes.	Average number of days.	Hours daily.	Number by proxy.
1884	32	255 $\frac{1}{2}$	7
1885	32	261 $\frac{1}{2}$	7
1886	32	269 $\frac{1}{10}$	7
1887 (to March 1)	32	44 $\frac{1}{2}$

* No proxies employed.

The following statement shows the number of days devoted to business by the employe present for the greatest number of days and the employe present for the least number of days during the following years :

Calendar year.	Maximum number of days.	Minimum number of days.
1884	282	65
1885	278	1
1886	286 $\frac{1}{2}$	0
1887 (to March 1)	48	0

NOTE.—One clerk assigned to this division has been detained away constantly by sickness since April, 1884.

MINOR DIVISION.

The following statement shows the principal items of the business transacted in the minor division of the Dead-Letter Office:

- (1) Verifying and returning unmailable "hotel" and "fictitious" letters.
- (2) Record and disposition of letters which contain papers of minor value, photographs, postage stamps, &c.
- (3) Examining and distributing printed matter allotted to charitable institutions.

Statement showing in detail the methods of transacting business in the minor division, including one or more items of the principal business matters transacted in said division, beginning with the receipt of matter, and then showing in consecutive order the various steps taken through the appropriate parts of said division, and the employes through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each until the same is finally disposed of.

There are sixteen clerks employed in the minor division, as follows:

Eight dispose of the opened, unmailable, hotel, and fictitious letters containing no valuable inclosures, viz: Three clerks examine letters and mark upon the "unmailable"

ble" list the disposition of each one, whether returned to writer, destroyed, or filed. These lists are arranged alphabetically, and kept one year for reference. Three clerks are employed returning these letters to the writers. One clerk in returning, verifying, and sealing letters. One clerk in returning letters, and also sending notices to Canada for "held-for-postage letters," and forwarding the same when postage is received. Six clerks are employed on minor letters—that is, letters which contain inclosures of sufficient value to sender to require record, though not directly convertible into money, as follows: One clerk receives all letters containing photographs and returns them to the writers if possible. If the writer's address is not given and there is any reason to suppose the postmaster may be able to deliver it, a circular is inclosed to him with the letter accompanying them, requesting him to make every effort to deliver to sender, and return a receipt from such sender when found; such as cannot be returned are arranged alphabetically and filed.

If a "held-for-postage" letter containing photographs is addressed to a foreign country and cannot be returned, a circular is sent to the addressee stating the amount of postage due, leaving it optional with him to forward it or furnish the address of the sender. If they are directed to be forwarded, and postage required paid, that is done. If directed to be returned to sender it is done. One clerk numbers and arranges alphabetically and records the full address, name of writer and disposition of all letters containing photographs; entering all the receipts received from postmasters, and searches the records for all applications for this class of matter. One clerk records and one clerk returns all letters containing valuable papers, such as unsigned deeds, wills, agreements, paid notes, soldiers' discharges, insurance papers, &c. Such as cannot be returned are recorded by another clerk and filed—the recording clerk making searches for matter of this class.

Letters containing more than one postage-stamp are returned to the writers if possible, or filed alphabetically, numbered, and recorded. Letters containing only stamps are returned if practicable; if not, the letter is destroyed and the stamps canceled and turned over to the stamp committee of two clerks duly appointed, who receipt for the same. The account is verified by the committee and the stamps destroyed.

One clerk is employed in checking, translating, and returning all letters written in a foreign language received in this division.

All unclaimed magazines, miscellaneous publications, illustrated papers, and Christmas cards are arranged according to quantity and character, and distributed among the charitable institutions of the District of Columbia. All unclaimed letters containing Christmas and picture cards are examined, and, when possible, returned to the writers; the remainder are destroyed, and the cards are arranged for distribution.

Example.—February 2, 1887, a letter addressed to Leonard Tapley, Philadelphia, Pa., was opened in the Dead-Letter Office, and found to contain a handkerchief, stationery, baby's cap, and 50 cents in United States postage-stamps. It was recorded in the property division as "T, No. 11413, Vol. 18," and then delivered to the clerk in charge of the minor division, who gave receipt for the same and turned it over to the clerk treating stamp letters. As it was signed only by the initials "E. M.," it could not be returned directly to the writer, and was recorded as "T, No. 541, Vol. 12," and sent to the postmaster at Kenosha, Wis., with circular No. 3600, instructing him to examine and deliver to the sender, if possible, and return a receipt if delivered. It was delivered February 8 to Mrs. E. Markin, Kenosha, Wis., and the receipt duly entered on the stamp record. This parcel was entered upon the property and stamp records because it contained two classes of matter.

Example.—A letter addressed to Alice Babcock, post-office "illegible," was received at the Dead-Letter Office December 21, 1886. It was opened for the purpose of returning it to the sender, and found to contain a package of photographs; it was recorded as "B, No. 3529, Vol. 20," on photograph record. The address of the writer not being given, it was sent, December 22, 1886, to the postmaster at Lewistown, Me., with circular No. 3600, asking the postmaster to inquire of the artist, and, if possible, deliver the package to the addressee or sender. December 27, 1886, it was delivered to Miss Alice Babcock, Boston, Mass. A receipt from Miss Babcock was returned to the Dead-Letter Office and entered on the photograph record January 3, 1887.

Example.—A letter addressed to Mrs. Sarah A. Bomer, Los Angeles, Cal., was advertised February 15, 1887, and sent to the Dead-Letter Office March 13, 1887, and opened April 6, and found to contain a decree of settlement of the estate of William A. Bomer, deceased. It was recorded in minor record "B, 2883, Vol. 12, Bomer, S. A., Los Angeles, Cal., legal." Returned to F. G. Teed, attorney for the estate, April 7, 1887.

Statement in detail of business in the minor division of the Dead-Letter Office for the years 1884, 1885, 1886, and 1887 (to March 1).

The following statement shows the average amount and character of business transacted and disposed of by the employés during each month of the following years :

Minor, held for postage, &c., letters and matter distributed to charitable institutions.

	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884.												
Returned	22,593	20,294	24,042	20,609	20,712	21,917	20,672	19,890	21,165	22,442	20,931	19,454
Held for postage	1,796	1,149	1,443	1,480	1,210	971	364	371	376	377	333	407
Forwarded	1,269	522	1,038	1,072	676	581	256	267	278	269	249	328
Minor	13,456	12,056	15,513	13,717	13,528	14,084	11,144	12,404	11,008	12,710	12,007	12,402
Hospital	2,146	667	1,575	1,937	2,285	2,192	1,856	1,699	1,607	1,527	1,334	1,548
1885.												
Returned	22,035	20,936	25,522	24,085	23,865	24,032	23,074	22,423	23,157	22,850	20,866	22,423
Held for postage	449	362	342	381	332	362	377	345	371	363	379	413
Forwarded	344	280	275	299	246	263	282	252	272	276	281	303
Minor	13,360	13,680	14,828	18,672	16,898	14,773	12,708	12,569	12,640	13,434	11,614	11,940
Hospital	506	500	1,779	1,400	1,560	1,989	1,698	732	647	670	1,841	1,604
1886.												
Returned	21,692	19,447	24,680	24,757	22,359	26,522	24,409	26,002	27,776	25,649	28,176	26,663
Held for postage	355	373	356	351	331	353	372	376	379	354	336	406
Forwarded	290	261	266	267	244	256	296	269	279	246	248	313
Minor	14,711	11,847	14,403	13,864	14,073	13,808	11,049	13,280	13,690	13,916	12,620	12,745
Hospital	1,671	819	1,316	1,380	1,952	1,834	1,424	1,480	1,119	1,828	1,480	1,861
1887 (to March 1).												
Returned	27,841	24,128
Held for postage	229	380
Forwarded	352	301
Minor	15,887	13,078
Hospital	789	768

No account has been kept of the amount of work done by each individual employé, because there seemed to be no occasion for it, as all work together in disposing of the aggregate amount, and such account would be impracticable, in view of the fact that the precise class of work in the division on which any given individual is employed varies at times according as the pressure is light or heavy in any particular class.

The following statement shows the average number of employés during each month of the following years :

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884	15	14	15	14	14	14	13	11	12	12	14	13
1885	14	15	14	14	15	14	14	12	13	13	14	14
1886	15	15	15	15	15	14	13	13	13	14	14	14
1887 (to March 1)	15	15

The following statement shows the average number of days and the time and attention devoted to the consideration and transaction of business during the periods specified, by the employés in the minor division :

Calendar year.	Number of employés.	Average number days.	Hours daily.	Number by proxy.*
1884	16	255½	7
1885	16	261½	7
1886	16	269½	7
1887 (to March 1)	16	44½	7

* No proxies employed.

The following statement shows the number of days devoted to business by the employé present for the greatest number of days and the employé present for the least number of days during the following years:

Calendar year.	1884.	1885.	1886.	1887 (to Mar. 1).
Maximum number of days.....	275	276	283½	48
Minimum number of days.....	161	198	194½	22

FOREIGN DIVISION.

The following statement shows the principal items of business transacted in the foreign division of the Dead-Letter Office:

- (1) Treatment and disposition of unclaimed and undeliverable mail matter of foreign origin, and restoration of the same to the country from which it emanated.
- (2) Treatment and disposition of unclaimed and undeliverable mail matter of United States origin returned from foreign countries for restoration to senders.

Statement showing in detail the methods of transacting business in the foreign division, including one or more items of the principal business matters transacted in said division, beginning with the receipt of matter, and then showing in consecutive order the various steps taken through the appropriate parts of said division, and the employés through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each, until the same is finally disposed of.

There are four clerks employed in the foreign division.

The mail matter treated in the foreign division comprises two classes, viz, dead matter of foreign origin and dead matter of United States origin returned from foreign countries as unclaimed. The former, which may be subdivided into registered and ordinary, is returned unopened to the different countries of origin, in accordance with foreign postal arrangements; the latter is returned to the United States from foreign countries. Matter of foreign origin is received from the unmailable and opening divisions, the registered matter being duly rechecked for on the record of dead registered letters. All letters found to be of foreign origin after having been opened, are also sent to the foreign division for disposition. The work received from the "passing table" opening division, which averages 1,000 letters per day, is counted, the number noted, and any letter which may have been injured in transit or otherwise is officially sealed. The letters are then distributed according to country of origin. In this distribution the country of origin is determined by the postage-stamp and post-mark, and in case of unpaid letters by the so-called "Rating T," a different style of letter being in use by the different countries, to indicate that the letter is "taxee," taxed or rated with double postage. Returns of dead letters are made to eighty-six postal administrations, several of which, as in the case of England, France, Spain, and Portugal, include letters from different colonies with limited mail facilities. They are returned once a week to Canada and the principal European countries, and once a month to all other countries with which the United States has regular postal arrangements.

It is the duty of the clerk making the final count preparatory to return to country of origin to carefully examine each letter, in order to discover any possible error in the treatment of it, and cause same to be corrected. For each dispatch of undelivered matter returned to a foreign country a letter of advice, stating the number and character of articles included in the dispatch, is made out to be sent with it. If any registered matter is sent, a list giving the Dead-Letter Office record number, original registered number, and address of each article is also made. The whole dispatch is securely made up, sealed with the office seal, properly addressed and delivered to the mail clerk of the Department, and, when registered matter is inclosed, the dispatch is registered and proper receipt taken. Printed matter, samples, &c., of foreign origin is also returned. A record is kept of all parcels, showing country of origin, address, contents of parcel, and date of return, or other disposition made thereof. A record of the number of newspapers, business circulars, and other printed matter of no intrinsic value, which are required to be returned to country of origin, is also kept.

The foreign dead letters received from the unmailable branch comprise misdirected, hotel, and fictitious letters. The two latter classes are at once returned to country of origin with the regular return of dead matter. The misdirected letters, averaging 3,500 a month, are carefully examined, to ascertain, if possible, the address intended by the writer; and when ascertainable, the proper address is indorsed on the

envelope, the letter stamped "Deficiency in address supplied by the Dead-Letter Office," and mailed to the postmaster at the place of destination for delivery.

When the letter is found to be intended for some other country than the United States, it is sent, with a letter of explanation, direct to the postal administration of the country of destination. All letters of foreign origin which cannot be thus forwarded are returned to country of origin.

Examples of addresses corrected on foreign letters.

[2 ten pfennig stamps.]

AN DON YAKOB GOERKE

EMIT ST. No. 526,
NORD AMERIKA.

[No post-office named.]
[526 Emmet st., Scranton, Pa.]
[Deficiency in address supplied at Dead-Letter Office.]

[Stamp.]

MONSIEUR PIETER RECHLNEY,

PROVENCE EITTYO FORNVENE BANDYE

A NEBROSHAR AMERIGUE DU NORD.

[No such office in State named.]

[Peter Rechlney, Pawnee City, Nebr.]

[Stamp.]

MONSIEUR BERNARD CHARLES LOUIS A. VOLESTOQUE,

CONTY HYOVA,

AMERIQUE DU NORD.

[Insufficient address.]
[Woodstock, Iowa.]
[Deficiency in address supplied at Dead-Letter Office.]

[Deficiency in address supplied at Dead-Letter Office.]
[No such office in State named.]
[Crow Creek, Dakota.]

MIS. YUELEE HILLELSON,

BEAV BREK GINSE.

DAKOTA, NORT AMERIKA.

[3 stamps.]

All parcels are examined by the clerk assigned to this work to ascertain if possible whether the same have been properly treated. Many postmasters neglect to mark this class of matter with the stamp of the receiving office. In such cases, if the address is obscure or doubtful, a circular of inquiry is sent to the postmaster of the supposed office of destination to ascertain whether the parcel ever reached his office or can be delivered from the same. If the postmaster reports that the parcel can be delivered, the case is "jacketed" by the file clerk of the Dead-Letter Office and the parcel forwarded to the postmaster accompanied by the proper receipt to be returned upon delivery of the same. Entry on the record of foreign parcels is made showing these

facts, and the jacket sent to the proper files. The misdirected and mistreated matter forwarded to destination from the division averages 1,000 letters and 500 parcels of other matter per month. If the postmaster states that nothing is known of the addressee, the article is returned to country of origin.

TREATMENT OF REGISTERED MATTER.

Each registered letter received from the registry clerk is receipted for on the registered record. Prior to return to country of origin these letters are carefully examined to discover any possible error in treatment, such as may arise from incorrect or illegible address; and when found necessary, effort is made by inquiry to secure the proper delivery of the letter, as shown by the following example:

Registered letter No. 20210, addressed to "John Lewis Childs, Floral Park, Queens, N. Y.," was sent to the Dead-Letter Office, stamped "No such office in State named." An inquiry was sent to the postmaster at East Hinsdale, N. Y., the post-office for Floral Park, who replied that the addressee resided at East Hinsdale and received many registered letters from Canada. This reply having been duly "jacketed" (E-25-2), the letter was sent, registered to him for delivery and the receipt returned.

All registered letters which cannot be delivered to owners in the United States are returned to country of origin. To a few of the countries the arrangements admit of their return in the regular dispatch of unclaimed matter; but most of them are required to be sent in the open mail through the exchange office. A list of all registered articles for each country is made, giving the Dead-Letter Office record number and name of addressee, which, with the letters, is sent to the proper exchange office in the United States; that office verifies the list and returns it to the Department with the particulars of forwarding, giving the name of the foreign exchange office, the date, and the name of the steamship by which the letters were dispatched, and also the forwarding registered number of each letter. Before making a return of registered letters to a foreign country the lists of the same are carefully compared with the original entries in the record of registered letters received in the Dead-Letter Office, in order to secure accuracy and properly account for the same.

The dead letters of United States origin returned from foreign countries are received partly as registered, partly as ordinary mail. These dispatches are opened and examined in this division. Registered matter found therein is turned over to the registry clerk, parcels to the property branch, ordinary dead to the opening division. All "card and request" letters found among the ordinary letters, as well as any bearing new address, are suitably indorsed and sent to postmasters for delivery to the owners. A record is kept of the dead matter returned from the different foreign countries to the United States. This shows the date of examination, the class of mail, and the date of dispatch from abroad. The receipt of these returns is acknowledged in the regular form, or on the form of acknowledgment attached to the letters of advice sent with the dispatches in question. The date of the dispatch is then noted on the letter of advice, also date of acknowledgment, and the same filed for reference.

The numerous inquiries for matter alleged to be lost, which originated in foreign countries, are referred to this division for search and investigation, and a report made according to the facts. When such matter is found it is sent, with an appropriate letter of advice, to the postal administration of the country from which inquiry is made for delivery to the applicant. If application is from a citizen of the United States it is sent to the postmaster for the same purpose.

Owing to the nature of the work no account has been kept, and it is therefore impracticable to state who has performed the greatest and who has performed the least amount of work during any given period. All are constantly employed.

Example.—Treatment of ordinary unclaimed letters: A letter from Austria, addressed to Herman Toffler, for Jakob Adler, 404 Gaskell street, Philadelphia, Pa., which was mailed at Krakow February 7, 1887, reached Philadelphia February 19, 1887; not found at address given, advertised February 25; being unclaimed, was sent to Dead-Letter Office one month later. It was sent to the foreign division March 28, and was included in the weekly return of dead letters for Austria-Hungary of April 6.

Example.—(C-3835-41): A registered letter mailed in Hungary, addressed to Johann Scherfel, Brownfield, Redstone Co., Uniontown, Fayette Co., Pa., stated not to have been received by addressee, was inquired for by the chief director of posts, Bremen, Germany, on February 10. Having been traced by the chief inspector's office through the New York post-office to Uniontown, Pa., where, according to statement of postmaster there, it remained unclaimed, it was referred to the Dead-Letter Office by the chief inspector, and in compliance with request made, sent to Dead-Letter Office for disposition. It was entered on registry record as No. 21546, received in foreign division March 24; when address was examined in foreign division it was discovered to have been intended for the post-office at Oliphant Furnace, Pa. An

inquiry was therefore sent to the postmaster at that office on March 25, to ascertain whether addressee was still there. On April 1 a reply was received stating that addressee called for mail there, and requesting that letter be sent at once. It was therefore, on April 2, forwarded to the postmaster at Oliphant Furnace, Pa., for delivery to owner; receipt for same received at Dead-Letter Office on April 8, 1887.

Example.—(C-3197-41): A registered letter mailed in Germany, addressed to Carl Ehrhardt, Eau Claire, Wis., having been reported as "not received by the addressee" was inquired for by the chief director of posts, Bremen, Germany. The letter having been traced by the inspector's office through the New York post-office to its place of destination, and according to the statement of the postmaster at Eau Claire, Wis., remaining uncalled for, was, in compliance with request sent from application branch of dead letter office, sent to the Dead-Letter Office for disposition; received at foreign division January 29, 1887. As, in this instance, the new address of Carl Ehrhardt was stated to be Sioux City, Iowa, the letter was forwarded to that place for delivery on February 5, 1887. It was, however, again sent here, with the information that addressee had removed to Clinton, Iowa. Consequently it was forwarded to the latter place on February 24, 1887, but the addressee could not be found there and it reached the Dead-Letter Office with the statement that nothing was known of Carl Ehrhardt. The letter was therefore, on March 30, finally transmitted to the chief director of posts, Bremen, Germany, for return to the sender, with the information that all efforts to find the owner had failed.

Statement in detail of business in the foreign division of the Dead-Letter Office for the years 1884, 1885, 1886, and 1887 (to March 1).

The following statement shows the average amount and character of business transacted and disposed of by the employés during each month of the following calendar years:

Receipt and treatment of matter of foreign origin, and domestic matter returned from foreign countries.

Months.	1884.		1885.		1886.		1887 (to Mar. 1).	
	Foreign.	Domestic.	Foreign.	Domestic.	Foreign.	Domestic.	Foreign.	Domestic.
January	48,312	17,772	41,360	17,268	36,257	17,305	46,515	16,380
February	36,545	15,614	38,583	15,624	28,836	18,128	35,437	13,172
March	36,896	16,449	37,112	16,892	36,724	16,664
April	38,063	17,558	33,429	16,270	32,677	17,608
May	41,122	17,976	30,797	18,020	32,888	16,090
June	38,065	17,350	35,918	16,976	42,453	17,670
July	35,512	16,990	33,595	16,316	34,682	14,616
August	41,933	17,368	31,837	17,130	32,844	16,507
September	35,766	19,185	31,262	15,783	33,290	17,060
October	35,909	18,298	33,118	19,419	34,581	20,343
November	35,861	15,105	31,273	18,016	33,342	17,116
December	32,081	18,975	37,150	17,859	42,540	14,109

The following statement shows the average number of employés during each month of the following years:

Calendar year.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1884.....	4	4	4	4	4	4	3	3	3	3	4	4
1885.....	4	4	4	4	4	4	4	3	3	4	4	4
1886.....	4	4	4	4	4	4	4	3	3	3	3	4
1887 (to March 1).....	4	3

As the duties in this division are in interchangeable, it is impracticable to state who has performed the greatest or least amount of work, therefore no account has been kept separately of the amount of business performed and disposed of by each individual employé.

THE POST-OFFICE DEPARTMENT.

The following statement shows the average number of days and the time and attention devoted to the consideration and transaction of business during the periods specified by the employés in the foreign division :

Calendar year.	Number of employés.	Average number days.	Hours daily.	Number by proxy.*
1884	4	255½	7
1885	4	261½	7
1886	4	269 ¹⁰ / ₁₀	7
1887 (to March 1)	4	†44½	7

* No proxies employed.

† For the two months.

The following statement shows the number of days devoted to business by the employé present for the greatest number of days and the employé present for the least number of days during the following years :

Calendar year.	Maximum number of days.	Minimum number of days.
1884	287½	265
1885	279½	261½
1886	276½	233½
1887 (to March 1)	48	*19½

* For the two months.

POST-OFFICE DEPARTMENT.

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THE DEPARTMENT OF AGRICULTURE.

CORRESPONDENCE.

UNITED STATES DEPARTMENT OF AGRICULTURE,
COMMISSIONER'S OFFICE.
Washington, D. C., November 8, 1887.

SENATOR: I have the honor to transmit herewith, in response to your request, certain information covering the conduct of affairs of this Department since January 1, 1884. I desire to add a word in explanation of this statement. It has been found impossible to make up this report in any prescribed form, for in a Department having such an organization as this one, the records do not give information which enables me to follow more than the general line of your inquiry, or, rather, the general character and scope of the investigation imposed upon your committee. The questions you propound are intended to apply more particularly, as I interpret them, to routine clerical work, such as the auditing and adjusting of accounts; the consideration of claims against the Government; the granting of pensions or of letters patent, etc. In so far as there is such routine work here, I have endeavored to follow your request so far as allowed by incomplete data; but it should be remembered that, in general, the lines between the different divisions of the Department are not strictly drawn, it often requiring the operation of many divisions to complete a single question, and no public interest would be subserved in attempting to record the exact status of any one question at any particular time, if, indeed, a systematic record could be arranged at all. I have, therefore, made this report in a narrative form, and trust that it will furnish the information desired.

In addition to the divisions which are reported below, as such, there are the following officers and employes whose duties will be suggested by their titles, and who report directly to the Commissioner: The chief clerk, who is also superintendent of building; the engineer, and his assistants; the engraver; the draughtsman; the superintendent of the folding-room, and the curator of the museum and one assistant. No regular record is kept of the duties performed by these employes, nor of anything which would aid your committee in its work, with the exception of the time-roll. Other branches of the Commissioner's office proper will be found referred to at length below. They are the disbursing office, the librarian, the stationery room, the dairy branch, and the Congressional correspondence branch.

Very respectfully, your obedient servant.

NORMAN J. COLMAN,
Commissioner of Agriculture.

Hon. F. M. COCKRELL,
United States Senate.

DIVISION OF ACCOUNTS, ETC.

There was no business of importance pending in this division on the 1st day of January, 1884, all business being promptly disposed of as presented.

The principal business of this division is to make up the pay-rolls, pay the employes of the Department, receive, audit, correct, and pay all bills of expense incurred in the transaction of the business of the Department, to keep the books and records, and make up and present the accounts to the United States Treasury Department for final settlement. Keeping an account of Government property, keeping a record of appointments, promotions, and discharges of employes; also of proposals, contracts, leases, etc.; of receipts of articles from express companies; orders for supplies purchased by the Department, requisitions for printing, verifying the United

States Treasurer's account with this Department, and all other financial matters pass through this division.

The following is a statement of the amount of business received, transacted, and disposed of in this division during the calendar year 1884:

The number of accounts received, audited, corrected, and paid was.....	1,992
Number of requisitions drawn on the Secretary of the Treasury.....	57
Number of requisitions on the Public Printer.....	136
Number of articles received by express.....	276

There was no business pending on January 1, 1885, excepting the current business of the division that accumulates from day to day.

The following is a statement of the amount of business received, transacted, and disposed of in this division during the calendar year 1885:

The number of accounts received, audited, corrected, and paid was.....	2,367
Number of requisitions drawn on the Secretary of the Treasury.....	57
Number of requisitions on the Public Printer.....	131
Number of articles received by express.....	227

There was no business pending on January 1, 1886, excepting the usual current business of the division.

The following is a statement of the amount of business received, transacted, and disposed of in this division during the calendar year 1886:

The number of accounts received, audited, corrected, and paid was.....	2,548
Number of requisitions drawn on the Secretary of the Treasury.....	76
Number of requisitions on the Public Printer.....	112
Number of articles received by express.....	370

There was no business pending on January 1, 1887, excepting current business.

The following statement shows the amount of business received, transacted, and disposed of in this division during the calendar year 1887, from January 1 to March 1:

The number of accounts received, audited, corrected, and paid was.....	480
Number of requisitions drawn on the Secretary of the Treasury.....	13
Number of requisitions on the Public Printer.....	16
Number of articles received by express.....	110

The average number of clerks in this division in 1884, 1885, 1886 was 5; from January 1 to March 1, 1887, 6, as follows: Chief of division, 1 book-keeper, 1 auditing clerk, 1 property clerk, 1 assistant to disbursing clerk, and since January, 1887, 1 additional assistant.

The maximum and minimum amount of business transacted and disposed of by any one clerk in this division can not be definitely given, it being all transacted in one room and intermingled to a great extent. No independent account has been kept of the business performed and disposed of by each employé, for the reason that it would require considerable additional time and useless labor by an already overworked division, as the records of this office show the amount of business transacted daily in this division.

The absence from duty of the employés has been reported, but no copy has been filed in this division. I will say, however, that they have been attentive, conscientious, and efficient, and no work has been done by proxy.

The business transacted in this division is largely in purchasing and paying for supplies and keeping the books and rendering the accounts in connection therewith, there being twenty-three distinct appropriations for this Department, and separate accounts have to be kept, requiring great care, accuracy, and labor in preparing, auditing, and entering the vouchers in the books and accounts.

The method of obtaining funds and paying bills is as follows, to wit: When salaries are to be paid or supplies paid for, an estimate is made of the amount that will be required from each appropriation, and a requisition is drawn on the Secretary of the United States Treasury for such amounts, and when it passes the Treasury Department a warrant is issued and placed to the credit of the Commissioner of Agriculture on the books of the United States Treasury.

When supplies are needed for the Department a requisition is made by the Commissioner for whatever may be required, and it is presented to this division; if there is an appropriation available for the purchase an order is issued for the same, they are delivered to the division requiring them, and the bill presented to this division in duplicate, and are referred to the chief of the division for which they were purchased; he certifies that the goods have been received and legitimately applied, and the prices just and reasonable, and returns it to this division; it is then referred to the Commissioner for his approval, and when approved is returned here, audited, and, if correct, is paid either by check drawn on the Treasurer of the United States or by cash.

drawn from him for that purpose, and when so paid is entered in cash book, posted in the journal to the appropriation to which it belongs, and at the end of the quarter made up with other accounts of the Department and transmitted to the United States Treasury Department for final settlement.

LIBRARY.

The library consists of scientific works on agriculture in all its various branches.

Subjects.—Agriculture proper, botany, chemistry, entomology, horticulture, microscopy, pomology, statistics, etc.

Many of the publications are exchanges from different scientific societies in this and foreign countries, and from all the Departments of the Government; others are subscribed for or purchased.

The librarian receives all mail matters pertaining to the library, enters this in a daily entry-book, and distributes it in the different divisions as it is required. A separate entry-book is kept for these divisions, wherein all matter pertaining to each is entered daily. Such matter as is not filed in these divisions is kept in the library, newspapers and pamphlets alike. Of the first many are clipped, and the matter thus extracted is put in scrap-books. Each pamphlet, book, or paper is stamped with the library stamp, which bears date of receipt. All publications are prepared for binding by the librarian twice per annum. This consists in stripping, paging, and ticketing, with instructions on each ticket as to the manner of binding, and a pattern is attached to each volume. A duplicate list of these books is made, one of which goes to the bindery and the other is kept in the library for verification when they are returned.

There were sent to the bindery :

Year.	Volumes.	Volumes as patterns.
1884	264	75
1885	221	63
1886	365	78
1887	294	70

When these books are returned from the bindery the librarian examines each volume and tickets them and enters them on the card catalogue of the library. Every book received is catalogued on two cards, one under the author's name, the other under the subject-matter. These cards are all prepared by the librarian. All requisitions for the purchase of books or for subscriptions are made out by the librarian, subject to the approval of the Commissioner, and must be certified to by the librarian before the Commissioner will sign them for purchase and payment. A record of these requisitions is kept in the library as well as in the disbursing division.

Books loaned to employés for their work are receipted for on a printed card. References required must be furnished by the librarian. All correspondence for purchases, subscriptions, and exchanges devolves on the librarian. This is the routine and daily duties of the librarian. Three mails are received daily, and these are handled by the librarian and her assistant and properly entered, stamped, and distributed.

There are employed in the library only two persons, the librarian and a clerk detailed to assist in the work. In 1884, up to March 31, 1885, a \$1,600 clerk was thus detailed and required to prepare and assist in arranging the card catalogue which had previously been commenced by the librarian. From March 31 to December 8, 1885, no one but the librarian was employed in the library. On December 8, 1885, a messenger at \$660 per annum was detailed to assist the librarian, whose duty is to carry books and papers to and from the different divisions, examine and clip newspapers, to prepare scrap-books, and arrange books in the cases, etc. This employé continues on duty up to present date; *i. e.*, March 1, 1887.

There were received in the library :

Year.	Periodicals and books.	Papers.
1884	3, 379	7, 603
1885	4, 430	8, 340
1886	3, 832	8, 530
1887 (to March 1)	620	850

These are all entered on its books, and when completed such as are to be bound are gathered together and prepared for binding. Preparation consists in taking off all superfluous leaves and covers, paging, and ticketing with instructions for binding. This work is always done by the librarian. All letters on the subject of books and their contents are referred to the librarian, who furnishes the information desired.

STATIONERY AND FILE ROOM.

The records of the file and stationery room were systematized about the 1st of November, 1885. Categorical replies can not, therefore, be made to some of the inquiries relative to the business prior to that date. So far as practicable they will be found in the following report, together with the full record since that time for the periods named.

The "duties devolving upon the room" are:

(1) To keep an accurate account of all stationery and materials received for the use of the Department, and to distribute them to the various divisions, in accordance with the orders of the Commissioner or the chief clerk, upon proper requisitions.

The amount of stock on hand (as well as that on hand March 1, 1887) may be held to represent in part the "amount of work on hand pending and undisposed of" at their respective dates.

(2) To receive, copy, record, and mail all letters going from the Department that may be sent to the room for that purpose.

The record is complete for the work under this head for the periods named, and is as follows:

LETTERS COPIED AND MAILED.

From January 1, 1884, to December 31, 1884.....	3,299
From January 1, 1885, to December 31, 1885.....	3,079
From January 1, 1886, to December 31, 1886.....	3,346
From January 1, 1887, to March 1, 1887.....	689
Total.....	10,405

(3) To receive, record, brief, and file all letters coming to the Department that may be sent to the room for that purpose.

This work is completed each day, none lying over, except the last indexing of the temporary file, which is unimportant as to time, because they are filed and arranged alphabetically every day for ready reference.

The record of work under this head does not go back of the period heretofore referred to. From that time forward, say—

	Letters.
From November 1, 1885, to December 31, 1885.....	2,278
From January 1, 1886, to December 31, 1886.....	3,336
From January 1, 1887, to March 1, 1887.....	1,340
Total.....	6,954

(4) To make replies to such letters, on special subjects, as may be sent to the chief of that room for that purpose.

The work under this head has been—

	Letters.
From November 1, 1885, to December 31, 1885.....	83
From January 1, 1886, to December 31, 1886.....	390
From January 1, 1887, to March 1, 1887.....	144
Total.....	617

(5) To systematically arrange, for convenient reference, all letters and documents that may be sent to the room.

The record of work under this head is not anterior to November 1, 1885:

From November 1, 1885, to December 31, 1885.....	3,046
From January 1, 1886, to December 31, 1886.....	8,088
From January 1, 1887, to March 1, 1887.....	2,257
Total.....	13,391

(6) To receive, prepay, and mail all books, pamphlets, letters, and seeds for the foreign mails, keeping a daily account of the Post-Office stamps which may be thus

used to supply the employes of the Department with postage stamps, postal cards, etc., as they may request. The number of packages, letters, etc., thus received is as follows:

From November 1, 1885, to December 31, 1885.....	674
From January 1, 1886, to December 31, 1886.....	2,925
From January 1, 1887, to March 1, 1887.....	533
Total.....	4,132

There have been but two employes regularly in the room, besides the chief, since November 1, 1885.

The time record is as follows: From November 1, 1885, to December 31, 1885, one clerk was present all the time, except one day. During the calendar year of 1886, she had her annual leave of 30 days, and a furlough of 15 days without pay. From January 1, 1887, to March 1, 1887, she lost no time.

The other clerk, from November 1, 1885, lost 2 days. During the calendar year of 1886 she had her annual leave of 30 days and, besides, lost 33½ days. From the 1st of January, 1887, to March 1, 1887, she lost no time.

From November 1, 1885, to December 31, 1885, the chief lost no time. During the calendar year of 1886 he had the annual leave of 30 days and lost 2 days. From January 1, 1887, to March 1, 1887, excused for 6 hours.

No substitutes have been employed, but during the absence of both the clerks one clerk was detailed to the room for a short time.

The work of the employes in this room consists of indorsing, filing, indexing, and recording letters received and sent, and in copying letters from the original copy books into larger volumes. This last work appears to me unnecessary, and at the close of the present volume it will be discontinued, and the clerk detailed for other duties.

In regard to the "maximum and minimum amount of business transacted and disposed of," it is difficult, from the nature of the business, to make categorical reply, as the work and its amount varies so irregularly, with the amount of incoming and outgoing mail matter. Occasionally, though very seldom, some of the work of one day will lap over to the next, but there is practically no accumulation of "untransacted business."

"The methods of transacting business" are simple, the operations being now thoroughly systematized, the daily work proceeding regularly without friction, and is in detail as follows:

The first thing in the morning is to index, in the several copy books, the letters which have been copied the previous evening; then to examine the letters placed in the file-room box, stamp them with the date of their receipt, read, and divide them for their respective "temporary" and "jacketed" files. The temporary are then filed and properly indorsed, and the jacketed are briefed and recorded in different record books, by their subjects and by the names of the writers. After the letters are assorted, the chief distributes supplies as they may be called for, answers the letters sent to him for such action, copies such documents on the type-writer as the chief clerk may direct, copies the outgoing letters and mails them, prepares letters and packages for the foreign mail, etc. Much miscellaneous work is also done, such as indexing the annual reports and other publications of the Department, etc.

I will add that the first inventory of the supplies in this room was made in November, 1885, and since then, at half-yearly intervals, an account of stock on hand has been taken. By comparison of this with the books of receipts and deliveries the actual amount in hand can at any time be taken.

DAIRY DIVISION.

This division was organized in May, 1885. The procurement of the post-office addresses of all who were engaged in dairying on a large scale, particularly the associated dairymen, was the first work to engage attention. This was done by correspondence with State agents, secretaries of dairy associations, secretaries of State granges, also of county granges in some States, dairy commissioners, secretaries of boards of trade in the principal cities, and with business firms in various places. Information was likewise sought, by the issuance of circulars, respecting the manufacture of oleomargarine and like compounds. Preparatory circulars were sent to all the addresses that could be procured, setting forth the object of the undertaking and calling for suggestions respecting its direction.

The prime object of the inquiry was to obtain facts and data sufficient to enable the computation to be made of the several averages (since a complete census was impossible) of the yield per cow per day in milk, butter, and cheese, and the average

values per cow in the different States; also the average number of pounds of milk required for the pound of butter or cheese, and the cost of manufacture. Whilst awaiting these returns, circulars were transmitted to the several agricultural colleges and experiment stations of the country, with a view to inaugurate a medium of interchange of valuable information pertaining to agriculture. Circulars likewise were sent to these institutions, suggesting the method of cultivating certain foreign wheats forwarded to them by this Department, requesting an analysis of their products, to be compared with the analysis of the original parcels made by the chemist of the Department of Agriculture.

To determine the various averages of dairy products a vast amount of mathematical calculation was requisite to insure accuracy of details, the work of each clerk being verified and compared by another. A report of all the work, by tables, of results for the several dairy States was prepared, but owing to the fact that the returns from some States, and those, too, that possessed peculiar advantages, have been too few to warrant a reliable statement of averages for those States, the publication has been withheld, pending efforts to secure more information through the methods above set forth.

The work in this division has been of such a nature that no special allotment could be made to any one clerk. Four ladies have been occupied in addressing envelopes, sending out circulars, indexing returns circulars, briefing the accompanying remarks, working out and tabulating the several averages by counties and States, resulting in the publication of a report upon "The Condition of Dairying in the Dairy States." Some 3,500 copies of this report have been distributed.

The returns of the dairy season of 1886 are now (April, 1887) being computed, and circulars have been sent to those who prosecute winter dairying, with the view to institute a comparison with summer dairying.

Correspondence upon dairy matters has received full attention, also upon miscellaneous subjects that have incidentally reached the writer.

DIVISION OF CONGRESSIONAL CORRESPONDENCE.

All requests for seed, cuttings, and reports from Senators and Representatives are sent to this division and filled as promptly as possible. There are ten regular clerks, and during the busy season two additional. From the time a letter is received from the Commissioner or chief clerk until the business is completed it passes through several hands; first, the name and address to whom the seed is to be sent is written on a blank form for the purpose, then it is charged on the books, after which the franks and postals are written, and the letter is returned to the Senator or Representative as having been complied with.

The miscellaneous orders for seed are very numerous, and are here attended to, but no books are kept, the record being completed by the superintendent of the seed-room.

A set of books showing the amount of seed credited to each Senator and Representative, and the account of seed drawn and to whom sent, are regularly kept, and on July 1 of each year a statement of the business of the year is given to the Commissioner.

On June 1, 1885, there was a large quantity of unfilled requests on hand, but it was then too late in the season to fill the orders; since then all business has been disposed of in a reasonable time.

Books were opened on October 23 for a record of reports sent from this division, and from that date up to April 1 5,800 annuals and bulletins were sent.

The amount of seed sent to Senators, Representatives, and Delegates from July 1, 1884, to July 1, 1885, will be found in the following statement:

Seed.	Number.	Seed.	Number.
Vegetable	2, 219, 636	Sorghum	13, 056
Flower	426, 364	Grass	13, 321
Tobacco	149, 525	Clover	1, 503
Wheat	22, 483	Cotton	27, 987
Oats	815	Tree	624
Barley	73	Turnip	422, 974
Corn	829	Millet	67
Rye	11	Buckwheat	51

From July 1, 1885, to July 1, 1886, the seed in the following statement were distributed:

Seed.	Number.	Seed.	Number.
Vegetable	2, 728, 671	Sorghum	7, 391
Flower	272, 580	Grass	14, 508
Tobacco	124, 902	Clover	379
Wheat	10, 800	Cotton	5, 207
Oats	3, 034	Tree	907
Barley	99½	Turnip	338, 284
Corn	8, 982	Millet	143
Eye	14½	Sugar beet	12, 278

No statement for 1886 to March, 1887, can be given, as no record is made until July 1, the business for the year ending at that time.

No account is kept in this division of the business disposed of by each employé, as such would be impracticable.

BUREAU OF ANIMAL INDUSTRY.

As it will be very difficult, if not impossible, to answer your inquiries satisfactorily in the exact order in which they are arranged, a slight deviation has been made in this respect in order to convey a true idea of the nature of the work of this Bureau.

Character of the work of the Bureau of Animal Industry and the methods adopted for its performance.

This Bureau was established by act of Congress May 29, 1884, and organized June 1, 1884.

The work placed in its charge may be divided as follows:

1. Investigations and reports upon the condition, protection, and use of the domestic animals of the United States.
2. Investigations and reports as to the causes of contagious, infectious, and communicable diseases among domestic animals, and the means for the prevention and cure of the same.
3. Collection of such information upon subjects embraced in 1 and 2 as shall be valuable to the agricultural and commercial interests of the country.
4. Examination and reports upon best methods of treating, transporting, and caring for animals, and the means to be adopted in suppressing and extirpating pleuro-pneumonia and to prevent its spread.
5. Investigation, suppression, and extirpation of pleuro-pneumonia in accordance with the rules and regulations of the Commissioner of Agriculture, prepared under section 3 of the act of May 29, 1884, this work being done by means of inspection, quarantine, slaughter of affected animals, and disinfection of buildings, premises, and vehicles of transportation.
6. Original scientific researches, conducted at experimental station and laboratory at Washington, in relation to the subject-matter mentioned above.
7. Direction and management of quarantine stations for imported cattle.
8. Clerical work of the Bureau.

The plan pursued in carrying on the above-described work is as follows:

At the beginning of the year, and from time to time, the chief of the Bureau, after consultation with the Commissioner of Agriculture, selects subjects embraced in divisions 1, 2 and 3, to be investigated and reported upon, and competent persons are appointed by the Commissioner to make such investigations. The employés so selected are generally well-known men, who have made a reputation in the particular subject-matter they are appointed to investigate, and whose business connections give them unusual facilities for obtaining information. They reside in various parts of the United States, and in the course of their investigations they are required to travel from place to place in order to properly make the investigations required of them. When they have completed the work given them they forward their report to the chief of the Bureau, who, if he approves the same, submits it to the Commissioner. This report, if of sufficient value to the country at large, is then incorporated in the annual report of the Bureau of Animal Industry and transmitted to Congress as required by law.

The method adopted for carrying on the work specified in division 5 is as follows:

The Commissioner of Agriculture, upon the recommendation of the chief of the Bureau, details inspectors to investigate in regard to the prevalence of pleuro-pneumonia in localities where it is believed to exist. These inspectors report weekly or oftener to the chief of the Bureau, giving a detailed statement of the herds, animals, premises, and condition of the same, together with the names of owners and date of inspection. Wherever pleuro-pneumonia is discovered it is at once reported to the chief of the bureau and to the chief inspector of the State in which the discovery is made, and a temporary quarantine is placed on the herd in which it is found. The chief inspector immediately visits the herd for the purpose of verifying the diagnosis of the inspector, and reports his conclusions to the Bureau. As an external diagnosis for pleuro-pneumonia is a subject of much difficulty and often inconclusive and unsatisfactory, the chief of the Bureau is frequently compelled to personally verify the diagnosis of the chief inspector. When he is satisfied of the actual existence of the disease the herd is placed in permanent quarantine. The diseased animals are purchased and slaughtered, or are condemned, appraised, and slaughtered by co-operation with State authorities. As soon as the herd has been disposed of the premises and buildings are thoroughly disinfected and the quarantine raised. Meanwhile an inspector is directed to ascertain how the disease was communicated to the herd and to trace the animal or animals introducing it to the premises from which they came.

When pleuro-pneumonia is found in more than one herd in any locality a quarantine of the locality is established, the size of the district quarantined being fixed according to the recommendations of the chief of the Bureau. Notice of the quarantine is certified to the governor of the State in which the district lies, and is published in newspapers designated by the Commissioner, and notice is sent to all transportation companies doing business in such district of the declaration of the quarantine, and they are forbidden to transport any animals of the kind unless the same are examined and certified by an inspector of the Bureau to be free of, and not to have been exposed to, pleuro-pneumonia. The strictest scrutiny is maintained to prevent any violation of the quarantine and to guard against the spread of pleuro-pneumonia while it is being extirpated in the quarantined district. Whenever the chief of the Bureau is satisfied that the disease has been extirpated, the several quarantines established are removed and notice of the same given to all parties interested.

In carrying on the foregoing work reports are sent in weekly or oftener to the chief of the Bureau, and no inspector takes any action unless authorized by the chief of the Bureau after consultation with the Commissioner. These instructions are made from time to time or mail or by telegraph, as the circumstances in each particular case render necessary.

All of the business connected with this branch of the work is received from the inspectors by the chief of the Bureau, and is acted upon and finally disposed of by him after consultation with the Commissioner, and goes through no other hands.

Experimental work—Division 6.

The experimental work of the Bureau relating to subject-matters embraced in all of the foregoing divisions is carried on at the experimental station of the Bureau, located in the suburbs of this city, and at the laboratory in the Department building. These are in charge of competent professional officers who conduct the experiments. The subjects and nature of the experiments are selected and indicated by the chief of the Bureau, who maintains a general supervision during their progress. The results of these experiments are reported by the officers in charge, and these reports are incorporated in the annual report of the work of the Bureau to Congress.

Quarantine stations for imported cattle.

The quarantining of cattle from foreign countries, formerly in charge of the Treasury Department, has by act of Congress been placed under the control of this Department, and added to the duties of the Bureau of Animal Industry.

These quarantine stations are four in number, and are located at Littleton, Mass., Garfield, N. J., Patapsco, Md., and San Francisco, Cal. The importers of cattle are requested to take out a permit stating the number of cattle to be imported and the ports of shipment and landing. This secures for them accommodations at the quarantine station. On the arrival of vessels having cattle on board, the collector of customs notifies the superintendent of the station at that port, and the superintendent meets the vessel on arrival, examines and takes charge of the imported cattle, and places them in quarantine at the station for a period of ninety days. After this period, if it is found that these animals are free from all disease, they are discharged from quarantine, and the importers are permitted to ship them wherever they desire. Full reports of this work, containing the name of the vessel, importer, number, and breed of each lot of imported cattle, and the place and person to which they are finally

sent, is forwarded to the Bureau and filed for future reference, and an account of this work is reported in the Bureau's annual report.

Clerical work of the Bureau.

All business, correspondence, telegrams, reports, etc., are first received by the chief of the Bureau and acted on and disposed of by him after consultation with the Commissioner. The reports from inspectors are opened and replied to by the chief, the reply being dictated by him to the clerk of the Bureau, who prepares, takes a copy of, and mails said reply. The report is then sent to the desk of the entry clerk, who makes an abstract of its contents in the proper books for the subject-matter contained in the report, and it is then indexed and filed for future reference.

The extensive correspondence relating to sick animals, of all kinds and degrees throughout the States and Territories of the United States, giving their symptoms and asking the nature of the disease or diseases from which said animals are suffering, and the means or remedy for curing the same, are all replied to by the chief of the Bureau, his answers being dictated to the clerk, who copies and mails the same. After being answered, such correspondence is indexed and filed. The accounts and vouchers for expenditures are all examined and certified to by the chief of the Bureau before they are passed by the disbursing officer.

One clerk takes charge of and prepares for publication all the matter selected to form a part of the annual report of the Bureau as it appears in the Department Report and the special report of this Bureau, has it prepared by type-writer, corrects and compares the work of the type-writer, forwards to printer, and revises and corrects the printer's proof-sheets.

The following table shows the average number of persons employed in the Bureau by months from its establishment to March 1, 1887.

Average number of employes.

Months.	1884.	1885.	1886.	1887.
January		20	13	55
February		18	12	42
March		19	12
April		21	15
May		21	15
June	3	20	15
July	14	21	17
August	20	19	16
September	20	19	28
October	21	18	57
November	19	17	58
December	11	18	47

The number of days devoted to the consideration of business is shown in the annexed table:

Number of days devoted to the consideration of business.

	*1884.	1885.	1886.	†1887.
Average	175	219	205	58
Maximum	184	362	358	59
Minimum	156	29	10	49

* From July 1.

† Up to March 1.

The above record is for the regular employes only, all being engaged at Washington; the number of these was three in 1884, seven in 1885, twelve in 1886, and nine in 1887. The smallness of the average number of days devoted to business during 1885 and 1886, and also of the minimum number, is accounted for by the fact that some of the employes were on the roll for a short period of time only. None of the work of the employes of this Bureau has been done by proxy.

The following table is added to show the number of days lost by the persons who have been employed by the Bureau at Washington.

Time lost by employes.

Years.	Total employes.	Total days employed.	Total days lost.	Average number of days lost.
1884.....	3	552	28	9½
1885.....	7	1,569	71½	10¼
1886.....	12	2,599	147	12½
1887 (to March 1).....	9	472	10	1½

From the foregoing statement of the work of this Bureau and the methods by which it is performed, it will be seen that its character is such as to make it extremely difficult to answer in a satisfactory manner the other questions of your communication. No detailed account has been kept of the amount of work accomplished by each employé, and the character of the work done by the different employés varies to such a degree that it would be impossible, even were such an account at hand, to determine which employé had accomplished the most and which the least. This detailed record of the work of each employé has not been kept, because, first, the force of the Bureau has scarcely been sufficient to transact the other necessary business which demanded its attention; and, secondly, the work being all under the immediate supervision of the chief, it was not considered that the results obtained from such a record would be worth to the Government what they would cost.

I append the contents of the published reports of the Bureau and a collection of the printed blanks used in the transaction of its business, which will doubtless serve to give a clearer idea of the character of the work and of what has been so far accomplished. The two published reports also accompany this reply.

[*Note by committee.*—The two published reports, being already in print and accessible, are not printed herein.]

Contents of the First Annual Report of the Bureau of Animal Industry, 1884.

The transactions of the Bureau of Animal Industry for the year 1884 are given in detail in the First Annual Report of this Bureau. This volume contains 512 pages, and the writing of the report of the chief of the Bureau, and of the copying and preparation of all the matter contained therein for the printer, the reading of the proof, etc., was performed by the head of the Bureau with the assistance of two clerks and a copyist. This force also performed all the routine work of the Bureau.

Briefly, the amount of work performed by the Bureau, and the results of the investigations on the part of its agents and inspectors, may be summarized as follows:

An investigation as to the extent of the prevalence of pleuro-pneumonia among cattle in the District of Columbia. This required the examination of 423 herds, comprising 2,496 animals, of which 31 were found affected with contagious pleuro-pneumonia. Of the herds examined but 26 were found infected.

An investigation of an outbreak of the same disease in a herd of cattle belonging to Messrs. H. E. Williams and Captain Seaman, of Salem, Conn.

An investigation of a more extensive outbreak of pleuro-pneumonia in Chester County, Pa., in which a number of herds were more or less involved. In this outbreak 296 animals were exposed, and 143 were found affected and killed.

The veterinary inspectors in New Jersey inspected 442 herds, composed of 5,719 animals, of which they found 131 animals affected with pleuro-pneumonia. The number of herds infected in this State was 72.

A limited inspection of stables and herds in and around Baltimore, Md., which revealed the existence of pleuro-pneumonia among cattle in that city and vicinity.

An investigation of a very serious outbreak of pleuro-pneumonia in the vicinity of Geneva and Peoria and other points of Illinois. This investigation resulted in the discovery that the disease had been carried to Illinois in the body of animals purchased at Troy, Ohio. From Illinois the disease was carried to a herd at Cynthiana, Ky., where it proved very destructive. These outbreaks were eventually suppressed by the slaughter of all diseased and many of the exposed animals.

In New York City the inspectors of the Bureau examined 1,466 stables and herds, in which they found 3,031 animals. Of these 53 were found affected with pleuro-pneumonia, and were distributed among 20 herds. On Long Island 1,367 herds were examined, composed of 9,770 animals. Of these 327 were found affected and were distributed among 119 herds. On Staten Island 455 herds, aggregating 3,875 animals,

were examined, only 13 of which were found suffering with pleuro-pneumonia. But 12 herds were found infected on this island. A large number of reinspections were made in Brooklyn and in New Jersey.

Many experiments as to the contagiousness of pleuro-pneumonia were made at the experimental station near this city, and on Barren Island, New York, which are given in detail in this report.

An extensive outbreak of alleged foot-and-mouth disease among cattle in Coffey County, Kans., but which, upon a thorough investigation on the part of the Chief of the Bureau, was found to be ergotism, caused by large quantities of ergot contained in the hay on which the animals had been wintered.

An investigation as to the geographical distribution of Southern cattle fever. This investigation resulted in quite accurately locating the infected line in and through the States of Virginia, North and South Carolina, Georgia and Tennessee. Maps of these States, indicating the infecting line, accompany the report on this subject.

A continuation of a careful and thorough investigation as to the nature and cause of swine plague concludes the report proper of the Chief of the Bureau.

Following the report of the Chief of the Bureau will be found those of the agents and inspectors, extracts from letters of correspondents, and contributions of interest from various sources.

First. Is that of Agent Grinnell on the "Cattle interests west of the Mississippi River." This report gives the acreage, the number of animals grazed, the number of acres required for grazing an individual animal in the States and Territories named, and the total value of all cattle west of the Mississippi. Much additional information relating to the range cattle industry is contained in this report.

Second. A report on the subject of the "Live stock and meat traffic of Chicago," by Edward W. Perry. This is a very thorough and comprehensive paper, and gives a greater amount of statistical information concerning the vast traffic in live stock and meats in Chicago than had previously been furnished from any source.

Third. Report of Agent Fullinwider on the "Cattle interests of the West." While this paper may be regarded as supplemental to the report of Agent Grinnell, it contains information that will not be found in that report.

Fourth. "The gape disease of fowls and the parasite by which it is caused," a translation by Dr. Theobald Smith of a memoir on a verminous epizootic disease of the pheasantries, and on the parasite which causes it, by M. P. Megin, laureate of the institute (Académie des Sciences) member of the Société de Biologie, honorary associate of the Royal Veterinary College of London, etc.

Fifth. "Contagious pleuro-pneumonia in New Jersey," by Ezra M. Hunt, M. D., Sc. D. This paper contains a history of the introduction and progress of this disease among the cattle of New Jersey.

Sixth. "Ergotism among Cattle in Kansas." Report of Dr. M. R. Trumbower on the outbreak of ergotism among Kansas cattle, alluded to on a preceding page.

Seventh. A detailed report, by Dr. James Law, of the International Veterinary Congress, held at Brussels on September 10, 1883.

Eighth. Proceedings of the Hamburg International Exhibition, as reported by Mr. J. H. Sanders, of Illinois, and Dr. Rush Shippen Huidekoper, of Pennsylvania.

The remaining portion of this volume contains an account of an outbreak of Southern cattle fever among Kansas cattle, by Dr. M. R. Trumbower, veterinary inspector; investigation as to the cause of Southern cattle fever, by Dr. H. J. Detmers; "Contagious animal diseases," by Dr. Ezra M. Hunt, of New Jersey; report of Dr. Trumbower on an outbreak of Southern cattle fever among cattle at the Chicago Union Stock Yards; report of Veterinary Inspector W. H. Rose on the prevalence of hog cholera in the States of Maryland and Virginia; the particulars of an outbreak of pleuro-pneumonia among cattle in Delaware; the rules and regulations of the Dominion of Canada relative to the importation of cattle; report on the prevalence of glanders among horses in Miami County, Mo.; prevalence of Southern fever among cattle in Virginia and Ohio; parasitic bronchitis among calves near Alpha, Mo.; history of lung plague in Richmond County, N. Y., by Veterinary Inspector William Rose; reports of the superintendents of the various cattle quarantine stations; a paper on trichiniasis, by Dr. D. E. Salmon, Chief of the Bureau of Animal Industry; extracts from letters of correspondents.

This concludes the First Annual Report of the Bureau of Animal Industry for the year 1884.

Contents of the Second Annual Report of the Bureau of Animal Industry, 1885.

The Second Annual Report of this Bureau is comprised in a volume of 662 pages. No increase of clerks or copyists was made during the year, but all the work of writing and preparing the matter for the printer, the reading of proof, and the routine

work of the Bureau was performed by the same force as that employed during the preceding year. The following is the table of contents of this volume:

- Report of Dr. D. E. Salmon, Chief of the Bureau of Animal Industry: On contagious pleuro-pneumonia; swine plague; Southern cattle fever; gapes in fowls; verminous bronchitis (lung worms); neat-cattle quarantine.
- Report of H. M. Taylor, agent Bureau of Animal Industry: On importance of the range industry.
- Report of S. H. Standart, agent Bureau of Animal Industry: On condition of the live-stock industry of Colorado and the Territories of the Northwest.
- Report of E. W. Perry, inspector Bureau of Animal Industry: On the cattle trade and dairy interests of Alabama, Georgia, Illinois, Indiana, and Ohio.
- Report of J. N. Bradley, inspector Bureau of Animal Industry: On the swine and fowl industry of Missouri, and the annual loss by disease; on the cattle interests west of the Mississippi.
- Report of Lawrence Wilson, inspector Bureau of Animal Industry: On the condition of the live-stock industry west of the Mississippi.
- Report on the prevalence and losses by swine plague in Nebraska.
- Report of Dr. Ezra M. Hunt on the extension of contagious animal diseases and methods for their limitation.
- Miscellaneous: Neat-cattle quarantine regulations; extracts of interest from letters of correspondents of the Bureau; certified copies of the laws of the States and Territories for the control of contagious animal diseases, and the proclamations issued thereunder; investigation of contagious pleuro-pneumonia (details of inspections).

The first section of the report of the Chief of the Bureau treats of the outbreak of pleuro-pneumonia in the herd near Cynthiana, Ky., and of a more recent outbreak of the same malady among cattle belonging to the State Lunatic Asylum of Missouri, located at Fulton, in that State. The action taken by the Department and the means adopted by the Bureau, which resulted in the speedy suppression of the disease at these points, are given in detail by the Chief of the Bureau.

Investigations as to the prevalence of pleuro-pneumonia or lung plague of cattle were continued throughout the year. A summary of the inspections made this year is given as follows:

Summary of inspections in 1885.

Location.	Number of herds and stables examined.	Number of cattle examined.	Number of animals affected with contagious pleuro-pneumonia.	Number of herds infected.
New York City.....	870	6,946	95	45
Slaughter-houses, etc.....	986	4,593	395
Piers, steamers, etc.....	203	2,806
New Jersey.....	3,896	43,365	210	58
Reinspections.....	52	755	73	16
Abattoirs, stock-yards.....	45	4
Delaware.....	24	646	75	11
Maryland.....	19	378	38	11
District of Columbia.....	342	2,504	100	55
Virginia and West Virginia.....	43	1,039	17	11
Kentucky.....	134	1,615	104	29
Total.....	6,614	64,650	1,111	236

A large section of the report is devoted to a presentation of measures for the extermination of pleuro-pneumonia. Under this head it is shown that no specific has been discovered for the treatment of this disease, and that inoculation, as a preventive measure, has been a failure both in Europe and in this country. The great difficulties that will be encountered in attempting to quarantine against the spread of the contagion at State lines is shown, and the authority of the Government to pass a law for the control and extirpation of the malady under the clause for the regulation of commerce between the States is argued at considerable length.

The results of the experiments instituted for the purpose of determining the nature and cause of swine plague, carried forward during the year at the experimental station and in the laboratory of the Bureau, are given in detail by the chief of the Bureau.

The agents of the Bureau continued the investigation of Southern cattle fever, and completed the work of locating the infected line through Arkansas, the Indian Terri-

tory, and Texas. These agents were greatly aided in their work by the cattle raisers of Texas and others interested in the cattle industry of the country, as will be seen by the contributions submitted by them.

The investigations as to the cause of gapes in fowls, commenced in the preceding year, was continued and brought to a close.

The report proper of the chief of the Bureau is brought to a close, with a submission of the reports of the superintendents of the various neat-cattle quarantine stations.

The remaining portion of this volume is devoted to the detailed reports of the agents and inspectors of the Bureau, giving the character of the investigations and the amount of work accomplished during the year. The appendix contains a record of the inspections made by the inspectors of the Bureau in the investigation of pleuro-pneumonia.

The report of agent H. M. Taylor on the "Importance of the Range Industry," gives information of much value relating to this important industry that had not before been made accessible to the general public. His familiarity with the cattle interests of the plains renders his paper of peculiar interest and great value.

The second report of Agent S. H. Standart is devoted to a presentation of matters and facts relating to the live-stock industry of Colorado and the Territories of the Northwest.

Inspector Edward W. Perry continued his investigations of the cattle trade and dairy interests during the year. His report, as presented in this volume, contains valuable statistics relating to this industry and its allied interests in the States of Alabama, Georgia, Illinois, Indiana, and Ohio.

Inspector J. N. Bradley made an investigation as to the extent to which swine plague and fowl cholera prevailed in Missouri, and the value of the losses occasioned by these diseases during the year. Inspector Bradley also makes a report on the subject of cattle interests west of the Mississippi. This is followed by a report of Inspector Lawrence Wilson on the same subject.

On the earnest solicitation of citizens of Nebraska, a special investigation as to the nature, cause, extent to which it prevailed, and the losses occasioned during the year, by a disease supposed to be hog cholera or swine plague, was instituted, the results of which are given at length in this volume.

"The Extension of Contagious Animal Diseases and Methods for their Limitation" is a paper contributed by Ezra M. Hunt, M. D., Sc. D., and relates to the history of pleuro-pneumonia in the State of New Jersey and the action taken for its limitation and suppression.

Following the extracts from letters of correspondents of the Bureau is a compilation of the laws of all the States and Territories having enactments for the control and suppression of contagious animal diseases, and the proclamations issued by the authority of such laws.

Work of the Bureau of Animal Industry during the year 1886.

Notwithstanding the routine work of the Bureau was greatly increased during the year 1886, no additional clerical force was employed. The routine work of the Bureau consists of the immediate consideration and answering of all inquiries of correspondents either by telegram or letter, the keeping of a permanent record of every inspection made in the investigation of contagious pleuro-pneumonia, the duplicating of these inspections, and the copying of the reports of the agents and inspectors of the Bureau, the issuing of permits for the importation and quarantining of neat cattle, the keeping of a record of the arrivals and release of the same, and the preparation of all matter intended for publication in the Annual Report of the Department, in special reports, and in the Annual Report of the Bureau of Animal Industry, and the reading of the proof of these reports.

The Annual Report of the Bureau of Animal Industry for 1886 has not yet been published. It will, when issued, contain between four and five hundred pages. The following is the table of contents:

- Report of Dr. D. E. Salmon, chief of the Bureau of Animal Industry: On the progress of pleuro-pneumonia and action taken in regard to it; on investigation of swine diseases, *i. e.*, hog cholera and swine plague; on United States neat-cattle quarantine.
- Report of H. M. Taylor, agent Bureau of Animal Industry: On the condition of the cattle-range industry.
- Report of E. W. Perry: On the cattle trade and allied industries of the States of Michigan, Wisconsin, and Tennessee; on the dressed-meat traffic.
- Report of George W. Rust: On calf-raising on the plains.
- Report of A. S. Mercer: On the cattle industry of California.
- Report of W. H. Harbaugh, V. S.: On the disease known as "staggers" among horses in Virginia and North Carolina.
- Report of M. Stalker: On the "loco" plant and its effect on horses.

Extracts from letters of correspondents: Recent enactments and proclamations of the various States and Territories for the control of contagious animal diseases; details of inspections in investigation of contagious pleuro-pneumonia.

The report of the chief of the Bureau on the subject of pleuro-pneumonia gives the final action of the Department in regard to the outbreak in Kentucky, and the completion of the work of extirpation of the malady among the cattle of that State. An account of the discovery of this contagion among cattle in distillery sheds and other stables in Chicago, Ill., and a full report as to the action of the Department in measures for its suppression, is also given.

The act making appropriations for the Department for the fiscal year ending June 30, 1888, approved March 3, 1887, greatly increased the appropriation and enlarged the duties of the chief of the Bureau, and hence has greatly increased the routine work of the Bureau and that of its agents, inspectors, and other employés.

Rules and regulations of the United States Department of Agriculture, for the suppression and extirpation of contagious, infectious, and communicable diseases among the domestic animals of the United States.

[Prepared by the Commissioner of Agriculture.]

In pursuance of an act of Congress entitled "An act for the establishment of a Bureau of Animal Industry, to prevent the exportation of diseased cattle, and to provide means for the suppression and extirpation of pleuro-pneumonia and other contagious diseases among domestic animals," approved the 29th day of May, 1884, and of section 3 of said act, the following rules and regulations are hereby prepared and adopted for the speedy and effectual suppression and extirpation of contagious, infectious, and communicable diseases among the domestic animals of the United States:

RULES AND REGULATIONS.

1. Whenever it shall come to the knowledge of the Chief of the Bureau of Animal Industry of the Department of Agriculture that there exists, or there is good cause to believe there exists, any contagious, infectious, or communicable disease among domestic animals in any part of the United States, and he believes there is danger of such disease spreading to other States or Territories, he shall at once direct an inspector to make an investigation as to the existence of said disease.

2. Said inspector shall at once proceed to the locality where said disease is believed to exist and make an examination of the animals said to be affected with disease, and report the result of such examination to the Chief of the Bureau of Animal Industry.

3. Should the inspector on such investigation find that a contagious, infectious, or communicable disease exists among the animals examined, and especially pleuro-pneumonia, he shall direct the temporary quarantine of said animals, and the herds among which they are, and adopt such sanitary measures as may be necessary to prevent the spread of the disease, and report his action to the Chief of the Bureau. He will further notify in writing the owner or owners, or person or persons in charge of such animal or animals, of the existence of the contagious disease, and that said animal or animals have been placed in quarantine, and warn him or them from moving said animal or animals under penalty of sections 6 and 7 of the act of Congress approved May 29, 1884.

4. When the Chief of the Bureau of Animal Industry is satisfied of the existence of any contagious disease among domestic animals in any locality of the United States, and especially of pleuro-pneumonia, and that there is danger of said disease spreading to other States or Territories, he will report the same to the Commissioner of Agriculture, who will quarantine said locality in the mode and manner as provided in Rule 12. He shall cause a thorough examination of all animals of the kind diseased in said locality, and all such animals found diseased he will cause to be slaughtered. He shall establish a quarantine for a period of not less than ninety days of all animals that have come in contact with diseased animals, or have been on premises or in buildings on or in which diseased animals have been, or have been in any way exposed to disease; and shall make and enforce all such sanitary regulations as the exigencies of the case may require. He will cause to be disinfected in such manner as he deems best all sheds, corrals, yards, barns, and buildings in which diseased animals have been, and until such premises and buildings have been so disinfected and declared free from contagion by certificate in writing signed by an inspector of the Bureau of Animal Industry, no animal or animals shall be permitted to go upon or into said premises and buildings. Should, however, any animal or animals be put upon said premises or into said buildings in violation of this rule and regulation, then such animal or animals shall be placed in quarantine for a period of not less

than ninety days, and said premises or buildings be again disinfected. Said second disinfection and the quarantine of said animals to be at the expense of the owner of said premises or buildings.

5. All animals quarantined by order of the Chief of the Bureau of Animal Industry shall have a chain fastened with a numbered lock placed around their horns, or in case of hornless animals placed around their necks; and a record will be kept showing the number of lock placed upon each animal, name and character of animal, and marks of identification, name of owner, locality, and date of quarantine. The Chief of the Bureau, however, may, in his discretion, in place of chaining said animals, cause the animals to be branded in such manner as he may designate, or may place a guard over the same.

6. All animals quarantined will be deemed and considered as "affected with contagious disease," and any person or persons moving said quarantined animals from the infected district will be prosecuted under sections 6 and 7 of the act of Congress establishing the Bureau of Animal Industry approved May 29, 1884.

7. Whenever in the judgment of the Chief of the Bureau of Animal Industry it becomes necessary to kill animals that have been exposed to the contagious disease known as pleuro-pneumonia, in order to prevent the spread of said disease from one State or Territory to another, he shall cause the same to be slaughtered.

8. All animals diseased with pleuro-pneumonia, and all animals exposed to pleuro-pneumonia, that have been condemned to be slaughtered, shall be first appraised as to their value at the time of their condemnation. Said appraisement shall be made in the mode and manner provided for by the law of the State in which they are located, and such compensation on their appraised value will be paid as is provided for by the law of such State. In case such State has no law for the appraisement of the value of animals diseased with pleuro-pneumonia, or that have been exposed to pleuro-pneumonia, or either, then the Chief of the Bureau of Animal Industry shall direct an inspector of the Bureau to convene a board of appraisers to consist of three members, one of whom said inspector shall appoint, one to be appointed by the owner of the animal or animals condemned, and these two will appoint the third: in case the said owner shall neglect or refuse to name an appraiser, then by two appraisers to be appointed by said inspector. This board will appraise the value of the animals condemned and certify to the same in writing under oath, and the amount so fixed by said board shall be paid to the owner of the animals condemned. Should the owner of the animals condemned be dissatisfied with the appraisement, he may appeal from said appraisement to the Circuit Court of the United States, and the amount found by said court to be the value of the condemned animals will be paid to the owner.

9. Whenever it is deemed necessary by the Chief of the Bureau of Animal Industry to supervise and inspect any of the lines of transportation operating in the United States, that do business in and through more than one State, or connect with lines doing business in and through other States, and the boats, cars, and stock-yards in connection with the same, he shall designate suitable inspectors for that purpose, and make all necessary regulations for the quarantine and disinfection of all stock-yards, cars, boats, and other vehicles of transportation in which have been, or in which have been transported animals affected with a contagious disease or suspected to have been affected with such a disease. Such cars and other vehicles of transportation declared in quarantine shall not be again used to transport, store, or shelter animals or merchandise until certified to be free of contagion by a certificate signed by the inspector supervising their disinfection, and such stock-yards shall not again have animals placed in them until likewise declared free of contagion.

10. All quarantined stock, premises, and buildings will be under the charge and supervision of an inspector of the Bureau of Animal Industry, and shall be in no case free from quarantine until so ordered by the Chief of the Bureau.

11. Whenever any inspector of the Bureau of Animal Industry is prevented, or obstructed, or interfered with in the discharge of his duty in the examining of animals suspected to have a contagious disease, or in placing under quarantine animals or premises, or in disinfecting them, he will report the same to the Chief of the Bureau. He will also call upon the sheriff or other police authorities of the locality where said obstruction or interference occurs, for aid and protection in the performing of his duty. Should such sheriff or police authorities neglect or refuse to render such aid and protection he will then apply to the United States marshal of said district for the necessary force and assistance needed to protect him in the carrying out of the duties imposed upon him by these rules and regulations; and the provisions of the law by authority of which they are made. He will also file with the United States district attorney information of all the facts connected with such obstruction and interference, and the names of the party or parties causing the same.

12. Should from any cause the Chief of the Bureau of Animal Industry find that it is impossible to enforce these rules and regulations in any State, and that in consequence thereof there is great danger that pleuro-pneumonia will spread from said State to other States and Territories, he will report the same to the Commissioner of

Agriculture. Thereupon the Commissioner of Agriculture, if he believes the exigency of the case requires it, will declare said State, in which pleuro-pneumonia exists and in which it is impossible to carry out these rules and regulations, to be quarantined against the exportation of animals of the kind diseased to any other State, Territory, or foreign country. Said order of the Commissioner declaring the quarantine of a State will be published in at least two papers in said State, once a week during the existence of said quarantine, and in such other papers as he may select. Notification of the order declaring said quarantine will be certified to the governor of the State quarantined, as well as to the governors of all other States and Territories, and to the agents of all transportation companies doing business in or through said State. All animals of the kind quarantined against in said State will be deemed as animals "affected with contagious disease," and any person moving or transporting any of said animals to any other State or Territory, or delivering any of such animals to any transportation company to be so transported, will be prosecuted under sections 6 and 7 of the act of Congress approved May 29, 1884. Provided, however, that any animal of the kind quarantined against that has been examined by an inspector of the Bureau of Animal Industry, and by a certificate in writing signed by such inspector declared to be free from pleuro-pneumonia, may be exported to any other State or Territory, and provided further that said animal shall be exported within forty-eight hours after such examination and signing of said certificate, so that said animal may not be exposed to disease before leaving said State.

13. Before giving the certificate provided for by Rule 12 the inspector must be furnished with an affidavit made by two reputable and disinterested persons, stating that they have known the animals to be examined for a period of six months immediately prior to the date of examination, and that during that time the animals have not been exposed to pleuro-pneumonia, that they have not been in any of the buildings or on any of the premises, or among any of the herds known to be affected with pleuro-pneumonia, or suspected to be so affected. The inspector may also require further proof as to whether said animals to be examined have been exposed to pleuro-pneumonia.

14. All rules and regulations heretofore made are hereby revoked, and these rules and regulations will be in full force and effect on and after the 15th day of April, 1887.

NORMAN J. COLMAN,
Commissioner of Agriculture.

[PUBLIC—No. 41.]

AN ACT for the establishment of a Bureau of Animal Industry, to prevent the exportation of diseased cattle, and to provide means for the suppression and extirpation of pleuro-pneumonia and other contagious diseases among domestic animals.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Commissioner of Agriculture shall organize in his Department a Bureau of Animal Industry, and shall appoint a chief thereof, who shall be a competent veterinary surgeon, and whose duty it shall be to investigate and report upon the condition of domestic animals of the United States, their protection and use, and also inquire into and report the causes of contagious, infectious, and communicable diseases among them, and the means for the prevention and cure of the same, and to collect such information on these subjects as shall be valuable to the agricultural and commercial interests of the country; and the Commissioner of Agriculture is hereby authorized to employ a force sufficient for this purpose, not to exceed twenty persons at any one time. The salary of the chief of said Bureau shall be three thousand dollars per annum; and the Commissioner shall appoint a clerk for said Bureau, with a salary of one thousand five hundred dollars per annum.

SEC. 2. That the Commissioner of Agriculture is authorized to appoint two competent agents, who shall be practical stock raisers, or experienced business men familiar with questions pertaining to commercial transactions in live stock, and whose duty it shall be, under the instructions of the Commissioner of Agriculture, to examine and report upon the best methods of treating, transporting, and caring for animals, and the means to be adopted for the suppression and extirpation of contagious pleuro-pneumonia, and to provide against the spread of other dangerous, contagious, infectious, and communicable diseases. The compensation of said agents shall be at the rate of ten dollars per diem with all necessary expenses while engaged in the actual performance of their duties under this act, when absent from their usual place of business or residence as such agent.

SEC. 3. That it shall be the duty of the Commissioner of Agriculture to prepare such rules and regulations as he may deem necessary for the speedy and effectual suppression and extirpation of said diseases, and to certify such rules and regulations to the

executive authority of each State and Territory, and invite said authorities to cooperate in the execution and enforcement of this act. Whenever the plans and methods of the Commissioner of Agriculture shall be accepted by any State or Territory in which pleuro-pneumonia or other contagious, infectious, or communicable disease is declared to exist, or such State or Territory shall have adopted plans and methods for the suppression and extirpation of said diseases, and such plans and methods shall be accepted by the Commissioner of Agriculture, and whenever the governor of a State or other properly constituted authorities signify their readiness to co-operate for the extinction of any contagious, infectious, or communicable disease in conformity with the provisions of this act, the Commissioner of Agriculture is hereby authorized to expend so much of the money appropriated by this act as may be necessary in such investigations, and in such disinfection and quarantine measures as may be necessary to prevent the spread of the disease from one State or Territory into another.

SEC. 4. That in order to promote the exportation of live stock from the United States the Commissioner of Agriculture shall make special investigation as to the existence of pleuro-pneumonia, or any contagious, infectious, or communicable disease, along the dividing lines between the United States and foreign countries, and along the lines of transportation from all parts of the United States to ports from which live stock are exported, and make report of the results of such investigation to the Secretary of the Treasury, who shall, from time to time, establish such regulations concerning the exportation and transportation of live stock as the results of said investigations may require.

SEC. 5. That to prevent the exportation from any port of the United States to any port in a foreign country of live stock affected with any contagious, infectious, or communicable disease, and especially pleuro-pneumonia, the Secretary of the Treasury be, and he is hereby, authorized to take such steps and adopt such measures, not inconsistent with the provisions of this act, as he may deem necessary.

SEC. 6. That no railroad company within the United States, or the owners or masters of any steam or sailing or other vessel or boat, shall receive for transportation or transport, from one State or Territory to another, or from any State into the District of Columbia, or from the District into any State, any live stock affected with any contagious, infectious, or communicable disease, and especially the disease known as pleuro-pneumonia; nor shall any person, company, or corporation deliver for such transportation to any railroad company, or master or owner of any boat or vessel, any live stock, knowing them to be affected with any contagious, infectious, or communicable disease; nor shall any person, company, or corporation drive on foot or transport in private conveyance from one State or Territory to another, or from any State into the District of Columbia, or from the District into any State, any live stock, knowing them to be affected with any contagious, infectious, or communicable disease, and especially the disease known as pleuro-pneumonia: *Provided*, That the so-called splenic or Texas fever shall not be considered a contagious, infectious, or communicable disease within the meaning of sections four, five, six, and seven of this act, as to cattle being transported by rail to market for slaughter, when the same are unloaded only to be fed and watered in lots on the way thereto.

SEC. 7. That it shall be the duty of the Commissioner of Agriculture to notify, in writing, the proper officials or agents of any railroad, steamboat, or other transportation company doing business in or through any infected locality, and by publication in such newspapers as he may select, of the existence of said contagion; and any person or persons operating any such railroad, or master or owners of any boat or vessel, or owner or custodian of or person having control over such cattle or other live stock within such infected district, who shall knowingly violate the provisions of section six of this act, shall be guilty of a misdemeanor, and, upon conviction, shall be punished by a fine of not less than one hundred dollars nor more than five thousand dollars, or by imprisonment for not more than one year, or by both such fine and imprisonment.

SEC. 8. That whenever any contagious, infectious, or communicable disease affecting domestic animals, and especially the disease known as pleuro-pneumonia, shall be brought into or shall break out in the District of Columbia, it shall be the duty of the Commissioners of said District to take measures to suppress the same promptly and to prevent the same from spreading; and for this purpose the said Commissioners are hereby empowered to order and require that any premises, farm, or farms where such disease exists, or has existed, be put in quarantine; to order all or any animals coming into the District to be detained at any place or places for the purpose of inspection and examination; to prescribe regulations for and require the destruction of animals affected with contagious, infectious, and communicable disease, and for the proper disposition of their hides and carcasses; to prescribe regulations for disinfection, and such other regulations as they may deem necessary to prevent infection or contagion being communicated, and shall report to the Commissioner of Agriculture whatever they may do in pursuance of the provisions of this section.

SEC. 9. That it shall be the duty of the several United States district attorneys to prosecute all violations of this act which shall be brought to their notice or knowledge by any person making the complaint under oath; and the same shall be heard before any district or circuit court of the United States or Territorial court holden within the district in which the violation of this act has been committed.

SEC. 10. That the sum of one hundred and fifty thousand dollars, to be immediately available, or so much thereof as may be necessary, is hereby appropriated, out of any moneys in the Treasury not otherwise appropriated, to carry into effect the provisions of this act.

SEC. 11. That the Commissioner of Agriculture shall report annually to Congress, at the commencement of each session, a list of the names of all persons employed, an itemized statement of all expenditures under this act, and full particulars of means adopted and carried into effect for the suppression of contagious, infectious, or communicable diseases among domestic animals.

Approved May 29, 1884.

SALARIES AND EXPENSES BUREAU OF ANIMAL INDUSTRY.

For carrying out the provisions of the act of May twenty-ninth, eighteen hundred and eighty-four, establishing the Bureau of Animal Industry, five hundred thousand dollars; and the Commissioner of Agriculture is hereby authorized to use any part of this sum he may deem necessary or expedient, and in such manner as he may think best, to prevent the spread of pleuro-pneumonia, and for this purpose to employ as many persons as he may deem necessary, and to expend any part of this sum in the purchase and destruction of diseased or exposed animals, and the quarantine of the same whenever in his judgment it is essential to prevent the spread of pleuro-pneumonia from one State into another; one hundred thousand dollars of this sum, or so much thereof as may be necessary, to be immediately available.

Appropriation act for Department of Agriculture, approved March 3, 1887.

U. S. Department of Agriculture.—Investigation of splenic or Texas fever of cattle.

Name: _____.
 Post-office: _____.
 County: _____.
 State: _____.
 Locality: _____ miles _____.
 No. native cattle in herd: _____.
 No. purchased cattle: _____.
 Total No. of cattle: _____.
 Date of outbreak: _____, 188—.
 Cause of outbreak: _____.
 If purchased, where and when? _____.
 If poisoned pasture, how and when infected? _____.
 Name of disease: _____.
 Symptoms and average length of disease: _____.
 No. of native cattle that have died: _____.
 No. of purchased cattle that have died: _____.
 Total No. that have died: _____.
 Value of cattle that have died: _____.

REMARK.

U. S. Department of Agriculture.—Rules and regulations for co-operation between the U. S. Department of Agriculture and the authorities of the several States and Territories for the suppression and extirpation of contagious pleuro-pneumonia of cattle.

Recent acts of Congress make it the duty of the Commissioner of Agriculture to prepare rules and regulations for the suppression and extirpation of the contagious pleuro-pneumonia of cattle, and authorize expenditures for investigation, disinfection, quarantine, and for the purchase of diseased animals for slaughter. The following are the sections bearing upon this subject:

SEC. 3. That it shall be the duty of the Commissioner of Agriculture to prepare such rules and regulations as he may deem necessary for the speedy and effectual suppression and extirpation of said diseases, and to certify such rules and regulations to the executive authority of each State and Territory, and invite said authorities to co-operate in the execution and enforcement of this act. Whenever the plans and

methods of the Commissioner of Agriculture shall be accepted by any State or Territory in which pleuro-pneumonia or other contagious, infectious, or communicable disease is declared to exist, or such State or Territory shall have adopted plans and methods for the suppression and extirpation of said diseases, and such plans and methods shall be accepted by the Commissioner of Agriculture, and whenever the governor of a State or other properly constituted authorities signify their readiness to co-operate for the extinction of any contagious, infectious, or communicable disease in conformity with the provisions of this act, the Commissioner of Agriculture is hereby authorized to expend so much of the money appropriated by this act as may be necessary in such investigations, and in such disinfection and quarantine measures as may be necessary to prevent the spread of the disease from one State or Territory into another. (Approved May 29, 1884.)

BUREAU OF ANIMAL INDUSTRY.

For carrying out the provisions of the act of May 29, 1884, establishing the Bureau of Animal Industry, \$100,000; and the Commissioner of Agriculture is hereby authorized to use any part of this sum he may deem necessary or expedient, and in such manner as he may think best, to prevent the spread of pleuro-pneumonia, and for this purpose to employ as many persons as he may deem necessary, and to expend any part of this sum in the purchase and destruction of diseased animals whenever in his judgment it is essential to prevent the spread of pleuro-pneumonia from one State into another. (Approved June 30, 1886.)

In accordance with these laws I hereby certify the following rules and regulations for co-operation between the Department of Agriculture and the authorities of the several States and Territories, which I deem necessary to insure results commensurate with the money expended:

INSPECTION.

1. The necessary inspectors will be furnished by the Bureau of Animal Industry of the Department of Agriculture.

2. The properly constituted inspectors of the Bureau of Animal Industry which are assigned to the respective States are to be authorized by proper State authorities to make inspections of cattle under the laws of the State; they are to receive such protection and assistance as would be given to State officers engaged in similar work, and shall be permitted to examine quarantined herds whenever so directed by the Commissioner of Agriculture or the Chief of the Bureau of Animal Industry.

3. All reports of inspections will be made to the Bureau of Animal Industry, and a copy of these will then be made and forwarded to the proper State authorities; when, however, any inspector discovers a herd infected with contagious pleuro-pneumonia he will at once report the same to the proper State authority as well as to the Bureau of Animal Industry.

4. The inspectors, while always subject to orders from the Department of Agriculture, will cordially co-operate with State authorities and will follow instructions received from them.

QUARANTINE.

5. When contagious pleuro-pneumonia is discovered in any herd, the owner or person in charge is to be at once notified by the inspector, and the quarantine regulations of the State in which the herd is located are to be enforced from that time. The affected animals will be isolated, when possible, from the remainder of the herd until they can be properly appraised and slaughtered.

6. To insure a perfect and satisfactory quarantine, a chain fastened with a numbered lock will be placed around the horns, or with hornless animals around the neck, and a record will be kept showing the number of the lock placed upon each animal in the herd.

7. The locks and chains will be furnished by the Department of Agriculture, but they will become the property of the State in which they are used, in order that any one tampering with them can be proceeded against legally for injuring or embezzling the property of the State.

8. Quarantine restrictions once imposed are not to be removed by the State authorities without the consent of the proper officers of the Department of Agriculture.

9. The period of quarantine will be at least ninety days, dating from the removal of the last diseased animal from the herd. During this period no animal will be allowed to enter the herd or to leave it, and all animals in the herd will be carefully isolated from other cattle.

When possible, all infected herds are to be held in quarantine and not allowed to leave the infected premises except for slaughter. In this case fresh animals may be added to the herd at the owner's risk, but are to be considered as infected animals and subjected to the same quarantine regulations as the other members of the herd.

SLAUGHTER AND COMPENSATION.

10. All animals affected with contagious pleuro-pneumonia are to be slaughtered as soon after their discovery as the necessary arrangements can be made.

11. When diseased animals are reported to the State authorities they shall promptly take such steps as they desire to confirm the diagnosis. The animals found diseased are then to be appraised according to the provisions of the State law, and the proper officer of the Bureau of Animal Industry (who will be designated by the Commissioner of Agriculture) notified of the appraisement. If this representative of the Bureau of Animal Industry confirms the diagnosis and approves the appraisement, the Department of Agriculture will purchase the diseased animals of the owner and pay such a proportion of the appraised value as is provided for compensation in such cases by the laws of the State in which the animals are located, when they are condemned and slaughtered by State authority.

DISINFECTION.

12. All necessary disinfection will be conducted by the employes of the Bureau of Animal Industry.

INOCULATION.

13. Inoculation is not recommended by the Department of Agriculture, and it is believed that its adoption with animals that are to be afterwards sold to go into other herds would counteract the good results which would otherwise follow from the slaughter of the diseased animals. It may, however, be practiced by State authorities under the following rules:

14. No herds but those in which pleuro-pneumonia has appeared are to be inoculated.

15. Inoculated herds are to be quarantined with lock and chain on each animal, the quarantine restrictions are to remain in force as long as any inoculated cattle survive, and these animals are to leave the premises only for immediate slaughter.

16. Fresh animals are to be taken into inoculated herds only at the risk of the owner, and shall be subject to the same rules as the other cattle of the inoculated herd.

17. The chief of the Bureau of Animal Industry is to be promptly notified by the State authorities of each herd inoculated, of the final disposition of each member of the herd, of the *post mortem* appearances, and of any other facts in the history of the herd which may prove of value.

The co-operation of governors, of State live-stock commissioners, and of other officers who may be in charge of the branch of the service provided for the control of the contagious diseases of animals in the States where pleuro-pneumonia exists, is earnestly requested under these rules and regulations, which have been framed with a view of securing uniform and efficient action throughout the whole infected district. It is hoped that, with a vigorous enforcement of such regulations, the disease may be prevented from extending beyond its present limits, and may be in time entirely eradicated.

NORMAN J. COLMAN,
Commissioner of Agriculture.

WASHINGTON, D. C., August 2, 1886.

By virtue of the authority imposed upon me as governor of the State of _____, I hereby accept the above rules and regulations, and the proper officers of this State will co-operate with the U. S. Department of Agriculture for their enforcement.

_____, 1886.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
Chicago, Ill., ———, 188—.

Mr. ———, _____:

SIR: I desire, as agent of the Bureau of Animal Industry, and by request of the Commissioner of Agriculture, to obtain information and answers to the following questions:

1. What is your estimate of the number of acres in the ——— adapted to pasturage, and the number of cattle they would sustain?
2. The most acceptable dairy breeds?
3. The breeds best adapted to beef production?
4. The number devoted to dairy purposes?
5. The annual increase of cattle?
6. What are the favorite breeds for beef, and the number of each?
7. What age are cattle turned to market?
8. What is the cost per car to Kansas City, Saint Louis, or Chicago, and the estimated cost per hundred for rearing?
9. The condition of cattle at this season, the modes of shelter, and the gain or loss of the animals during winter, and the percentage of loss for want of shelter?
10. What is your opinion as to the economy and practicability of the shipment of dressed beef?
11. If animals have diseases, what are they, and what are the losses by them?
12. What methods do you suggest for the prevention of diseases?
13. The estimated annual value of cattle slaughtered and sold in ———?
14. Who take the lead in the cattle industry in your section as to numbers and successful management, and on how large a scale?
15. Please furnish me any facts which may be of interest, and opinions as to the future of this great industry?

J. H. SANDERS,
Agent Bureau of Animal Industry, Grinnell, Iowa.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
Chicago, Ill., ———, 1887.

Mr. ———, _____:

SIR: The Bureau of Animal Industry of the Department of Agriculture is desirous of obtaining as accurate information as possible as to the number, age, and value of the different breeds of cattle in the United States. The dissemination of knowledge regarding the extent and value of good breeding among cattle greatly benefits breeders, and promotes the welfare of consumers of milk, butter, cheese, and meats. In consideration of these facts it is hoped that you will fill out as far as is within your power the blank on the opposite page and return it to me at your earliest convenience.

Any information relating to the better breeds of cattle will be gladly received. All information relating to prices obtained or paid for registered animals will be treated as confidential, and will be used only for ascertaining the ranges and the general averages of prices received at public and at private sales for such animals.

No postage-stamp will be required to pass your reply through the mail if you use the inclosed envelope.

In the earnest hope that I will receive an early reply,

I remain, very respectfully,

E. W. PERRY
—————, 188—.

To E. W. PERRY,
No. 234 La Salle Street, Chicago,
Agent United States Department of Agriculture:

SIR: There are now in my herd the following purely bred cattle:

Breed.	Number.	Ages.	Value.
Aberdeen-Angus			\$
Ayrshire			
Devon			
Galloway			
Guernsey			
Hereford			
Holstein-Friesian			
Jersey			
Norfolk-Suffolk			
Shorthorn			
Swiss			
West Highland			

Signed: _____
Post-office: _____
County: _____
State: _____

E. W. Perry, special agent.

UNITED STATES DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C.

CHICAGO, ILL., July, 1886.

Mr. JOHN BROWN,
Lacona, Iowa:

SIR: The dissemination of accurate knowledge regarding the extent and value of good breeding among cattle greatly benefits breeders and promotes the welfare of consumers of milk, butter, cheese, and meats. In consideration of these facts it is hoped that you will answer the subjoined questions as fully, accurately, and promptly as you can.

All information relating to prices obtained or paid for registered animals will be treated as confidential, and will be used only for ascertaining the ranges and the general averages of prices received at public and at private sales for such animals.

Any information not indicated by the queries which follow, but bearing on the subject of the benefits arising from the use of purely-bred animals for breeding purposes, will be thankfully received.

Respectfully,

E. W. PERRY,
Special Agent.

1. What were the breed, number, age, and value of the registered bulls owned by you on June 30, 1886?

Breed.	Number.	Ages.	Value.
Aberdeen-Angus			
Ayrshire			
Devon			
Galloway			
Guernsey			
Hereford			
Holstein-Friesian			
Jersey			
Norfolk-Suffolk			
Shorthorn			
Swiss			
West Highland			

2. Please give the number, breed, age, and value of the registered cows and heifers owned by you on June 30, 1886.

Breed.	Number.	Ages.	Value.
(Same breeds mentioned as in preceding table).....

3. What was the *range* of prices received or paid by you at public or at private sale during the year ended with June 30, 1886, for registered bulls of the following breeds?

Breed.	Number transferred.		Range of prices.	
	Public sale.	Private sale.	Public sale.	Private sale.
(Same breeds mentioned as in preceding table).....

4. What were the *average* prices received or paid by you at public or at private sale during the year ended with June 30, 1886, for registered bulls of the following breeds?

Breed.	Number transferred.		Average prices.	
	Public sale.	Private sale.	Public sale.	Private sale.
(Same breeds mentioned as in preceding table).....

5. What were the *ranges* of prices received or paid by you at public or at private sale during the year ended with June 30, 1886, for registered cows or heifers of the following breeds?

Breed.	Number transferred.		Range of prices.	
	Public sale.	Private sale.	Public sale.	Private sale.
(Same breeds mentioned as in preceding table).....

6. What were the *average* prices received or paid by you at public or at private sale during the year ended with June 30, 1886, for registered cows or heifers of the following breeds?

Breeds.	Number transferred.		Average prices.	
	Public sale.	Private sale.	Public sale.	Private sale.
(Same breed mentioned as in preceding table).....

7. What are the present cash values in your neighborhood of so-called "scrub" or "native" cattle of the ages mentioned below?

Yearlings, \$——; two-year-olds, \$——; three-year-olds, \$——.

8. What are the present cash values in your neighborhood of "grade" animals sired by bulls of the following breeds?

Breeds.	Half breed.	Three-quarter breed.	Higher breed.
(Same breed mentioned as in preceding table).

9. What increase in weights of beeves of the ages mentioned below resulted in your neighborhood from the use of registered bulls of the following breeds?

Breeds.	Yearlings.	Two-year-olds.	Three-year-olds.
Aberdeen-Angus.....
Devon.....
Galloway.....
Hereford.....
Holstein-Friesian.....
Norfolk-Suffolk.....
Shorthorn.....
West Highland.....

10. What increase in the quantity of milk, butter, or cheese produced per year, per cow, has resulted in your neighborhood from the use of registered bulls of the following breeds?

Breed.	Increase in yield of milk.	Increase in yield of butter.	Increase in yield of cheese.
Ayrshire.....
Guernsey.....
Holstein-Friesian.....
Jersey.....
Norfolk-Suffolk.....
Shorthorn.....
Swiss.....

11. What is the difference, if any, between the cost per 100 pounds of beef produced by so-called "scrub" or "native" cattle, and that of beef produced by "grade" or improved cattle?

Ages.	Cost of native or scrub beef.	Cost of grade or improved beef.
Yearling.....
Two-year-old.....
Three-year-old.....

12. What is the difference, if any, between the cost per gallon of milk, and of butter and cheese per pound, produced by scrub or native cows, and that of milk, butter, and cheese produced by grade or improved cows?

Articles.	Cost, native or scrub.	Cost, grade or improved.
Milk.....
Butter.....
Cheese.....

13. What is the average duration of productive life of scrub or native cattle in your neighborhood?

Bulls, _____ years; cows, _____ years.

14. What is the average duration of productive life of grade or improved cattle in your neighborhood?

Bulls, _____ years; cows, _____ years.

15. What has been the average duration of productive life of purely-bred cattle?

Bulls, _____ years; cows, _____ years.

16. What has been the average number of calves per cow born of purely-bred cows in your herd?

17. What percentage of the purely-bred calves born in your herd have reached maturity?

18. What percentage of the grade calves born in your neighborhood reached maturity?

19. What percentage of the scrub or native calves born in your neighborhood reach maturity?

20. In what county or counties, and what State or States, are your cattle kept?
County of _____, State of _____.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
Boulder, Colo., _____, 1887.

Hon. _____,
Governor of _____:

SIR: Having been selected by the Commissioner of Agriculture to collect certain information concerning the sheep industry of the United States, I should be pleased to receive from your office a statement of the number of sheep in your State, as returned by the assessors of the various counties for the year 1886, also their value, together with the number of pounds of wool produced and its value. I would request that this statement be made by counties.

For the purposes of comparison, I should also be pleased to receive a statement showing the aggregate number of sheep in the State and their value, the number of pounds of wool returned and its value for each of the three years next preceding, that is, for 1883, 1884, and 1885.

If your assessors make any return of the manufacture of woollens in your State, information on this point is also solicited. The number of woolen mills, the value of their product, the capital employed, the value of domestic manufactures of wool, etc., are among the matters upon which information is sought.

Please refer this to the proper officer of your State government for reply.

Any statement, at his convenience, covering these and other matters relating to this industry, will be regarded as a favor.

I inclose Department envelope, which will cover your reply free of postage.

Very respectfully,

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
Boulder, Colo., _____, 188—.

Mr. _____,
_____:

SIR: I am preparing an article on sheep husbandry for the use of the Commissioner of Agriculture, and one of the matters to which it is desired to give particular attention is the feeding of sheep for market. I understand you have made something of a specialty of this business, and I therefore apply to you for some detailed information concerning it.

In selecting sheep for feeding do you prefer those mainly of merino blood, or those well crossed with the other breeds? Have you noticed any difference in the feeding capacities of each, and is there any material difference in the price or demand between these two descriptions when you come to sell?

Have you had any experience in the feeding of Western sheep, *i. e.*, those from Texas, New Mexico, Colorado, etc., in which the Mexican blood exists to a considerable degree? How do they compare as feeders with the common sheep of the States, and how do they rank in the market when fattened?

Do you confine your operations in this line strictly to winter feeding, or do you also fatten sheep during the summer months, and if so, to what extent do you supplement the pasturage with rations of grain?

During what months do you find it most profitable to purchase sheep for winter feeding, and are the markets generally well supplied with feeding sheep at the season when you would prefer to buy?

About how long a time do you generally feed before marketing?

About what increase in weight do you generally secure during the feeding operations?

About what is the average increase in the market price per hundred pounds of your fatted sheep over the same sheep when you buy them thin?

Is there any preference shown in the market for sheep of a particular size or weight, or between ewes and wethers? Are sheep ever fed too long or made too fat for the best requirements of the market?

What is your general course of feeding? Do you cut your hay or coarse fodder? Do you make it a point to provide any particular kind of hay? What kind of grain do you feed? Do you grind it? And how do you feed it, moistened or dry, alone or

mixed with other feed? How much hay and grain do you estimate you feed per head daily? Do you provide any other description of feed besides hay and grain? Do you regard a supply of roots as essential to successful feeding? Have you any experience in feeding ensilage to fattening sheep?

How are the sheep managed during the course of feeding? Are they confined to sheds or yards, or do they have the range of the fields and pastures? How often are they fed? Is it necessary to divide them into small lots for the best results in feeding?

As a matter of profit, how does the feeding of sheep compare with the feeding of cattle, and what special care and conveniences are necessary to its success? Would farmers of average experience be as likely to succeed in feeding sheep as in feeding cattle? How many sheep do you estimate can be fattened on the same feed as one steer?

Have you had any experience in supplying early lambs for market? Do you produce them from a permanent flock, or from ewes purchased each year for that purpose? Is it necessary that any particular grade of sheep should be secured for the production of such lambs? At what ages are they sold, and in what particular way sent to the open market or to previously secured customers, and what prices do they command? What other information can you give me about this business as a specialty?

Information upon these points, and upon any others relating to the general question of sheep feeding, will be regarded as a favor.

I inclose Department envelope, which will cover your reply without the payment of postage.

Very respectfully,

(Form A.)

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

NOTICE OF QUARANTINE.

_____, 188—.

To _____,
_____:

You are hereby notified that your cattle, located at _____, have been exposed to contagious pleuro-pneumonia, and that _____ of your cattle are diseased. I hereby, by authority of the act of Congress approved May 29, 1884, and of Rule III of the rules and regulations prepared in accordance with said act, quarantine all of your cattle now in your stables and on your premises a _____. And you are forbidden to drive, or move, or allow to stray, or to be driven, or moved, any of said cattle on any public highway, or outside of the following limits:

And you are forbidden to allow any other cattle to come within said limits, or in contact with said quarantined stock. And you are further notified that for any violation of this order of quarantine you will be prosecuted under sections 6 and 7 of the act of Congress approved May 29, 1884, establishing the Bureau of Animal Industry, and under the quarantine laws of the State of _____.

_____,
Inspector, Bureau of Animal Industry.

[Back of blank:]

NOTICE OF QUARANTINE

TO

OWNERS OR PERSONS IN CHARGE OF CATTLE

AT

Made _____, 188—.

Served on _____,
_____, 188—.

_____,
Inspector.

(Form B.)

U. S. DEPARTMENT OF AGRICULTURE,
 COMMISSIONER'S OFFICE,
 Washington, D. C., _____, 1887.

To THE AGENT OF _____,
 _____:

You will take notice that in pursuance of section 7 of an act of Congress approved May 29th, 1884, establishing the Bureau of Animal Industry, you are hereby notified that a contagious disease, known as pleuro-pneumonia, exists among cattle in the count_____ of _____, State of _____, in and through which infected district your company is doing business. Said district is hereby declared in quarantine until further notice, and you are hereby directed not to receive for transportation, nor to transport, any cattle from said count_____, in said State, to any other State or Territory, unless such cattle have first been examined and inspected by an inspector of the United States Bureau of Animal Industry, and said inspector gives a certificate in writing that the cattle examined are free from the contagious disease known as pleuro-pneumonia, and have not been exposed to such disease, in which case said cattle so certified to may be transported from said district within forty-eight hours from the time of examination, and not otherwise. Before examining cattle to certify for transportation the inspector must be furnished with an affidavit made by two disinterested persons, stating that they have known the cattle for a period of six months just prior to the examination, and that such cattle have not been exposed to pleuro-pneumonia; that they have not been in any of the buildings, or on any of the premises, or among any of the herds that have been specially quarantined in said district. The inspector may require other proof that the cattle have not been exposed to pleuro-pneumonia, which must be furnished before he gives the certificate.

Your attention is directed to sections 6 and 7 of the act of Congress approved May 29th, 1884, establishing the Bureau of Animal Industry, which sections make it a misdemeanor, punishable by a fine of not less than \$100 nor more than \$5,000, or by imprisonment for not more than one year, or by both such fine and imprisonment, for any railroad company to receive for transportation, or to transport from one State or Territory to another, any live stock affected with any contagious, infectious, or communicable disease, and especially with the disease commonly known as pleuro-pneumonia, or for any person or persons to deliver such affected live stock to any transportation company.

Your attention is also called to the rules and regulations prepared by the Commissioner of Agriculture, by virtue of the authority conferred upon him by section 3 of the aforementioned act, and especially to the 6th, 9th, and 12th rules, a copy of said rules and regulations being herein inclosed.

 Commissioner of Agriculture.

[Back of blank:]

NOTICE OF QUARANTINE

TO

TRANSPORTATION COMPANIES.

To _____,
 _____.

Quarantine of _____,
 _____ Count_____,
 State of _____,
 Made _____, 188_____.

(Form C.)

U. S. DEPARTMENT OF AGRICULTURE,
 COMMISSIONER'S OFFICE,
 Washington, D. C., _____, 188-.

To the managers and agents of all railroads and other transportation companies throughout the United States, and other persons :

Notice is hereby given by publication, in pursuance of section 7 of an act of Congress approved May 29, 1884, entitled "An act for the establishment of a Bureau of Animal Industry, to prevent the exportation of diseased cattle, and to provide means for the suppression and extirpation of pleuro-pneumonia and other contagious diseases among domestic animals," that a contagious, infectious, and communicable disease, known as pleuro-pneumonia, exists among cattle in the count—of _____, State of _____; that all cattle in said infected district are hereby quarantined until further notice, and deemed cattle "affected with a contagious disease," and all persons are prohibited from moving or transporting any cattle from said count—of _____, State of _____, to any other State or Territory of the United States, under penalty of sections 6 and 7 of the above-entitled act: *Provided, however,* That any cattle that have been examined by an inspector of the Bureau of Animal Industry, and by said inspector are certified to in writing as being free of pleuro-pneumonia, may be transported to any other State or Territory from said infected district within forty-eight hours after being so certified to: *And provided further,* That said inspector is furnished with an affidavit made by two disinterested persons, stating that they have known said cattle for a period of six months immediately prior to the examination, and that during that time said cattle have not been exposed to pleuro-pneumonia. Said inspector may require further evidence that the cattle have not been exposed, and such proof as he requires must be given him.

The attention of all persons is called to sections 6 and 7 of the act of Congress approved May 29, 1884, establishing the Bureau of Animal Industry, which sections make it a misdemeanor, punishable by a fine of not less than \$100 nor more than \$5,000, or by imprisonment for not more than one year, or by both such fine and imprisonment, for any transportation company or person to receive for transportation, or to transport, or to drive from one State or Territory to another any live stock affected with any contagious, infectious, or communicable disease, and especially pleuro-pneumonia; or for any person or persons to deliver such affected live stock to any transportation company.

A reward of \$100 will be paid to any person giving information to the Chief of the Bureau of Animal Industry that results in the conviction of any person for a violation of sections 6 and 7 of the act of Congress of May 29, 1884.

 Commissioner of Agriculture.

[Back of blank:]

NOTICE OF QUARANTINE

FOR

PUBLICATION.

Quarantine of _____
 Made _____, 188-.

(Form D.)

U. S. DEPARTMENT OF AGRICULTURE,
 BUREAU OF ANIMAL INDUSTRY.

CERTIFICATE OF APPRAISEMENT.

We, the undersigned, having been duly convened as a board of appraisement in the manner provided for by Rule 8 of the rules and regulations for the suppression of pleuro-pneumonia, under act of Congress approved May 29, 1884, do hereby certify that we have examined the following-described animals, the property of _____,

of _____ County, State of _____, said to be diseased with contagious pleuro-pneumonia, and find their value to be

and have examined the following-described animals, the property of _____, said to have been exposed to contagious pleuro-pneumonia, and find their value to be

This appraisalment is based on the current market value of the animals, as healthy animals, and without considering the fact of the existence of contagious pleuro-pneumonia among them or of their exposure to contagious pleuro-pneumonia.

Subscribed and sworn to before me this _____ day of _____, 188-.

[Back of blank:]

APPRAISEMENT

OF

CONDEMNED CATTLE.

Property of _____,

Approved:

_____,
Inspector.

(Form E.)

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

OATH AND ACCEPTANCE BY OWNER.

_____, of _____ County, State of _____, being duly sworn, makes oath: That he is the owner of the following-described cattle:

That said cattle have been condemned to be slaughtered as diseased with contagious pleuro-pneumonia, and as having been exposed to contagious pleuro-pneumonia, by order of an inspector of the Bureau of Animal Industry. That said cattle have been duly appraised by a board of appraisers, and their total value fixed at the sum of _____ dollars, provided they were not diseased with contagious pleuro-pneumonia, or had not been exposed to the same. That he agrees to accept _____ of the total appraised value of said animal, to wit, the sum of _____ dollars, as full compensation for their slaughter by the United States Bureau of Animal Industry, and will release and does hereby release any and all claims and demands of any kind or nature whatsoever he may have against the United States caused by quarantining, taking, and killing of said animals. He further makes oath that he is the sole owner of each and all of said animals, that no other person or persons have any claim or interest in the same, and there are no mortgages or liens held by any one against them.

Subscribed and sworn to before me this _____ day of _____, 188-.

[Back of blank:]

RELEASE

OF

APPRAISED CATTLE.

Owner _____,
_____ County,
State of _____,
Approved: _____, 188-.
Voucher No. _____.

_____, 188—.

I, _____, governor of the State of _____, and chief executive officer thereof, do hereby acknowledge the receipt of the rules and regulations certified to by the Commissioner of Agriculture of the United States as having been prepared by him April 15, 1887, in pursuance of the authority of section 3 of an act of Congress, approved May 29, 1884, establishing the Bureau of Animal Industry, and further acknowledge the receipt of the invitation to the executive authority of the State of _____ to co-operate in the enforcement of the provisions of said act and of said rules and regulations.

And on behalf of the State of _____, and by virtue of my authority as the chief executive officer thereof, I do hereby accept the rules and regulations prepared by the Commissioner of Agriculture, April 15, 1887, for the suppression and extirpation of contagious diseases of animals, and agree that the executive authority of the State of _____ will co-operate with the Bureau of Animal Industry in carrying out the provisions of the act of May 29, 1884, to the full extent of its authority; and that I will direct the sheriffs and other peace officers of the State to render all necessary aid and assistance to the inspectors of the Bureau of Animal Industry in the performance of the duties imposed upon them by the said rules and regulations.

Governor of the State of _____,

Hon. NORMAN J. COLMAN,
Commissioner of Agriculture, Washington, D. C.

No. _____.

PERMIT

TO

TRANSPORT ANIMALS.

Permit granted to _____ to ship _____ head of cattle from _____ to _____ via _____.

Date:

_____,
_____.

[In duplicate.]

No. _____.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

PERMIT TO TRANSPORT ANIMALS FROM QUARANTINED DISTRICTS.

Place and date of inspection _____.

_____, 188—.

Where from _____.

Date of shipment _____, 188—.

This is to certify that I have this day examined the following-described animals, to wit:

the property of _____, and to be shipped to _____.

I find the same to be free of evidences of contagious diseases, and am satisfied by accompanying proof that they have not been exposed to contagious pleuro-pneumonia within the last six months.

Permission is hereby granted, therefore, to ship said animals from

to any other State or Territory of the United States, if the same are removed within the next forty-eight hours and meanwhile do not come in contact with animals other than those declared by my permit free of disease.

Dated at _____, this _____ day of _____, 188—, — m.

_____,
Inspector.

Remarks:

[Back of blank:]

AFFIDAVIT OF CITIZENS.

We, _____ and _____, having been first duly sworn, each for himself makes oath that he is a citizen of _____, State of _____; that he has known the following-described cattle, to wit:

the property of _____ for the past six months; that he has personal knowledge that said cattle have not been exposed to pleuro-pneumonia, and that they have not come in contact with any animal or herds known or suspected to be affected with pleuro-pneumonia, during the past six months.

Subscribed and sworn to before me by the said _____, this _____ day of _____, 188—.

AFFIDAVIT OF OWNER.

_____ being duly sworn, makes oath that he is the owner of the cattle described in the above affidavit, and that he desires to ship them to _____, and that they are the identical cattle offered for shipment; that they have not been exposed to contagious pleuro-pneumonia during the past six months to the best of his knowledge and belief.

Subscribed and sworn to before me by the said _____, this _____ day of _____, 188—.

(Form H.)

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

Bureau _____ report:

Statement showing work done in districts affected with pleuro-pneumonia, as shown by inspectors' reports received at Bureau _____, 188—.

Place.	Inspection.		Quarantines.				Appraisements.				Post-mortem.		Quarantine released.	Transportation per mts.	Special work.	
	No. of.	No. in herds.	No. of.	No. in herds.	No. diseased.	State.	No. exposed.	Value.	No. diseased.	Value.	Total value.	No. killed.				No. diseased.

(Form G.)

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

SLAUGHTER AND POST-MORTEM REPORT.

Place, _____.
Date, _____.
Owner, _____.
Premises, _____.
No. animals killed, _____.
No. animals found diseased, _____.
Where slaughtered, _____.

No. or name of animals.	Acute.	Chronic.	Lung hepatized.	Lung adherent.	Lung encysted.

Inspector.

(Form K.)

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

RECORD OF QUARANTINED ANIMALS UNDER RULE 5.

State, _____
 County, _____
 Owner, _____
 Premises _____
 Date of quarantine, _____, 188—.

No. of lock or tag.	Kind.	Remarks.

Inspector.

U. S. DEPARTMENT OF AGRICULTURE,
 COMMISSIONER'S OFFICE,
 Washington, D. C., May 31, 1887.

To the managers of all railroads and transportation companies in the United States :

Your attention is called to the fact that contagious pleuro-pneumonia exists among cattle in the States of Illinois, Maryland, and New York, and that the infected districts in said States have been duly quarantined by the Department of Agriculture in the manner provided by the act of Congress of March 29, 1884, establishing the Bureau of Animal Industry.

The existence of this contagious disease in such important cattle centers as these States is a danger so menacing to the cattle interests of the United States that it calls for the most prompt, thorough, and energetic measures that can be taken, not only by the National Government, but also by all parties interested in the preservation of the great cattle industry of the country.

No persons or class of persons are more interested in the safety and growth of this industry than transportation companies, who derive a very large proportion of their earnings from the shipment of cattle and their products, and none should be more active and energetic in enforcing such measures as are necessary to stamp out this disease, and prevent its possible spread.

The insidious character of this disease, its easy and imperceptible propagation by contact with animals having the germs of disease and giving no outward symptoms of its presence, the contraction of the plague from infected cars, the spreading of the germs by means of manure carried in uncleansed cars from place to place, all make it a matter of grave concern, and render it necessary that stringent measures should be adopted to protect the cattle interests of the country from this great evil.

I have, therefore, to suggest and to request that all transportation companies shall establish on their respective lines a rule, and see that it is rigidly enforced, that all cars that have carried live stock shall be thoroughly cleansed on the discharging of their freight, and not allowed to leave the freight or stock yards before this is done. Also that the said cars shall be carefully disinfected in the following manner :

1. Remove all litter and manure.
2. Wash the car with water thoroughly and until clean.
3. Saturate the walls and floors with a solution made by dissolving 4 ounces of chloride of lime to each gallon of water. Stock yards and pens should be cleansed and disinfected at least once a week.

Transportation companies having connections with infected districts should require parties offering cattle for shipment to present at point of loading affidavits of the owner and two disinterested persons stating that the cattle to be shipped have been known to affiliates for at least six months next preceding, and that said cattle have not been in any of said districts, and have not come in contact with any cattle from said districts. Said affidavits should be attached to and accompany the way-bill to point of destination.

As several very extensive outbreaks of pleuro-pneumonia have recently been traced to cattle that had been shipped from infected districts a considerable distance by rail,

the necessity of these precautions cannot be overestimated, and, if enforced, they would be a material safeguard against the spread of this disease.

Railroad companies can be of the greatest assistance to the Bureau of Animal Industry in its work of extirpating pleuro-pneumonia, if they will co-operate with it and assist in maintaining the Rules and Regulations prescribed by me on April 15, 1887, and the quarantine orders since made.

I hope this support and assistance will be cordially given.

Very respectfully,

NORMAN J. COLMAN,
Commissioner of Agriculture.

INSTRUCTIONS TO INSPECTORS OF THE U. S BUREAU OF ANIMAL INDUSTRY.

1. Inspectors are to carefully study and familiarize themselves with the rules and regulations prepared by the Commissioner of Agriculture, of date April 15, 1887, and follow them strictly in carrying out the work they are detailed to do by the Chief of the Bureau.

2. No step or action of any kind is to be taken by any inspector without first receiving *express instructions* from the Chief of the Bureau, except as is provided for in Rule 3.

3. They will promptly make the reports called for by the rules, giving the fullest information possible of the facts relating to each case, and make all suggestions that they think proper, in order that the Chief may be fully advised, so as to issue the proper instructions. Should they at any time be in doubt as to the proper action to be taken they will ask for further orders, and explain the difficulty. In all cases of importance, and whenever they believe the circumstances require immediate action, they will use the telegraph in requesting orders.

4. As there exists much hostility among owners of animals to the work intrusted to this Bureau, inspectors are to act with the utmost caution and civility in the performance of their official duties. They will avoid as far as possible all assumption of authority in making examinations and inspections of animals and premises; first requesting as a *favor* or *privilege* permission to examine, and endeavor to persuade owners and persons in charge to grant the same. It is the wish of the Bureau to allay all the opposition, if possible, that may exist as to its work, and have its officers secure the friendly aid and assistance of those for whose benefit the law has been made. The Bureau believes that its inspectors can secure this by being courteous and avoiding unnecessary friction with the public. Should an inspector fail in this manner in obtaining permission to make an examination, he will then present a copy of the rules and regulations of April 15, 1887, together with the act of Congress of May 29, 1884, to the owners or persons in charge, and quietly but firmly insist upon making the examination. If permission is still refused the inspector will proceed to enter the premises and make the examination. But should any force, or show of force, or threats of force, be made against the inspector, in his attempt to enter on the premises or to make the examination, he will relinquish the attempt and report at once all the circumstances fully to the Chief of the Bureau as provided in Rule 11, and wait for orders. The Chief will then direct him as to whether he shall secure the assistance provided for by said rule.

5. Inspectors will prepare and carefully keep a daily journal. In this will be stated daily each and every act done by the inspector, giving the fullest detail of his work, the name and residence of the owners of animals inspected, the character of animals and their condition, and the character and condition of the premises in which they are kept; the attitude of owners towards the work of the Bureau, and any other information he may think will be of interest. In case of contagion, as far as can be obtained, a history of the animals diseased, how, if known or conjectured, they contracted the disease, number in herd, number quarantined, date of quarantine, and all other particulars useful to be known.

Also a register in which is to be entered a brief statement of work done each day, ruled and filled out in like manner as blank Form F for the daily reports.

6. It is necessary that the Bureau shall be kept fully advised daily of the progress of all work being done by inspectors. To accomplish this purpose daily reports—Form F—are to be made out and forwarded to the Bureau. These reports are to be made by the chief inspector of each district, or by the inspector in charge of work at any place. All inspectors at work under a chief inspector will forward daily to said chief inspector all reports required by the rules and instructions, who will from said reports make up his daily report, and forward it to the Bureau, together with all the reports, vouchers, etc., received by him from inspectors under his charge. When no work of the kind specified on the blank has been done in the district or place for which the report is made, that fact will be so stated on the report, and also a statement of what work is being carried on. In addition inspectors in charge are re-

quired from time to time to forward written reports of the cases they and those under them are at work upon, and progress being made in the same, in like manner as heretofore.

7. Notice of temporary quarantines provided by Rule 3 will be made in duplicate. One copy to be served on the owner or persons in charge of the animals, the other indorsed with the time, place, and person on whom served, to be forwarded to the Bureau. The inspectors will also keep a record of the same. This is to be done whenever a herd is found infected. Inspectors will also see that the State authorities place the State quarantine on the infected herd. *Both quarantines are required*; the first to prevent the quarantined animals leaving the State; the second to prevent them from being moved to other places within the State. Inspectors will notify the Bureau of the date that the State quarantine of the herd is made.

8. When the diagnosis of this disease has been confirmed in the manner provided by Instruction 12, the animals of the herd quarantined are to be locked, or tagged, and numbered. A report of this record as specified in Rule 5 will be made and sent to the Bureau on blank Form "K."

9. In convening boards of appraisement under Rule 8, the certificate of appraisement is to be made and sworn to in duplicate, one copy to be for the benefit of the owner, the other to be at once forwarded to the Bureau. Whenever it is impossible to have the oaths administered to the appraisers and owners by a notary public or justice of the peace, the signatures of the appraisers to Form "C," and of owners of Form "E," may be attested by a witness. This, however, is to be done only in cases where an agreement as to price is made with the owner, and he does not object to the killing of his cattle. Appraisers are to be directed that cattle are not to be valued at more than they would bring at public auction, and when appraisements are made in excess of such values in the judgment of the inspector he will disapprove such appraisements and convene a new board. In all cases where possible it will be best, before the appraisement is made, to secure the owner's consent to the maximum valuation that will be approved. Whenever owners object to the killing of their cattle, and no amicable arrangement can be made, inspectors will pursue strictly the mode and manner of making appraisements as prescribed by the rules and regulations and the law of the State in which it is to be made.

10. No animal shall be killed unless expressly ordered by the Chief of the Bureau, which order will be sent after the appraisement of the animal is approved and the amount to be paid to the owner shall have been fixed by the chief, and a release and quit-claim of all demands against the United States has been signed by the owners. Blanks for this purpose will be furnished inspectors, Form E.

11. A *post-mortem* examination must be made of every animal killed, and a report of the result of such examination must be made in writing to the Chief of the Bureau. It must state name of owners, character of animal, date of the quarantine, and the number of animal quarantined, if chained and locked, or numbered in any other way. These reports are to be forwarded with the daily reports.

12. Whenever an inspector discovers the existence of pleuro-pneumonia he will, in addition to reporting in the manner provided by the rules, likewise report it to the chief inspector of his district. The chief inspector will himself proceed to the locality for the purpose of verifying the diagnosis, or in case of his being otherwise engaged, the Chief of the Bureau will detail another inspector to make the verification. The result of this examination should be reported at once to the Bureau. Should the diagnosis be confirmed a notice of the fact of the discovery of pleuro-pneumonia is to be sent at once to the State veterinarian, or Board of State Sanitary Commissioners, and an invitation extended to them to make an examination and co-operate with this Bureau.

13. It is deemed necessary and essential that the utmost harmony and friendly relations should exist between the officers of this Bureau and State officers, and that hearty co-operation be secured. Inspectors are requested to do everything in their power to maintain such relations, and to consult with and receive from State officers all suggestions and assistance that can be obtained. All friction is to be avoided.

14. The certificate provided for in Rule 12 is to be made in duplicate, one copy to be given to the shipper and the other to be forwarded to the Bureau. These certificates have on the backs the affidavits for the citizens and owners to make oath to, and are to be executed in duplicate. When additional proof is required by the inspector, such proof is to be forwarded with the duplicate certificate, or permit, to the Bureau.

15. The reports provided for by these instructions are to be commenced and forwarded on and after June 1, 1887.

16. These instructions may be from time to time altered, amended, or suspended by the Chief of the Bureau in his discretion, and special instructions to govern particular cases will be sent as the circumstances may require.

D. E. SALMON,
Chief of Bureau.

(Form L.—In duplicate.)

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

RELEASE OF QUARANTINE.

To _____, _____, 188-
Owner of Premises _____,
County of _____, State of _____:

You are hereby notified that all the cattle on the above-described premises, diseased and exposed to disease, having been slaughtered, and the said premises having been disinfected under the supervision of an inspector of the Bureau of Animal Industry, and _____ days having elapsed since said disinfection, the said premises are believed to be free from contagion, and the quarantine of the same is hereby removed.

Permission is therefore granted to you to admit new animals on said premises, provided no animal shall be admitted that comes from any infected district that is under quarantine by order of the Commissioner of Agriculture, unless such animal has been inspected by an inspector of the Bureau of Animal Industry, and declared to be free from disease, and is accompanied by a permit of transportation signed by such inspector.

_____,
Inspector.

[Back of blank:]

RELEASE OF QUARANTINE.

Owner _____,
Premises _____,
County _____,
State of _____,
Date _____, 188-.

_____,
Inspector.

Recorded: _____, 188-.

No. 199. DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C.,
UNITED STATES CATTLE QUARANTINE.

Permit _____, or agent, to ship on or about _____, _____ at _____
cattle, for _____, U. S. A.
Present this to American consul at _____.

_____, Commissioner.

No. 199. DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C.,
UNITED STATES CATTLE QUARANTINE.

Permit _____, or agent, to land and quarantine _____ cattle at _____
station, to arrive on or about _____, _____.
Present this to the superintendent in charge of station.

_____, Commissioner.

No. 199. DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C.,
UNITED STATES CATTLE QUARANTINE.

Permit _____, or agent, to quarantine _____ cattle at _____
station, to arrive on or about _____, _____.
Permission granted this day.

_____, Commissioner.

No. 501. No. 501. U. S. CATTLE QUARANTINE STATION,
_____, 188-.

Be it known to all whom it may concern, That _____ cattle, be-
longing to _____ and shipped from _____ per S. ship _____
_____ have been quarantined at this station, according to regulations for
importing neat cattle into the United States.

The above cattle being free from infectious or contagious disease, and
having fulfilled all the requirements of the law governing cattle quaran-
tine stations, are this day, by my order, released.

_____.

CIRCULAR.—IMPORTATION OF NEAT CATTLE.

U. S. DEPARTMENT OF AGRICULTURE,
Washington, D. C., August 25, 1884.

To collectors of customs and others :

The following conditions for the observance of importers and owners of neat cattle and others are prescribed by the Department of Agriculture, to which the quarantine system has been transferred by the Secretary of the Treasury, with instructions that "hereafter all regulations governing such quarantine will be issued by the Commissioner of Agriculture."

Neat cattle arriving in the United States from any part of the world, except North and South America, can be landed only at such ports on the Atlantic sea-board as are at the time provided with cattle-quarantine accommodations, under the control of officers of the Department of Agriculture.

Any person contemplating the importation of such cattle must first obtain from the Department of Agriculture at Washington two permits, one stating the number and kind of animals to be imported, the port and probable date of shipment, which will entitle them to clearance papers on presentation to American consul at said port of shipment; the other stating the port at which said cattle are to be landed and quarantined, and the approximate date of their arrival, and this will assure the reception of the number and kind specified therein at the port and quarantine station named, at the date prescribed for their arrival, or at any time during three weeks immediately following, after which the permit will be void.

These permits shall in no case be available at any ports other than the ones mentioned therein. Permits must be in the name of the owner of or agent for any one lot of cattle. When more persons than one own a lot of cattle for which permits have been issued, a release from quarantine will be given to each owner for the number and kind he may own, and this release will be a certificate of fulfillment of quarantine regulations.

Permits will be issued to quarantine at such ports as the importer may elect, so far as facilities exist at such ports, but in no case will permits for importation at any port be granted in excess of the accommodations of the Government quarantine at such port.

Every importer shall, on the day of the shipment from a foreign port, telegraph to the Commissioner of Agriculture the number of cattle shipped, the vessel upon which they are shipped, and the port at which they are to be landed.

United States consuls at foreign ports are hereby notified to give clearance papers or certificates for importations of cattle only upon presentation of permits as above provided, with dates of probable arrival and destination corresponding with the said permits, and in no case for a number in excess of that mentioned therein.

The ports now provided with quarantine stations under the control of the Treasury Department, and at which cattle may be landed subject to the foregoing conditions, are Portland, Boston, New York, Baltimore, and such additional ports as may be provided with quarantine accommodations approved by the Commissioner of Agriculture and supervised by the proper officers.

GEO. B. LORING,
Commissioner of Agriculture.

Approved :

CHAS. E. COON,
Acting Secretary of the Treasury.

(Form F.—In duplicate.)

No. _____.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

DAILY REPORT OF INSPECTORS.

District, _____,
Inspector, _____, _____, 188—.

	Number.	Remarks.
Inspections		
National quarantines ordered		
State quarantines ordered		
Animals appraised		
Animals released (Form E)		
Animals slaughtered		
Vouchers for cattle		
Post-mortems made		
Post-mortems showing disease		
Transportation permits granted		
Premises disinfected		
Quarantines released		
Special investigations		

I inclose inspection reports, duplicates of quarantine notices, appraisements, releases by owners (Form E), vouchers for slaughtered animals, post-mortem reports, and transportation permits corresponding with numbers given in above report, or where they do not correspond an explanation is given under head of Remarks. I also give under head of Remarks the names of owners and premises where State quarantines have been ordered and where disinfection has been practiced.

_____,
Inspector.

DAILY REPORT OF INSPECTORS.

From _____,
State of _____,
Date _____.

_____,
Inspector.

Received at Bureau _____, 188—.
Compared and entered _____, 188—.

U. S. DEPARTMENT OF AGRICULTURE,
COMMISSIONER'S OFFICE,
Washington, D. C., March 1, 1887.

Ordered, That from and after April 1, 1887, the term "traveling expenses," as it occurs in the appointments of employes of the Bureau of Animal Industry, will be construed to include board and lodging for not longer than thirty consecutive days in any one place. When employes are stationed at a town or city for a longer period than thirty days they will be expected to obtain subsistence at their own expense after that time.

NORMAN J. COLMAN,
Commissioner.

United States Department of Agriculture, Bureau of Animal Industry.—Instructions in regard to accounts.—Washington, D. C.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

INSTRUCTIONS FOR EMPLOYÉS.

Employés should thoroughly familiarize themselves with these instructions, as all items of expenditure not in conformity with them will be disallowed and strict compliance will greatly facilitate settlement.

The official oath must be taken before services can begin or expenses are incurred.

TRAVELING EXPENSES.

1. To authorize the payment of traveling expenses an employé must receive a commission signed by the Commissioner of Agriculture or Acting Commissioner, specifying the places to be visited and for what purpose.

2. A copy of this commission must be filed with the account when presented for settlement.

3. The term "traveling expenses" is confined to those which are usual and essential to the ordinary comfort of travelers and such other expenses as are necessary to accomplish the object of the commission. It includes such items as railroad fare, sleeping-car berth, going to and from the station, transfer of baggage, meals on train, meals and lodging when stopping transiently, etc.

4. Any one staying longer than thirty days at one place will be expected to obtain subsistence at his own expense after that time.

5. When unusual expenses are incurred a brief explanation of their necessity should accompany the account, which will be allowed if approved by the head of the Department.

6. Any person traveling on public business over any railroad west of the Missouri River should, before starting, apply for transportation orders and special railroad instructions, stating what roads he expects to travel over.

RECEIPTS

1. A memorandum should be kept, noting each item as it occurs, and receipts taken, when possible, to be attached to the voucher as sub-vouchers. Books of receipts are furnished on application.

2. Hotel expenses must be verified by itemized bills, giving time and rate of charges, and signed by the proprietor or by the cashier as "cashier," or clerk as "clerk," or manager as "manager."

3. In all cases except hotel expenses receipts and bills must be signed by the person to whom the money is really due, and not by an agent, unless the legitimate evidence of his authority to receipt for is filed with the account.

4. The best policy to pursue in all cases, except hotel expenses, is to use the receipts furnished by the Department and have them made out in the name of and receipted by the person with whom the dealings are had, with no other name appearing on the receipt. By adopting this plan many delays and disallowances will be avoided.

5. Receipts should be written in ink.

6. Initials should always be a part of the signature.

7. Receipts are not necessary for a single meal.

TELEGRAMS.

1. All Government messages should be endorsed "U. S. official business."

2. All telegrams to this Department should be sent C. O. D.

3. Copies of telegrams with receipts for charges should be filed with accounts as sub-vouchers.

4. Any money paid in excess of "Government rates" will be disallowed.

5. GOVERNMENT RATES.—In computing the number of words the date is always excluded, but the address and signature always included.

For 1,000 miles or less, twenty words or less, 20 cents, and 1 cent for each word over twenty. For each additional 100 miles or fraction thereof, one-tenth in addition to the charge for 1,000 miles.

The charge for twenty words or less can not be greater than 50 cents for any distance.

NIGHT MESSAGES.—Twenty words or less, 2,000 miles or less, 15 cents; over 2,000 miles, 25 cents; 1 cent for each additional word in each case.

METHOD OF MAKING OUT ACCOUNTS.

1. Accounts should be rendered monthly and include salary and expenses from the first to the last day of the month, and should never run from one month into another.

2. If appointed at a certain rate per diem, the statement should begin :

“For salary and expenses as an employé of the Bureau of Animal Industry for the month of _____, as follows: Services rendered on the following days: 1st, 2d, 3d, 4th, etc. (omitting Sundays), _____ days, at \$— per diem.....\$—
Expenses as follows: (etc.).....\$—.”

3. If appointed at a certain rate per month, or per annum, the statement should begin :

“For salary and expenses as an employé of the Bureau of Animal Industry for the month of _____, as follows: For services rendered during the month of _____, at \$— per month (or per annum)\$—
Expenses as follows: (etc.).....\$—.”

4. Expenses should come in chronological order, with dates for each item, with references by number to the sub-vouchers (*i. e.*, receipts, etc.) attached.

5. The notary fee is allowed when there are traveling expenses, and should be the last item.

6. Sign the receipt on the line at the bottom, leaving other spaces blank.

7. Make out a duplicate of the voucher with references to the sub-vouchers; no duplicates of sub-vouchers are necessary.

8. Attach a copy of your commission, receipts, copies of telegrams, hotel bills, etc., in the order of the numbered references in the voucher.

9. Upon the back of the voucher will be found a blank form of an oath. When the salary is at a certain rate per diem, or where there are traveling expenses, sign on the blank line and have a notary public administer the oath, leaving all other spaces blank to be filled in by the disbursing officer.

10. If a notary public is not obtainable, apply to a justice of the peace having a seal. If that is impossible, it is necessary to furnish a certificate of a justice of a court of record that the person administering the oath has authority to do so.

11. Address all communications concerning accounts to Hon. Norman J. Colman, Commissioner of Agriculture, Washington, D. C., and on the upper left-hand corner write “Bureau of Animal Industry.”

MISCELLANEOUS.

1. Reports as to progress of work assigned should be made to the Commissioner at least once a month, unless otherwise ordered.

2. Paper, envelopes, receipt books, etc., for official business will be furnished upon application.

[The amount due for monthly salary as adopted by the Treasury Department will be found opposite each month under salary paid per annum.]

Month.	Salary \$1,400.	Salary \$1,500.	Salary \$1,600.	Salary \$1,800.	Salary \$2,000.
January.....	\$120.60	\$129.20	\$137.80	\$155.00	\$172.20
February.....	108.80	116.60	124.40	140.00	155.60
March.....	120.60	129.20	137.80	155.00	172.20
April.....	115.40	123.60	131.90	148.30	164.80
May.....	119.20	127.80	136.20	153.40	170.40
June.....	115.40	123.60	131.90	148.30	164.80
July.....	117.90	126.40	134.80	151.60	168.50
August.....	117.90	126.40	134.80	151.60	168.50
September.....	114.20	122.20	130.40	146.80	163.00
October.....	117.90	126.40	134.80	151.60	168.50
November.....	114.20	122.20	130.40	146.80	163.00
December.....	117.90	126.40	134.80	151.60	168.50

DIVISION OF ENTOMOLOGY.

CLASSIFICATION OF THE WORK.

In order to give the desired information accurately and to avoid repetition it will be best to consider the work of this division under three distinct branches or sections, viz: (1) The divisional work proper; (2) the work in silk-culture; (3) the work in ornithology.

(1) THE WORK OF THE DIVISION PROPER.

AIMS AND OBJECTS.—It may not be amiss in this connection to prelude my answer by a brief statement of the aims and objects of the division, especially as they are not very well understood by those unfamiliar with the actual facts.

The primary object of the entomologist is to study the habits of insects injurious to agriculture, and also the best means of counteracting their ravages. Up to 1878 there was in reality no entomological division, but simply an officer known as the entomologist at a salary of \$1,900 per annum, who was assisted by a clerk detailed for that purpose.

It was not required of the entomologist, nor would the appropriation permit, that he should visit the fields and study and experiment; and as was stated by Mr. James W. Swank, in his pamphlet on the "History and Objects of the Department of Agriculture," published in 1872, the chief duty of the entomologist used to be to communicate information to correspondents which was largely drawn from other sources and other authors.

The entomologist, with his assistants and field agents, devotes his time to giving needed information in the warfare which the cultivators of the soil have constantly to make against these injurious insects. The importance of this work may best be understood when we consider the vast number of insects that affect our agriculture and the immense losses which they occasion.

In no way can the importance of this subject be so readily realized as by a glance at some well-established figures regarding losses occasioned by insects, reduced to dollars and cents.

The loss in New York State from the wheat-midge in 1854 amounted to \$15,000,000, and in Ohio it was even greater.

In 1864 the damage done by the chinch-bug in the Mississippi Valley amounted to \$73,000,000.

In 1874, in Missouri, the same insect injured the crops to the extent of \$19,000,000. The Rocky Mountain locust, in 1874, damaged the crops of four States to the amount of \$56,000,000.

In 1875 the same insect occasioned the loss of \$15,000,000 in twenty-six counties of Missouri alone.

The cotton worm occasioned an average annual loss before the war of \$15,000,000, and as late as 1882 the loss reached nearly to \$8,000,000.

There is, in fact, no crop of any kind that is not subject to the attacks of its insect enemies, in many cases either so numerous in species or individually so strong in numbers that the farmer finds that the question of profitable agriculture is simply a question of the mastery of his insect foes.

The most careful estimates have placed the aggregate annual loss to American agriculture, in its broadest sense, from the injuries of insects, at from \$3,000,000 to \$4,000,000, a sum which seems at first blush so enormous that it strikes one as inaccurate; but notwithstanding the losses have been measureably decreased by important remedial discoveries, so far as the worst pests are concerned, the total loss will still remain enormous.

America is in fact a paradise for injurious insects. In no other country on the face of the globe do injuries from this cause assume the proportions that they do here. Three causes for this are manifest: (a) The extensive and constant importation of injurious insects from abroad; (b) the increased destructiveness of insects so introduced; (c) the large areas devoted to special crops.

Insects outnumber plants in the ratio of 5 to 1, and it is safe to say that three hundred thousand species are known, and very many yet remain to be described. A large proportion of these may be classified as injurious.

Accepting as an axiom that in the vast majority of cases the habits of an insect must be known before a remedy can be intelligently suggested, the practical necessity for the study of these habits becomes at once apparent, while the value of the study of applied or experimental work on remedial measures is self-evident.

The work of the entomological division ramifies in various directions, and these various ramifications are comprehended under the present administration. Thus original experiment and investigation are now being made, not only in the study of the habits and best means of destroying the insects which affect both the field, garden, orchard, and forest, but such also as may promote and solve some of the unsolved problems, whether in bee culture or silk culture.

The result of these investigations and the information at present in our possession upon this subject in its various branches are daily communicated to inquirers and correspondents, and the time of the entomologist and his office assistants is largely taken up in such correspondence. This information, conveyed by correspondence, in itself requires a vast amount of time and knowledge, if satisfactorily given, and while an essential part of his duties, I have always looked upon it as secondary to original investigation, and to the discovering of new facts and improved methods,

which, by being published, shall be productive of still greater good, and many important facts are thus annually obtained, and many new devices and methods discovered, as the reports of the Entomologist indicate.

A number of special investigations upon prominent insects or upon the insects of given crops have been conducted and carried to successful conclusion during the past eight years of the work of the division, and yet this fact can not in any way be considered as lessening to any appreciable degree the work still to be done. A glance through the successive reports will show that a large proportion of the insects treated have never before been known as injurious. No fact, indeed, is better established than that almost any plant-feeding species may suddenly become enormously increased in number and consequent destructiveness. Such species alone necessitate the constant work of the division, while the ever-recurring outbreaks of the older pests require not only the constant dissemination of information on their habits, but also constant experimentation upon new and more efficient remedies. The insect enemies of nearly all of our important crops still need careful and systematic work. Many agricultural industries and many special crops, such as the fruit crop of California, the truck-gardening of the South, the barley and oat crops, the hop industry, and many others, have received yet but little attention from entomologists.

Nearly the entire bulk of this work will fall upon the division. But three of the States have appointed salaried State entomologists, and these officers have but slight facilities for investigations. In fact, the correspondence of the division is as great with each of these three States as with almost any of the others which do not give State encouragement to such investigations.

With the growth of the country and of the Department the work of this division has steadily increased since I first took charge of it in 1878, and the following statement will give a very good idea of its scope and of its work during the period mentioned in the circular.

CLASSIFICATION OF THE WORK OF THE DIVISION PROPER.

The business transacted in the Division of Entomology, or the work performed by the force employed, may be divided into five main classes: (1) Correspondence with persons desiring information concerning particular insects or upon economic entomology in general; (2) the care of the insects sent in by correspondents and by field agents and the study of their life-habits in confinement; (3) the mounting and preserving of specimens of injurious and beneficial insects; (4) the study of the habits of injurious species in the field, including experimentation with remedies; (5) the preparation of original reports, the editing of reports of agents, the preparation of illustrations, and the necessary proof-reading.

Results in Class 1 (correspondence) during periods specified.—In the year from January 1, 1884, to January 1, 1885, there were answered by letter 1,884 inquiries concerning destructive insects.

From January 1, 1885, to January 1, 1886, there were answered by letter 2,399 such inquiries.

From January 1, 1886, to January 1, 1887, there were answered 2,396 such inquiries.

From January 1, 1887, to March 1, 1887, there have been answered 374 such inquiries.

It should here be stated that it is the aim to make the answers to such letters of inquiry full and satisfactory, and that in many cases a single letter will require research for many days before it can be satisfactorily answered.

Letters received are filed, after answering, in a sixteen-drawer "Globe file case." This is temporary, however, and as the drawers become crowded the files are removed and placed in the permanent cases. All letters possessed of any especial interest or importance are stamped, in addition to the ordinary dating stamp, with the words, "To be copied" and "To be catalogued by author and subject." Such letters are copied by one of the clerks, together with the answers, and are slip-catalogued by author, subject, and date. The original letters are then filed in the customary manner, the copies are placed in a special cover for future use (publication if found desirable), and the catalogue cards are placed in their proper places in a card catalogue of the correspondence.

All type-written and manuscript answers to letters are copied in books of 500 pages each. Many inquiries can be answered in full by transmitting bulletins of the division containing accounts of the insect or insects in question, and where this can be done it is adopted to save time.

The division has also issued a series of circulars by which certain inquiries can be answered, or certain questions asked. This series up to date consists of 27 numbered circulars. Of these, Nos. 1, 2, 3, 4, 5, 6, 9, 15, 17, 21, 23, and 25 refer to the distribution of silk-worm eggs, and give information in cocoon-raising; No. 7 describes the method of growing mulberry trees; No. 8 gives information concerning silk-culture

experiment stations; Nos. 10, 11, 12, 13, and 19 refer to entomological documents; No. 16 is a circular of inquiry regarding the periodical cicada; Nos. 18, 20, 24, and 27 are announcements and circulars of inquiry respecting the branch of economic ornithology; No. 22 is an announcement circular relative to the apicultural experiment station; and No. 26 refers to the purchase of cocoons by the Department.

Results in Class 2, care and study of living specimens, during the periods specified.—In the year from January 1, 1884, to January 1, 1885, the life-habits of 290 species of insects that were new to my note-books or those of the division were studied in detail in the vivaria of the division.

In the year from January 1, 1885, to January 1, 1886, 253 species were so studied.

In the year from January 1, 1886, to January 1, 1887, 211 species were so studied.

In the period from January 1, 1887, to March 1, 1887, 38 species have been so studied.

These numbers indicate only the *new* species studied, but additional observations upon hundreds of injurious species previously recorded in the notes are made each year.

Results in Class 3, mounting and care of museum material, during the specified periods.—The accessions to division in the way of specimens are made by the collecting of the individual members of the office force, by field agents, and by correspondents. Much of the material is of only transient interest, and where already represented in the collections is thrown away. All that is of value is preserved, though there is no system in operation whereby these accessions are recorded except so far as they prove new to the Entomologist or to the collections, and need further study. In such cases each species is numbered and a series of notes made in connection with such number during the whole period that the insect is being observed or studied. When I first took charge of the division I brought with me from Missouri all my own notes, which have ever since been used in the work of the division, the note-books being placed at the disposal of the force, and a similar system has been kept up for the division. The accessions in the way of specimens are annually quite large, as many specimens are received which have no particular economic bearing, or whose habits do not in any way interest the farming community. These are, nevertheless, preserved, as every year some new injurious insects manifest themselves, and the species at one time supposed to have no economic interest may subsequently prove of such interest. Since the completion of the National Museum building it has been the aim of the Entomologist to co-operate with Professor Baird in building up a national collection of insects (he having donated his own private collections for that purpose), realizing that on account of the ease with which reference is made to them in said National Museum, and on account of the greater security and convenience which the building affords, it is eminently advisable to thus co-operate. Both the collections in the divisional rooms and those in the Museum are constantly in use in the preparation of reports and in the correspondence of the division.

Results in class 4, field-work and experiments, during the specified periods.—The work under this class is done almost entirely by so-called field agents, though some of it is also done by the office force at Washington. The number of entomologists so employed varies from time to time according to the season of the year, the work to be done, and the condition of the appropriations.

The number of such agents on the rolls from January 1, 1884, to January 1, 1885, was 7. One in New York, 1 in Rhode Island, 1 in Nebraska, 1 in Indiana, 2 in Florida, and 1 in Missouri.

During the year from January 1, 1885, to January 1, 1886, there were at one time or another upon the rolls of the division 13 such agents. Several of these were employed temporarily for certain definite investigations, and others were upon the roll throughout the whole year. Of these 13 1 was stationed in Connecticut, 1 in Iowa, 2 in Missouri, 2 in California, 1 in Illinois, 1 Pennsylvania, 1 in Florida, 1 in Rhode Island, 1 in Indiana, and 1 in Nebraska.

During the year from January 1, 1886, to January 1, 1887, there have been 12 such agents at one time or another. Of these the Iowa, Indiana, Nebraska, Illinois, Missouri, California, and Rhode Island agents were the same as the previous year, and a new agent was appointed in Florida and 1 in Ohio. One for three months only was sent from New York to Mississippi to work upon a special subject.

The work of the agent in Illinois is confined entirely to the subject of apiculture. His work is purely experimental and aims entirely at improvements in methods of bee-keeping; introduction of improved races; the improvement by cross-breeding of races already cultivated; the study of imported forage plants; the investigation of diseases, and the supposed injuries done by bees to fruit. The agent in charge of this work was appointed in May, 1885, and has submitted two reports showing satisfactory progress in his work.

Results in class 5, preparation of reports, etc., during the specified periods.—In the year from January 1, 1884, to January 1, 1885, there were published by the division the following documents: Bulletin No. 4; pp., 101; text figures, 4. Third Report of the United States Entomological Commission; pp., 454; plates, LXIV; maps, 3. Bulletin No. 1 (3d edition); pp., 37; text figures, 8.

In the year from January 1, 1885, to January 1, 1886, there were published: Bulletin No. 5; pp., 47. Bulletin No. 6; pp., 18; text figures, 1; plates, I. Special Miscellaneous Report No. 8; pp., 79. Report of the Entomologist for 1884; pp., 134; plates, X. Bulletin No. 8; pp., 46; text figures, 8. Special Report No. 11 (5th edition); pp., 37; text figures, 8. Fourth Report of the United States Entomological Commission; pp., 583; text figures, 45; plates, LXIV; maps, 2.

In the year from January 1, 1886, to January 1, 1887, there were published: Bulletin No. 11; pp., 34. Report on Insects affecting the Orange; pp., 237; text figures, 95; plates, XIV. Bulletin No. 12; pp., 46; plates, I. Bulletin No. 9; pp., 65; text figures, 29; plates, II. Report of the Entomologist for 1885; pp., 154; plates, IX; maps, 1.

In the interval from January 1, 1887, to March 1, 1887, nothing was actually published, but the manuscript of the following publications was in the hands of the printer at the latter date, and at the present time the documents mentioned are going through the press: Bulletin No. 10, pp., 68; text figures, 27; plates, I. Bulletin No. 13, pp., 70; text figures, 4. Annual Report of the Entomologist for 1886; pp., about 115; plates, XI; text figures, 1.

The work of the division can best be appreciated by its published results, as after all the value of work done is proportioned to the manner in which it is placed upon record and made available to the public, although there is of necessity a great amount of work that is not accounted for in print. In the matter of published and contemplated reports and bulletins, however, the following list of titles supplementing the above numerical list will represent the activity of the division fairly well, all of the documents representing results of original research and experiment:

Publications of the division of Entomology during the fiscal year 1886.—1. Bulletin No. 6. The Imported Elm-leaf Beetle. Its habits and natural history, and means of counteracting its injuries, pp., 18.

2. Bulletin No. 8. The Periodical Cicada. An account of Cicada septendecim and its tredecim race, with a chronology of all broods known, pp., 46.

3. Bulletin No. 11. Reports of experiments with various insecticide substances, chiefly upon insects affecting garden crops, pp., 34.

4. Bulletin No. 8. Second edition.

5. Insects affecting the orange. Report on the insects affecting the culture of the orange and other plants of the citrus family with practical suggestions for their control or extermination, pp., 227; figs., 95; plates, 14.

7. Fourth report of the U. S. Entomological Commission, being a revised edition of Bulletin No. 3, and the final report on the cotton worm, together with a chapter on the boll worm; pp., 546; figs., 45; plates, 64.

7. Report of the Entomologist for the year 1885; pp., 154; plates, 9.

8. Bulletin No. 12. Miscellaneous notes on the work of the division of Entomology for the season of 1885; pp., 45; plates, 1.

9. Bulletin No. 9. The mulberry silk-worm, being a manual of instructions in silkculture. Sixth, revised edition; pp., 62; figs., 29.

PUBLICATIONS NOW IN PREPARATION.

1. Final report on insects injurious to forest trees (nearly completed).
2. Bibliography of Economic Entomology. A critical list of the economic writings of American entomologists.
3. Report on insects affecting domestic animals.
4. Report on remedies. A critical and classificatory treatise upon all remedies which have been recommended against injurious insects.
5. Report on insects affecting the garden crops of Florida.
6. Report on insects affecting the hop crop.
7. Report on insects affecting the cranberry crop.
8. Report on the periodical cicada.
9. Monograph of the Acrididæ. (Destructive grasshoppers.)
10. Bulletin on Acronyctas. (Destructive tree-caterpillars.)
11. Monograph of the cut-worms.
12. Reports on the insectivorous habits of birds.

THE OFFICE FORCE DURING THE PERIODS MENTIONED.

The office force of the division during the year from January 1, 1884, to January 1, 1885, consisted of twelve, including the entomologist and the assistant entomologist, whose positions were fixed by law. Of the others, four were assistants who were employed throughout the year; one was an artist who was employed throughout the entire year; one was a clerk who was employed throughout the entire year; one was an entomologist who was employed from April to December; one was an artist

who was employed for one month, viz, April; one was a messenger who was employed from June to December; and one was a clerk who was employed from September to December.

During the year from January 1, 1885, to January 1, 1886, three of the four assistant entomologists above mentioned were employed throughout the year. The fourth resigned the 1st of September. The assistant entomologist who was appointed in April, 1884, was transferred to field duty. Another assistant entomologist was appointed August 1, 1885, and continued throughout the year. The clerk of the year before was continued throughout the year and a second clerk was appointed March 1, 1885, and continued throughout the year. During May and June extra clerks were employed; one was for two months and two for ten days each.

During the year January 1, 1886, to January 1, 1887, the force consisted of the entomologist, his first assistant, and four other assistants, two clerks, and a messenger.

During the first three months of 1887 the force remained the same with the exception of one of the assistants who was discharged because of reduced appropriation, on January 1, 1887.

ATTENDANCE TO DUTY.

The force during the time mentioned has averaged two hundred and seventy-five working days to the year. In no case has the annual leave of thirty days been exceeded and there has been no case of prolonged sickness. No substitutes have ever been employed. Up to 1884 the entomologist individually took no annual leave, but in 1886 his health failed and he was given a sick leave for three months.

DUTIES OF EMPLOYÉES.—COMPARISON OF THE AMOUNT OF WORK IMPOSSIBLE.

There is no way in which the work of one employé of the division can very well be compared in amount with the work of another. The office and field forces are so systematized that each one has some special work to do which differs more or less in character from that of any other. For instance, the force of the division at present writing is composed of the entomologist and four entomological assistants, two clerks, one artist, and one messenger; while the field force is composed of six special agents situated in different parts of the country where the insect fauna varies and each engaged in some separate and independent investigation. Of the office force the duties of the entomologist are, as a matter of course, those of supervision and general management and administration, the writing of the report, the planning of work, and the arranging of the duties of the others. The four assistant entomologists are each specialists in some one branch of the science of entomology. Two of them are engaged primarily in the care of the insects in vivaria and in mounting and arranging specimens for the permanent collections. One of these is also engaged in the examination of the insect stomach contents of birds submitted by the division of ornithology and mammalogy. A third assistant entomologist is at present engaged in collecting data concerning the injuries of a particular class of injurious insects, with a view to the publication of an extended report upon the subject. The first assistant's duties are to take care of a certain portion of the correspondence of the division and to assist in the preparation and editing of the reports, and to assume charge in the absence of the entomologist. Of the two clerks, one is a short-hand writer and type-writer. To her the bulk of the correspondence is dictated, and she also acts as a copyist. The second clerk has charge of the letter files and of the copying of letters, of copying the extensive entomological notes of the office, and she also reads through the newspaper exchanges of the division, and clips and files the items of entomological interest.

AN INSTANCE OF THE METHODS OF WORK.

As an instance of the methods in force we may take a receipt of a package of injurious insects received by the Commissioner of Agriculture from a distant part of the country, accompanied by a letter giving an account of the damage which is being done by them. The letter and the package are referred to the division. The entomologist or the first assistant reads the letter and examines the specimens or hands the package to one of the assistants, who opens it, and if the insects be living places them in a breeding-cage with a supply of their proper food. The chances are that the insect is one which has previously been received and is well known, and has moreover been treated in one of the publications of the division. In such event the entomologist or his first assistant, if the facts are well remembered, first suggests the reply to one of the other assistants who is best competent to write the reply from his special knowledge of the order of insects to which the specimens may belong. If the reply requires something special, or is beyond the knowledge of any of the assistants, a reply is at once dictated to the stenographer. If the past history of the species, as recorded in the notes, is not fully remembered, the specimens are referred to the assist-

ant in charge of the note-books, who, by means of an index or by virtue of his better recollection of his special work, ascertains the number under which previous notes have been made, and under which are entered all of the details of the life history of the species, and all of the facts as to its previous occurrence and of previous sendings to the Department. The assistant then attaches the number and the name of the insect to the letter, which is then returned to the entomologist, who dictates an answer to one of the clerks, giving an account of the insect and suggesting remedies, if any are known, and referring the correspondent to some of the publications of the Department in which the insect has been treated, or perhaps transmitting at the same time one of the bulletins of the division containing the article referred to.

If, however, as frequently happens, the insect is new in the rôle of a pest (and insects formerly rare are constantly becoming pests), it is always referred to the entomologist in charge for opinion, and a new number is made in the note-books, the insect is carefully studied, and, if the damage is sufficiently great to warrant the expenditure of so much time and money, one of the field agents or one of the assistant entomologists is dispatched to the place of injury and directed to study the outbreak in the field, learning as much as possible of the habits, collecting abundant material for the study of the life history at the Department, and experimenting with remedies suggested by the entomologist. The letter written in reply to such a letter of inquiry is sent to the Commissioner of Agriculture for signature, and is then returned to the division of entomology and copied in its books before being mailed.

SECTION OF SILK-CULTURE.

The division has always done all that it could to aid silk-culture by the dissemination of eggs and correct information to applicants in all parts of the country. The growing interest from year to year manifested in this industry caused a continually increasing correspondence and labor. This interest culminated in 1884 by the substantial encouragement which the State of California gave through its State legislature, and the activity of the Women's Silk-Culture Association of Philadelphia. A special appropriation of \$15,000 was given to the Department, in the appropriations for 1884-'85, for the encouragement of the industry.

During the first half of 1884, therefore, the work in silk-culture was carried on by the general divisional force; but from July 1, 1884, on account of the increased work demanded by Congress, a special section of silk-culture was established.

During the periods from July 1, 1884, to July 1, 1886, the work took the form of endeavoring to establish filatures and home markets at three different points, viz, San Francisco, New Orleans, and Philadelphia, and the work and correspondence of the section connected with these efforts took quite all of the time of an assistant and much of that of the chief.

From the 1st of July, 1886, to the present time, however, the stations outside have been abandoned and the experimentation has been confined to filature work on the Department grounds, and particularly to testing the Serrell automatic reel. The correspondence has not lessened, but the assistant has had to devote a large share of his time and of the force of the section to the filature work.

During the calendar year 1885 in the neighborhood of 4,000 letters were received in this branch of the division, while 3,000 were attended to during the calendar year 1886, and 391 letters during the year 1887, up to the 1st of March. A very large proportion of this correspondence was in the nature of applications for the articles currently distributed by the Department, such as manuals of instruction in silk-culture and silk-worm eggs. Of the remainder, a large proportion, too, were in the nature of requests for information with regard to silk-culture, which could have been replied to by any one well informed in the industry without entailing any special research. The most troublesome correspondence, and that occupying more of the time of the chief and assistant than all the rest, were the letters received from and sent to the agents of the office in charge of the experimental stations at Philadelphia, New Orleans, and San Francisco.

It has been the object, owing to the small number of clerks attached to this section, to so combine the efforts of all as to have the necessary work performed in the manner best calculated to benefit the service. There exists, therefore, no record of the individual labor of the clerks from time to time attached to the force. The general character of the work performed by the different employés attached to the office since its institution is as follows:

One clerk was appointed November 1, 1884, and transferred on February 28, 1885. He assisted generally in the correspondence and general work of the office, which was then less systematized than at present.

One was appointed in March, 1885, and still retains her position. Her duties have been to conduct the correspondence of the section and perform miscellaneous services as a type-writer. At present she is the only clerk on the force, and conducts all the clerical business,

A third employé served for a short time in the spring of 1885, performing certain manual labor in connection with the distribution of silk-worm eggs.

A fourth was appointed in June, 1885, and transferred on February 1, 1887. Her duties were to keep the records of the office and make certain necessary translations from the French.

A fifth was employed from August, 1885, to September 15, 1886, in the preparation and care of silk-worm eggs and their microscopical examination for the detection of disease.

An expert was, on October 1, 1886, placed in charge of the experimental silk filature, and has since had the supervision of the details of the operation of that establishment, and another expert was appointed at the same time to act as forewoman.

In addition to the above-named persons, are five operatives and one laborer employed in the filature, and certain special laborers and mechanics have been from time to time employed for short periods to do miscellaneous work found necessary. No proxies have ever been employed.

The method of conducting the correspondence appears in the following statement:

Any letter, as soon as it is received, is first stamped with the date of the receipt and a serial number (see Exhibit 1). It is then jacketed (Exhibit 2), and the serial number entered upon an index card (Exhibit 3), bearing the name and address of the writer. This card is filed in an appropriate cabinet, which thus contains a list of all the correspondents of the office, and furnishes a means of ready reference to all communications received from the writer. The greater portion of the correspondence is of a routine nature, and as far as possible circulars have been prepared for use in replying to such questions as are of most frequent occurrence. As soon as a letter is jacketed the correspondence clerk replies to such portions of it as may be answered by existing circulars, and indorses the date of mailing such circulars on the jacket. Should application be made for any articles outside of the jurisdiction of the office, such, for instance, as seeds or documents, it is referred to the chief clerk upon a proper form (Exhibit 4). The most frequent requests are for books of instruction on silkculture, silk-worm eggs, and information with regard to market for cocoons.

The first is replied to by a pamphlet (Exhibit 5), accompanied with a circular letter of transmittal (Exhibit 6). In answer to the second a suitable circular letter (Exhibit 7) is sent, and this is accompanied with a form for making formal application for eggs (Exhibit 8), upon which the applicant makes an inventory of the quantity and variety of silk-worm food at his disposal, and, in certain cases, a report upon his experience in raising silk-worms. There is also sent to him a return penalty card (Exhibit 9) with which to inform the Department when his food-plants are in such a state of development as to enable him to begin the feeding of his worms. This is made necessary by the fact that most of the applications are made late in the winter, while it would not be possible to raise the worms until some weeks later, and it is inadvisable, for certain technical reasons, that the eggs should be sent from this office until the time for rearing has arrived. When the return penalty card is received back, a suitable quantity of eggs is sent to the applicant, together with an appropriate letter of transmittal (Exhibit 10).

In regard to the third question, *i. e.*, a market for cocoons, it has been customary to reply to it by the circular of July 9 (Exhibit 11), stating the terms upon which cocoons will be purchased by the Department. The first step of the seller has usually been to send a sample of the cocoons offered for sale, which sample, as soon as received, is referred to the director of the filature. He reports upon its quality and value upon a proper form (Exhibit 12), and his quotation is transmitted by circular letter (Exhibit 13) to the would-be seller. The terms being satisfactory, the cocoons are duly shipped, and upon their receipt their weight and value are reported to this office by the director of the filature. (See Exhibit 14 for form). This report is referred to the correspondence clerk, who fills out suitable bill blanks (Exhibit 15), in duplicate, and forwards them to the seller with a formal letter of transmittal (Exhibit 16). When the bills are again received in this office, the necessity of the purchase which they cover is certified to, and they are then referred to the disbursing office for subsequent action. If the Department should not at the time be purchasing cocoons the person offering them is so informed (Exhibit 17).

In 1885 silk-worm eggs were purchased of American raisers, and certain forms (Exhibits 18, 19, 20, and 21) analogous to those used in purchase of cocoons were sent.

It has, too, been found convenient to issue certain special circulars to meet certain peculiar conditions, such as an inability to supply manuals of instruction (Exhibits 22 and 23), or a cessation of the distribution (Exhibit 24) or purchase (Exhibit 25) of silk-worm eggs.

SECTION OF ECONOMIC ORNITHOLOGY.

The work of this division touches intimately on various other branches of zoology, but on none more than on ornithology. Few injurious insects can be well and fully considered without reference to their liability to be devoured by various natural ene-

mies, and especially birds. The interrelation between birds and insects is a theme which necessarily interests any one who fully appreciates all the bearings of applied entomology.

In the spring of 1885, Congress added \$5,000 to the appropriation of the division, for the promotion of economic ornithology, and charged the entomologist with carrying on the work. A distinct section was established and work was begun by the appointment of a special agent in charge, with an assistant and a clerk.

Early in June, 1885, a circular was prepared setting forth the objects of the investigation, and asking information concerning the food-habits of certain well-known birds which were supposed to be beneficial or injurious to the farmer. About 2,000 copies of this circular were distributed to farmers and ornithologists throughout the country, and a large number of replies were received. During the winter two additional circulars, accompanied with three schedules were prepared, which related to the migration and geographical distribution of North American birds. These were sent to the keepers of light-houses along the coasts and lakes and to the regular observers of the American Ornithologists' Union.

Special attention was given during the year to the English sparrow question, and a large amount of information has been collected. The ravages of birds in the rice fields of the South was another matter which early received attention, and an agent was sent on an extended tour through the rice-growing districts, giving particular attention to those of Georgia and Louisiana. The formation of a collection of the stomachs, crops, and gizzards of birds was early undertaken, and has been continued to the present time.

In 1886 a special division of economic ornithology and mammalogy was created by Congress, and its organization and methods of conducting business since that time will appear elsewhere; it has been arranged, however, that the entomological division should take charge of the question of food-habits so far as they relate to insects, and in this direction a number of stomach contents have been turned over by the ornithologist and have already been studied and work will continue.

7837.

BOX 144, SAN MARCOS, HAYS COUNTY, TEX.

SIR: I am not sure, but suppose you are the person to whom I am to apply for silk-worm eggs. If not too late for this year's distribution, I should feel deeply obliged by your sending me a few as I have long wished to test their success in Texas. The climate and circumstances seem to me particularly adapted to silk culture. Our mulberries are coming into leaf; we can also obtain the bois d'arc if more suitable. I should like very much to obtain some small paper on the subject of feeding the worms; whether to put them on the trees and gather the cocoons, or gather the leaves and feed the worms in the house.

Your obedient servant,

(Signed) LUCY WILSON.

C. V. RILEY, Esq.,
Entomologist.

[Indorsement on envelope:]

1887.]

[No. 7837.]

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY (SILK-CULTURE).From Lucy Wilson,
*Box 144, San Marcos,
Hays County, Tex.*Date ———, ———, 188—.
Received, April 7, 1887

SUMMARY OF CONTENTS.

Application for silk-worm eggs, and manual of instructions on silk-culture, etc.

ANSWERED.

April 7, 1887, by circular No. 1.
April 7, 1887, by circular No. 12.

REMARKS.

Wilson, M. Lucy,
Box 144,
(P. O.) San Marcos,
Hays County,
State, Texas.

Communications received.	Communications sent.			
	Record.	Page.	Record.	Page.
7837				

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY (SILK-CULTURE).
Washington, D. C., _____, 1886.

The following applications for _____ are respectfully referred to the chief clerk.

PHILIP WALKER,
Special Agent.

U. S. DEPARTMENT OF AGRICULTURE.
Washington, D. C., _____, 188-.

_____:

In conformity with your request I have to-day caused to be mailed to you a copy of the pamphlet on "The Mulberry Silk-worm," by Prof. C. V. Riley, United States Entomologist.

Yours, respectfully,

NORMAN J. COLMAN,
Commissioner of Agriculture.

U. S. DEPARTMENT OF AGRICULTURE,
Washington, D. C., _____, 188-.

_____:

In reply to your letter asking for silk-worm eggs, I beg to inclose a blank upon which you should make out a formal application. If, on the receipt of this, properly filled out, I find that you prefer to winter your own eggs I will have them sent to you during the month of December. If, on the contrary, you wish to have them kept in Washington, I will have them carefully hibernated, sending them to you in the spring when you inform me that the foliage in your neighborhood is ready to furnish food for the worms. I send you a card upon which you may give me this information. It should be dated and signed by you before mailing.

Yours respectfully,

NORMAN J. COLMAN,
Commissioner.

Issue number, _____.
Application number, _____.

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY.

APPLICATION FOR SILK-WORM EGGS.

Name of applicant, _____ (if female, state if Miss or Mrs.); street or P. O. box, if necessary, _____; post-office, _____, _____ County, State, _____.

(Write the name and address very legibly, and if you have them in print, please inclose them.)

(Please fill out the following blank to indicate the kind of silk-worm food that you propose to use and the quantity that you have at your disposal.)

MULBERRY (number and size or age of trees).

White (*Morus alba*), _____
Japonica, _____
rosea, _____
multicaulis, _____
Morettiana, _____

Black (*Morus nigra*), _____
 Russian (*M. tartarica*), _____

(The paper mulberry (*Broussonetia papyrifera*) is not suitable for silk-worm food.)
 Osage orange. State length of hedge, _____

Do you wish to keep your own eggs during the winter? If you have no preferences, it is considered better for applicants east of the Rocky Mountains to have the eggs wintered here, where a hibernating box of special construction has been prepared for that purpose. They can be sent out in the spring when the foliage is in condition to furnish food for the worms. Answer.

How many seasons' experience have you had in silk culture? _____

If you have not already done so, will you please report to the Department, on the other side of this sheet, on the details of that experience.

APPLICANT'S REPORT OF EXPERIENCE IN SILK-CULTURE.

(Written on margin of blank :)
 Do not write beyond this line.

U. S. DEPARTMENT OF AGRICULTURE,
 Washington, D. C., _____, 188-.

_____ :
 Your formal application for silk-worm eggs has been received and I have to-day caused to be sent to you 1 ounce of eggs of a yellow annual race. This is the only race that will be distributed by the Department this season, and it will not be advisable to mix it with races obtained from any other source. These sent you are of the variety called _____. These eggs have been carefully produced and submitted to the Pasteur system of selection, which insures their freedom from pebrine. You will confer a favor by submitting a report at the end of the season as to your experience, stating especially the proportion of the eggs that hatch, the kind of food used, and the product (in pounds avoirdupois) of fresh cocoons. The cocoons should be weighed as soon as the floss has been removed, for they lose rapidly in weight from the evaporation of the water which they contain, and the result obtained after partial drying would be misleading.

Directions for the care of eggs and of the worms after hatching will be found in the pamphlet on "The Mulberry Silk Worm" by Prof. C. V. Riley, U. S. Entomologist, which may be had upon application to this department.

Very respectfully,

NORMAN J. COLMAN,
 Commissioner of Agriculture.

U. S. DEPARTMENT OF AGRICULTURE.

By a recently enacted law I am instructed to conduct "at some point in the District of Columbia, experiments with automatic machinery for reeling silk from the cocoon." To enable me to prosecute these experiments I shall purchase a few thousand pounds of dry cocoons upon the following conditions:

No samples should be sent in before September 1, 1886, and no cocoons will be purchased before October 1.

The highest price that will be paid will not exceed \$1.15 per pound, and this will be given for such cocoons only as will produce 1 pound of silk from 4 pounds of raw material. For inferior cocoons such prices will be paid as their quality will justify, and it must be remembered that very poor cocoons can not be reeled and are only salable as waste and as such bring excessively low prices. In the present state of the industry in this country but few raisers produce cocoons of such quality as will command the maximum price quoted.

Persons having cocoons to sell should notify this office before shipment so that they may be informed whether or not the full quantity required has been purchased.

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., _____, ____.

Permit me to acknowledge the receipt of your late communication with its accompanying samples of cocoons. In reply I beg to say that the sample has been examined and that the lot from which it is taken is estimated to be worth \$_____ per pound avoirdupois. If you conclude to ship the cocoons to this office, you will confer a favor by notifying me of the time and manner of shipment. The following quotations from the Commissioner's circular of July 9, 1886, will recall to you the conditions upon which we purchase cocoons:

"Upon receipt of a sample the shipper will be informed, approximately, of the price which will be paid for his cocoons. But as it is extremely difficult to judge of the value of the whole lot by the inspection of a small sample I can not undertake to bind myself by the estimate thus given.

"Lots of cocoons weighing not more than four pounds may be sent by mail with one of the inclosed slips attached. In shipping samples or lots of cocoons it is very important that the name and address of the shipper should be placed both inside and on the outside of each parcel or box. All freight and express charges must be prepaid by the shipper.

"No special instructions are needed as to the packing of cocoons for shipment beyond calling attention to the fact that crushing must be guarded against. No soft or foul cocoons should be placed in the case."

Yours respectfully,

Special Agent.

Remarks:

LOTS OF COCOONS.

Record of receipts for _____, 188—.

Lot No.	Name.	Sample No.	Letter No.	Weight of lot, pounds and ounces.	Price to be paid.		Dates.	
					Per pound.	Lot.	Receipts forwarded.	Bills approved.

UNITED STATES DEPARTMENT OF AGRICULTURE TO _____, DR.

188—.	For pounds cocoons, at \$.....		
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Received, at Washington, D. C., the _____ day of _____, 188—, of Norman J. Colman, Commissioner of Agriculture, _____, payment in full, having signed duplicate receipts.

(Sign here, in ink, exactly as your name is entered at the top.)

DIVISION OF ENTOMOLOGY, _____, 188—.

These cocoons were necessary to the legitimate work of this division, performed in pursuance of the act approved June 30, 1886, for "conducting, at some point in the District of Columbia, experiments with automatic machinery for reeling silk from the cocoon."

Special Agent.

[Indorsed on back:] No. ———; \$———

I certify that the articles enumerated within have been received and legitimately applied; and that the price is just and reasonable.

Approved :

Entomologist.

Commissioner of Agriculture.

SILK CULTURE.

U. S. DEPARTMENT OF AGRICULTURE,
Washington, D. C., ————.

Permit me to acknowledge the receipt of your recent communication with its accompanying shipment of cocoons. The chief of the silk division reports that the cocoons have been weighed and that their weight and value per pound are as follows:

Lot.	Weight of lot. Pounds.	Value per pound. \$	Value of lot. \$
------	---------------------------	------------------------	---------------------

I inclose herewith duplicate vouchers for your signature. As soon as they are returned to me properly signed I will have a check for the amount due mailed to you at once.

Yours, respectfully,

NORMAN J. COLMAN,
Commissioner.

U. S. DEPARTMENT OF AGRICULTURE,
Washington, D. C., ————, 188—.

_____ :

In reply to your recent letter I beg to say that I have now purchased all the cocoons which I can conveniently use before April 1, and that no more will be received for the present.

Your offer has been placed on file, and as soon as I am ready to make further purchases you will be notified.

Yours, respectfully,

NORMAN J. COLMAN,
Commissioner of Agriculture.

[Circular No. 9.]

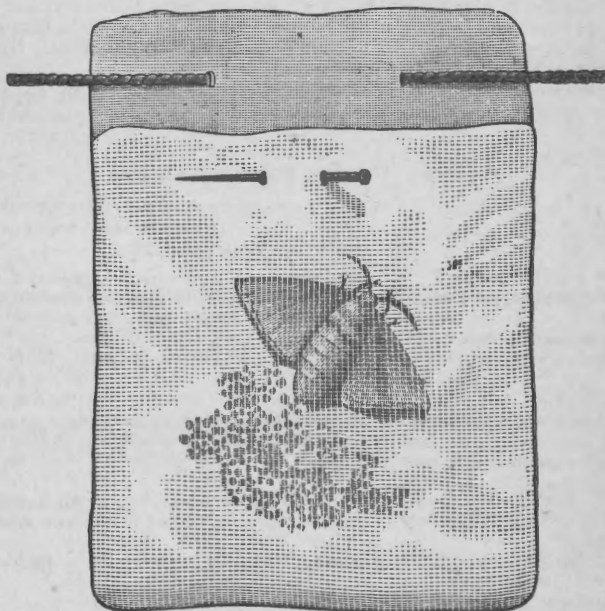
U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., May 1, 1885.

The Department of Agriculture will purchase during the coming summer such quantities of silk-worm eggs as may be deemed necessary for the distribution that it is proposed to make for the season of 1886. So far as found practicable the eggs will be purchased of American producers. There are certain precautions, however, that must be taken to insure purchase. Eggs of improved races only (preferably of the French or Italian yellow races) will be bought, and the producer should send one or two samples of pierced cocoons with the eggs. In addition to this the producer must conform to certain rules to be hereafter explained, so that an examination may be made that will serve to show the degree of purity of the eggs. No silk culturist should use his crop for the production of eggs unless the worms have shown, until they began the spinning of their cocoons, every sign of perfect, robust health. Any indication of the disease called *flacherie*, from which the worms so often die after the fourth molt and turn black from putrefaction, or of any other disease from which silk-worms suffer, should be considered as ample reason for not using the cocoons for the purpose in question. They should, on the other hand, be sold for the filature. If the worms have all the indications of health until the spinning period, then the cocoons may be used for the production of eggs. The following brief instructions will prove of service to those who wish to secure sound eggs:

For each ounce of eggs to be produced, about three-quarters of a pound of fresh cocoons from the finest and firmest in the lot should be chosen. These should be

strung in sets upon a thread, care being taken not to pierce the chrysalis, and the strings hung in a cool, darkened room. The moths generally emerge from the cocoons early in the morning and will be seen crawling about over these, the males being noticeable by their smaller abdomens, more robust antennæ, and by their greater activity. The moths should be placed, regardless of sex, on a table, where they will soon find their mates and couple. As soon as formed the couples should be removed to another table that they may not be disturbed by the flutterings of the single moths.

There should be prepared for each ounce of eggs to be produced about 100 small



bags of fine muslin, made in the following manner: Cut the cloth in pieces 3 by 6 inches; then fold one end over so as to leave a single edge of about three-quarters of an inch, as shown in the accompanying cut. This should be sewn up into a bag with the upper end open and then turned inside out, so that the seams will cause the sides to bulge. Thus completed, they are called "cells." The cells should be strung on a cord stretched across the room.

The moths couple as a rule about 8 o'clock in the morning. About 4 in the afternoon they should be separated by taking them by the wings and drawing them gently apart. Each female should now be placed by herself in a cell, which is then closed by a pin as shown in the figure. Here she will lay her eggs and in due time die. The males may, as a rule, be thrown away, but it is wise to keep a few of the more active ones in case there should be a superabundance of females the following day.

When the females have finished laying their eggs, which operation occupies about thirty-six hours, they are ready to be shipped to this office. The cells, with their inclosed moths and eggs, should be placed in a strong box of wood or tin, being packed in such a manner that they will not be crushed, and mailed to the entomologist at this Department. By using the inclosed return penalty slip payment of postage may be avoided. The name of the sender should be placed in each box. The moths, as soon as received, will be examined microscopically, and the eggs of those which are found to be free from disease will be weighed and paid for at the rate of \$2.50 per ounce of 25 grams (about six-sevenths of an ounce avoirdupois). Silk culturists are advised not to attempt the production of eggs unless they are adepts at the industry and have had at least one season's experience. We would advise each person desiring to sell to send a sample first with a statement of the quantity offered.

C. V. RILEY,
Entomologist.

(Circular No. 14.)

DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., ———, 1885.

I have to-day received from you ——— silk-worm moths accompanied by the eggs which they have laid, put up in conformity with my circular No. 9. Of this number the eggs of ——— moths appear to be unimpregnated and therefore worthless. The remaining ——— moths will be critically examined and the eggs of those found to be unaffected with disease will be purchased at the rate indicated in circular No. 9 (\$2.50 per ounce). As this examination must be made in connection with that of the stock of other persons, it may be some little time before you will again hear from me.

Yours, respectfully,

C. V. RILEY,
Entomologist.

(Circular No. 15.)

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., ———, 188—.

Confirming my circular letter No. 14, I now beg to inform you that after examination, I find that, of the lot of ——— moths, with apparently pure eggs acknowledged in that circular, ——— have been found to be free from disease. There are ——— ounces of sound eggs from these moths, which, at the price offered (\$2.50 per ounce), are worth \$———. I inclose herewith two receipts, which should be signed by you in ink, on the dotted line at the bottom, in the same manner as your name is filled in at the top. You should then remail them in the inclosed envelope. As soon as these receipts shall have been received by me, the disbursing officer of the Department will remit to you the amount due on the eggs.

Yours, respectfully,

C. V. RILEY,
Entomologist.

DEPARTMENT OF AGRICULTURE.

To ———, Dr.

1885.		
.....	For ——— ounces of silk-worm eggs, at \$2.50 per ounce.....	\$.....

Received at Washington, D. C., the ——— day of ———, 1885, of Norman J. Colman, Commissioner of Agriculture, ——— payment in full, having signed duplicate receipts.

(Sign here, in ink, exactly as your name is entered at the top.)

No. ———, \$———.

I certify that the articles enumerated within have been received and legitimately applied, and that the price is just and reasonable.

—————,
Entomologist.

Approved:

—————,
Commissioner of Agriculture.

SILK CULTURE.

(Circular No. 13.)

DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., ———, 188—.

I have to-day received your request for a copy of my manual on the silk-worm, which is published as Special Report No. 11, of this Department. I regret to say that this cannot be sent at once, as the fifth edition has been exhausted. I am, however,

preparing a sixth and enlarged edition, of which I will send you a copy as soon as it is published.

Yours, respectfully,

C. V. RILEY,
Entomologist.

(Circular No. 19.)

DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., _____, 188—.

Referring to a circular letter from this office, under date of _____, 1885, informing you that as soon as issued I would send you a copy of the sixth edition of Special Report No. 11, I now beg to say that it has been found impossible, owing to the pressure of work in the office, to prepare this revised edition, with the care which it requires, in time for distribution this summer, and I have therefore had the last edition reprinted. Of this reprint I now send you a copy that you may not be required to wait longer for the information that you seek.

Yours, respectfully,

C. V. RILEY,
Entomologist.

(Circular No. 17.)

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., _____, 1886.

Permit me to acknowledge the receipt of your letter applying for silk-worm eggs, and to inform you that there will be no more distributed until the coming winter. Before that time I will have sent to you proper blanks to enable you to make a formal application.

Yours, respectfully,

C. V. RILEY,
Entomologist.

[Circular No. 21.]

DEPARTMENT OF AGRICULTURE,
DIVISION OF ENTOMOLOGY,
Washington, D. C., _____, 188—.

In reply to your inquiry of _____, permit me to say that I have purchased, or made agreements to purchase, all the silk-worm eggs that I shall require for the distribution of 1886.

Yours, respectfully,

C. V. RILEY,
Entomologist.

Issue No. _____.

_____, 1887.

DEAR SIR: As the foliage in this neighborhood is now sufficiently advanced to begin the feeding of silk-worms, you will confer a favor by sending me my eggs as soon as possible.

Yours, respectfully,

[Indorsed.]

RETURN PENALTY CARD.

U. S. DEPARTMENT OF AGRICULTURE.
OFFICIAL BUSINESS.

This card may only be used in reply to official communications. The address must not be changed.

ANY PERSON using this card to avoid the payment of postage on private matter of any kind will be subject to a fine of THREE HUNDRED DOLLARS.

To Hon. NORMAN J. COLMAN,

U. S. Commissioner of Agriculture,
Washington, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF CHEMISTRY.

In addition to the account of the work which follows, I will say, that from the 1st of January, 1884, to November 5, 1885, two helpers were employed in this division to assist the chemists in the preparation of apparatus, etc., necessary for their work. From July 2, 1886, to March 1, 1887, the work of the division had so increased that three such helpers were necessary.

From January 1, 1884, to March 1, 1887, there was employed in this division one clerk, who has had charge of all the correspondence of the division, the copying of all reports and bulletins preparatory to sending them to the Public Printing Office, and the care of all letters and documents and other clerical business belonging to the general work of the division.

During the time mentioned about half the force of the division has been employed in the investigations in the manufacture of sugar. At certain seasons of the year—namely, from the 1st of September to the 1st of January—the whole of the force of the division has been employed in this work.

The results of this work have been published as Bulletins Nos. 2, 3, 5, 6, 8, 11, and 14.

The average number of chemists employed in the division from January 1, 1884, to December 31, 1884, was 9.4 and 1 clerk.

The character of the work pending on the 1st of January, 1884, will be sufficiently indicated by the detailed statements herewith transmitted.

The minimum and maximum amount of business attended to by each one of the chemists employed in the division is fully set forth in the inclosed statement. The number of days devoted to the business of the Department by the division of chemistry is also set forth in the same document. In no case has the work of any one of the employes been performed by a proxy, nor has any one of them had more leave than that allowed under the law.

A statement of the method of transacting business in the division would require a full description of all the analytical operations carried on by the chemists. It does not seem possible in this connection to furnish such a treatise on analytical chemistry, and I do not suppose it is really desired.

On January 1, 1884, the division was engaged in an investigation of the composition and physical properties of American wheat and corn, the results of which appeared as Bulletin No. 4 of the division. The investigations involved a large number of analytical determinations, which consumed nearly the entire year for one chemist.

In addition, during the year 1884 the subject of corn ensilage as food for cattle was investigated, the results appearing in the Annual Report of the Department for 1884.

Numerous ores, marls, milks, waters, ochers, ciders, drugs, also were analyzed, and much other work of a miscellaneous character.

During the sugar season the work involved several months' time; also the preparation of the necessary reagents and apparatus, calculating and tabulating results, looking up references, writing out reports, proof-reading, purchasing samples, weighing precipitates, all of which consumed more or less time, which it would be difficult to tabulate.

During this year the following routine work was entered upon:

	No.		No.
Butter:		Milk:	
Specific gravity.....	61	Specific gravity.....	220
Salt.....	47	Specific gravity of the whey.....	91
Caseine.....	10	Ash.....	68
(Microscopic tests of all the samples analyzed; tabulating results and reading proof of report.)		Soils: Complete analyses, done mostly in duplicate, and some determinations in triplicate.....	32
Cereals:		(The work began in July and was not finished till August, 1885.)	
Phosphoric acid, including a similar number of determinations of ash.....	673	Sugar-beets:	
Crude fiber.....	219	Specific gravity.....	20

Of the miscellaneous work received during the year such determinations were made on the different samples as the nature of the case demanded, and the results obtained were sent by letter to the interested parties. The following number and variety of samples were reported and passed through the division:

Waters.....	13
Lots of minerals.....	69
Marls.....	19
Fertilizers.....	7
Flue dust.....	1

During the year the division also made the following analyses :

	No. samples examined.	No. determinations made.
Experiments with lime sucrates	36	36
Comparison of methods for estimation of lactose in milk and analysis of samples	108	264
Analyses of maple sugars and sirups	40	265
Analyses of butters, and investigation of methods of analysis	35	341
Analyses of sorghum-cane juices	104	293
Analyses of beet juices	67	70
Analyses of cane juices, sirups, sugars, and canes at Magnolia Station, La ..	377	754

The division also published a report on the experiments in the manufacture of sugar at Magnolia Station, Lawrence, La., incorporated in Bulletin No. 5.

This report is as accurate as possible, and shows all the work of which a record has been kept. It is impossible to state the amount of time expended in tabulating results and reading proof of reports.

The following samples were analyzed and determinations made :

	No.		No.
Analysis of sugar	6	Glucose and sucrose in sugar beets, grape juice, and fermentation experiments	70
Analysis of milk	25	Moisture in sirups	86
Cream determinations	114	Water and ash in miscellaneous samples ..	178
Experiments with caseine, etc	144	Soils, nitrogen	73
Analysis of silver ore	1	Rye, albuminoids	61
Analysis of tin	1	Maple sugar, albuminoids	22
Analysis of fertilizers, complete	2	Fertilizer, nitrogen and ammonia	84
Examination of compound marl analysis ..	1	Flour, albuminoids	34
Copper ore	2	Corn, albuminoids	12
Examination of phosphoric acid	26	Honey, albuminoids	43
Potash experiments	30	Koumiss, albuminoids	20
Nitrogen combustions	2	Beets, albuminoids	76
Moisture determinations	2	Oats, albuminoids	310
Preparing for Louisiana work:		Ensilage, albuminoids	3
Samples of milk, total solids, ash, fat ..	108	Asphalt, nitrogen and ammonia	6
Analysis of wheat, fat, crude fiber	407	Milk, albuminoids	93
Analysis of corn, fat, crude fiber	89	Wheat, albuminoids	81
Analysis of flour and mill products, fat and crude fiber	97	Barley, albuminoids	90
Complete analysis of wheat germs	1	Ship stuff, albuminoids	1
Complete analysis of ensilage	16	Blood, nitrogen	2
Bat guano	5	Sugar-cane, albuminoids	191
Muck	3	Peat and cider, albuminoids	2
Sample of root	1	Maple sap, albuminoids	73
Sample of bark	1	Sorghum, albuminoids	133
Marl	4	Whisky, albuminoids	16
Fertilizer	3	Corn, fodder, amides	2
Guano	4	Beets, albuminoids	19
Asphalt	2	Clover and liuseed cake, albuminoids ..	3
Glucose in sorghum juices and produce ..	274	Moisture, ash, and gluten in the samples of rye, wheat, barley, and oats	
Glucose in sugar, molasses, and masse cuites from Louisiana	128		

The average number of chemists employed in this division from January 1, 1885, to December 31, 1885, was 9.3 and one clerk.

During the year 1885 the work done by this division included the following analyses:

	No.		No.
Soils: The work was continued from last year and published in Special Bulletin No. 10 of this division.		Lactose in milks	369
Samples of birch oil received from the State Department, and the report was published in their consular report on leather manufacture.....	2	Phosphoric acid, lime, etc., in fertilizers..	49
Complete analyses of samples of ores from the State of Louisiana.....	12	Honey, total solids, ash	43
Honey, determinations of specific gravity	10	Samples of koumiss, fat, moisture, ash.....	8
Water, samples analyzed.....	11	Carbonic acid determinations in soils.....	20
Limestones, complete analyses.....	2	Samples of milk, fat, moisture, and ash.....	13
Teas, determinations.....	16	Samples of fertilizers.....	14
Miscellaneous minerals analyzed.....	46	Samples of muck.....	3
Marls.....	13	Samples of marl.....	8
Waters.....	15	Samples of limestone.....	4
Butters.....	3	Samples of clay.....	2
Fertilizers.....	7	Analyses of fertilizers for Association of Official Agricultural Chemists:	
Jamaica sugar-cane analyzed at New Orleans.....	204	Fertilizers and pure salts, nitrogen and ammonia	109
Sugars and sirups analyzed at New Orleans.	187	Watermelon, albuminoids.....	16
Potash determinations for the Association of Official Agricultural Chemists.....	63	Soil, nitrogen and ammonia.....	5
Analyses of watermelons, cantaloups, etc.	208	Apples, albuminoids.....	47
Analyses of apples and dried apples.....	224	Sorghum, albuminoids.....	36
Analyses of sugar beets.....	432	Honey, albuminoids.....	133
Honey analyses.....	32	Sugar-cane, -albuminoids.....	35
Dextrine experiments.....	50	Butter, albuminoids.....	93
Koumiss analyses.....	10	Blood, ship stuff, etc., albuminoids.....	16
Sugar analyses.....	27	Cactus, albuminoids.....	10
Do.....	35	Wheat and flour, albuminoids.....	55
Ash determinations.....	102	Barley, albuminoids.....	12
1 sample of "rex magnus".....	1	Wheat and barley, weight per bushel.....	21
1 complete fertilizer.....	1	Barley, weight per 100 grams.....	12
1 water analysis.....	1	Barley, mealy.....	84
Kjeldahl experiments.....	28	Milk, albuminoids.....	205
Potash experiments.....	16	Milk, ash.....	35
Moisture determinations.....	6	Mustards, albuminoids.....	11
Sodium determinations.....	1	Black pepper, albuminoids.....	12
1 complete soapstone.....	1	Red pepper, albuminoids.....	3
Moisture and honey.....	63	White pepper, albuminoids.....	6
Ash in same.....	90	Cinnamon, albuminoids.....	14
Glucose in same.....	11	Ginger, albuminoids.....	7
Lactose in milk.....	4	Cloves, albuminoids.....	6
Moisture in sugars from New York custom-house.....	57	Mace, albuminoids.....	4
Moisture in koumiss.....	30	Nutmeg, albuminoids.....	4
Experiments to determine effect of bisulphite of lime on maple saps.....	10	Allspice, albuminoids.....	8
Sucrose in maple saps.....	14	Spices, ash.....	26
Moisture and ash in maple saps.....	65	Spices, moisture.....	26
Ash in maple saps.....	88	Wheat, gluten.....	36
Sugar in same.....	7	Miscellaneous, crude fiber.....	29
Limestones.....	16	Cotton-seed meal and soil, ash.....	22
Analyses of oatmeal and oat brand.....	21	Soil and scum, moisture.....	3
Total solids in mineral constituents in samples of water.....	18	Scum, phosphoric acid.....	4
Water and ash in melons and apples.....	341	Cereals, ash.....	69
Bases and acids in ash of the above.....	128	Cereals, moisture.....	69
Water and ash in California honey.....	126	Sucrose in sugar beets before and after inversion.....	20
Moisture in butter, lard, tallow, and imitation butter.....	124	Moisture and ash in sugar beets.....	60
		Phosphoric acid and magnesia.....	4
		Moisture in honey.....	63
		Ash in honey.....	90
		Glucose in honey.....	11
		Lactose in milk.....	4
		Moisture in sugar.....	

The average number of chemists employed in this division from January 1, 1886, to December 31, 1886, was nine and one clerk.

The following tables will explain the amount of work accomplished by this division for the year 1886:

	No.		No.
Butter:		Sample of fire-clay	1
Determinations of specific gravity	111	Complete analysis of peat moss	1
Determinations of salt	106	Moisture in butter, lard, tallow, and im- itation of butters	124
(Microscopic examination of all samples analyzed; slides prepared for photographic experiments in making microscopic tests with pure butter with addition of definite quantities of oleo fat and neutral lard.)		Lactose in milk	369
Sugar, determinations of limestone and press cake	203	Phosphoric acid, potash, and lime in fer- tilizers	49
Water, complete analyses	2	Analysis of samples of honey	296
Fertilizers, determinations	137	Analysis of samples of butter	259
Potash, determinations	15	Analysis of honey	136
Grain:		Analysis of sirups and sugars	26
Determinations of crude fiber	5	Analysis of sugar juices and sirups from Fort Scott experiments	958
Determinations of moisture and ash	6	Analysis of commercial fertilizers for the Association of Official Agricultural Chem- ists	24
Lots of mineral water examined and re- ported on	50	Miscellaneous	42
Complete analyses of waters	25	Curd determinations	55
Determinations of aluminum ores	9	Sugar analyses	32
Determinations of wall-paper	5	Fiber determination of Louisiana sugar- cane	10
Samples of baking-powders examined	5	Total solids in milk	84
Samples of spices	2	Kjeldahl experiments	116
Samples of whisksys	2	Schälchen	175
Samples of marls	3		

In February Bulletin No. 11, being the second report of the experiments in the manufacture of sugar at Magnolia Station, Lawrence, La., was published.

	No.		No.
Meats, complete analyses	11	Tannin work on teas and spices	104
Analyses of apples, specific gravity, total solids; ash, moisture, malic acid	23	Fertilizers, soils and salts, nitrogen and am- monia	143
Samples of musk-melon, specific gravity of juice	26	Cerealine, albuminoids	14
Samples of water-melon, specific gravity of juice	56	Press cakes, albuminoids	21
Samples of limestone	10	Wheat, albuminoids	56
Analyses of butter and oleomargarine	55	Barley, albuminoids	2
(Analyses of fertilizers for Association of Official Agricultural Chemists:)		Sorghum and sugar-cane, albuminoids	156
Analyses of spices, volatile oil, fixed oil	217	Castor pomace, amides	11
Alcoholic extracts of pepper	15	Kafir corn, albuminoids	2
Analyses of opium	1	Black pepper, albuminoids	9
Analyses of opuntia	9	White pepper, albuminoids	2
Samples of birch oil	2	Red pepper and mace, albuminoids	4
Water, ash, glucose, sucrose, specific grav- ity	68	Mustard, albuminoids	8
Water and ash in milk and creams	322	Ginger, albuminoids	14
Volatile matter in spices	116	Cassia buds, albuminoids	5
Water and ash in honey	76	Casava and olive-oil stone, albuminoids	3
Sugar, ash, total solids in nerve food	6	Cinnamon and allspice, albuminoids	4
Potash, committee samples, Association of Official Agricultural Chemists	30	Rice husks and liatris root, albuminoids	4
Potash in fertilizers	3	Wheat, weight per bushel	129
Water, glucose, sucrose in press cakes	76	Fertilizers, phosphoric acid	31
Glucose and sucrose in cane from Louisi- ana	93	Soils, moisture	3
		Sucrose in juices and sirups of Louisiana cane	156
		Sucrose in masse cuites	81
		Ash and moisture in sirups	54
		Sugar and beer	22
		Sugar and beer by Fehling's solution	22

The average number of chemists employed in this division from January 1, 1887, to March 1, 1887, is 3.3 and one clerk.

The work of the division for this time is set forth in the following statement:

The work pending on the 1st of March, 1887, consisted of various investigations of the adulteration of foods and condiments.

These investigations pertain to the examination of dairy products, spices, and condiments of all kinds, native wines, beers, ciders, and canned fruits, baking-powders, eas, coffees, and chocolates, flour and meal, sugars, molasses, and candies, and vari-

ous other articles; the results of these investigations being published in Bulletin No. 13, parts 1 and 11; several other parts of the same bulletin, treating of the above subjects, are now in course of preparation.

The amount of work accomplished up to April, 1887, is as follows:

	No.		No.
Analyses of malt liquors	252	Beer, albuminoids	34
Analyses of ciders.....	78	Beer, carbonic acid	27
Analyses of butters for the Treasury Department	10	Cider, ash	12
Analyses of opium for Treasury Department	4	Cider, solids	12
Fiber work on Cuban sugar-cane		Cider, lactic acids	12
Moisture, ash in teas	138	Cider, albuminoids	12
Soluble and insoluble tea leaf.....	12	Cider, carbonic acid	5
Effect of permanganate of potash on tea ..	157	Sugar in beer by polariscope.....	58
Opium, moisture	4	Sugar in beer by Fehling solution	58
Beer, ash	34	Sugar and glucose in Louisiana cane.....	22
Beer, solids	34	Moisture in spices	58
Beer, nitric acid	34	Ashes in spices	58
Beer, acetic acid	34	Starch in spices	23
Beer, phosphoric acid	34	Do	72
		Sugar and glucose in Cuban cane.....	12
		Starch in spices.....	24

During this year Bulletin No. 15, being the third report of the experiments in the manufacture of sugar at Magnolia Station, Lawrence, La., was prepared and published.

During all this time a large amount of the apparatus now on hand was devised and constructed by the division.

The constant attention of two and three helpers has been necessary to prepare the numerous samples for analysis and reduce them from the crude form as received by the division to such a state as to represent an average samples of their total bulk.

The above partially illustrates the method employed in the routine work of the division of chemistry. But there has been conducted by the division for several years extensive experiments in the matter of the manufacture of sugar from sorghum. Latterly these experiments have been confined to a process known as the diffusion process and the experiments extended to the sugar-cane as well as to the sorghum cane. It would be impossible to account for or describe in detail the vast amount of labor and time which must always be expended in an experiment of this magnitude. I beg to include herewith, as an example, some of the recent experiences in this line.

In 1884 an attempt was made to build a diffusion battery to be operated at Ottawa, Kans. The appropriation for this purpose did not become available until July 1, and although every effort was made to complete the machinery, it was not finished in time to be sent to Kansas before the close of the season. The misfortune of this delay could not be helped, any more than its far-reaching results could be anticipated and provided for.

In the spring of 1885 my immediate predecessor made a contract with the Pusey and Jones Company, of Wilmington, Del., to build a diffusion battery for use in Louisiana. A cell of this battery was exactly like those built for Ottawa. During the summer of 1885 the present Commissioner put forth every exertion in his power to complete the batteries both for Kansas and Louisiana, and the battery at Ottawa was put into condition for a preliminary trial just as the season closed. It was worked long enough, however, to show that diffusion was a success, 95 pounds of first sugar having been made per ton of sorghum cane. The opening at the bottom of the battery, however, was so small that it was found extremely difficult to remove the exhausted chips. So great was this difficulty that it was often half an hour from the time of commencing to discharge a cell until it was finished. That mechanical obstacles should be met with in a new process and with new machinery must be expected, and indeed it would be phenomenal to meet with success at the start. Since the battery which was in course of erection in Louisiana had the same kind of cells it was at once seen that it would be useless to attempt to carry out the experiments to a successful issue, and that any further expenditure of money under the same conditions would be without good result. The work of erecting the machinery was, therefore, discontinued, and the battery condemned and sold.

It was to overcome this mechanical difficulty that the Department decided to build a new style of battery, and this new form of apparatus has been completely successful.

It is proper to state that the first batteries built were modeled after the old style of beet-sugar batteries, and this is the reason of their failure. No one at that time knew how a cane battery should be built, and the contractors were left free to follow

any model that promised to be successful; but, as I have shown, as soon as the difficulties to be encountered were disclosed, the Department at once succeeded in overcoming them. And while the experiment has been expensive, yet the results attained with the perfected apparatus means so much to this country that even an expenditure of many hundred times the amount appropriated would still be insignificant when compared with what appears will be the final and gratifying result.

The methods employed in selecting the manufacturers of this last-named machinery will illustrate the general practice of the Department in similar cases, and are given herewith.

After due advertisement in the newspaper press the bids were opened by me, and were found to be as follows:

Sangerhauser Company, Sangerhausen, Germany.....	\$7, 147. 25
The Colwell Iron Company, New York, N. Y.....	12, 753. 00
The Pusey & Jones Company, Wilmington, Del.....	15, 000. 00
Rudolph Giebertmann, New Orleans, La.....	22, 700. 00

The lowest bid, from an American firm, was accepted and the work proceeded with.

In addition to the perplexities which the above but faintly outlines, there were additional considerations of a delicate character. How to secure to the Government the best return for its money, and how to select the sites for the experiments so as to avoid local jealousies and properly adjust individual aspirations free from any charge of favoritism, were questions to which I gave much thought. Happily two stations were found, one in Kansas and one in New Jersey, which were suited to the work. In Louisiana, however, the conditions were different and the situation more complicated. For the former experiments a plantation had been selected by my predecessor, who, without doubt, had good reasons therefor; but I determined to ask aid, in making up my decision, of the Louisiana Sugar Planters' Association, an organization thoroughly representative in character, and one whose action must be acceptable to all concerned. In response to my request this association interested itself in the matter, and I beg to append a certified copy of the minutes of the association, which explain themselves.

Mr. John Dymond, chairman of the committee on location of the diffusion or sugar experiment station, reported as follows:

"Whereas the Government of the United States has determined to test the practical effect of diffusion upon the sugar manufacturing interests of the country, and Hon. Norman J. Colman, Commissioner of Agriculture, accompanied by Chief Chemist Dr. H. W. Wiley, having come to Louisiana to arrange for a competitive test with the methods now in use in our State, and Commissioner Colman having requested the aid of the Sugar Planters' Association to select a locality for making the test, the association appointed the undersigned a committee for that purpose. We have, therefore, inquired into and examined all the places available under the conditions required by the Department of Agriculture.

"One of the principal considerations that has guided the committee in making the selection has been to choose that locality which has furnished the most favorable results under the old system, in order that the tests should be as severe, as thorough, as complete, and as decisive as possible. We have examined the various places seemingly available on the Mississippi River, and having carefully inquired concerning those in the Teche or Attakapas country, and after careful examination and thorough consideration, have determined to recommend Gov. H. C. Warmoth's Magnolia Plantation, in the parish of Plaquemines, as the most suitable locality, from the fact that it would afford the severest competitive test of any place in the State, as the yield on this plantation during several years has been greater per ton of cane ground than on any other place brought under our observation.

"MARCH 16, 1887.

"JOHN DYMOND, Chairman.

"D. F. KENNER.

"HENRY MCCALL.

"T. S. WILKINSON.

"L. C. KEEVER.

"W. B. SCHMIDT.

"J. C. MORRIS.

"W. C. STUBBS.

"Dr. William E. Birchell moved that the report be received and confirmed; which motion was unanimously carried.

"A correct copy from the minutes.

"J. Y. GILMORE, Secretary."

"D. F. KENNER, President,

I will only add that the selection of the plantation referred to was determined upon, and the experiments will be conducted there.

Difficulties attending the collection of the information desired by you in such work as belongs to a chemical laboratory have been very great. It is quite impossible for me, considering the character of the work done, to give an opinion as to the comparative proficiency of the various methods employed. It is also unjust to judge of the amount of work which a chemist may do, as compared with that accomplished by another, without taking into consideration the character of the work in which the two are engaged. The completion of a single analysis in a certain line of investigation often requires more time and labor on the part of the operator than would be necessary to accomplish a hundred analyses of a different kind. While it is true that among eight chemists great differences of skill and industry may be found, yet I must be permitted to say, on behalf of those who are employed in the division of chemistry, that they have been industrious, earnest, and faithful, and have accomplished all that could be reasonably expected of them.

DIVISION OF BOTANY.

The form of some of the inquiries does not apply to the character of business in this division. There is but little, if any, "pending business," it being principally confined to such as can be disposed of from day to day, or within a few days at the most. The very small number of employes in this division, and the character of their work, does not admit of a detailed statement of its amount, nor of a comparison of the amount of work performed by each.

Believing that the spirit of the work will be answered by a general statement of the business and work of the division, and of the force employed during the period stated, I offer the following:

The business and work of the division consists essentially—

1st. Of investigations regarding the vegetable productions of the country, especially of such as have economic uses, of such as are the subjects of cultivation in agriculture and grazing, and of such as require consideration on account of interference with the work of the farmer and stock-grower, or of such as are obnoxious on account of hurtful properties.

2d. To conduct such correspondence as is assigned to this division, and to prepare material for publication in the annual and special reports.

3d. To care for, preserve, and improve the botanical collections and the herbarium and museum of the department.

4th. The force employed in the division from the 1st day of January, 1884, until the 1st day of July, 1886, was—

One botanist.....	\$1,800
One assistant botanist.....	1,200
One female clerk detailed for work in the division. One female clerk.....	600

5th. From the 1st of July, 1886, to the present time the force of the division has been increased through an appropriation for the investigation of the fungus diseases of plants, as follows:

One special agent.....	\$1,500
One assistant.....	1,200
One assistant.....	1,000

6th. As to time, the employes of this division have been regular in their attendance, only the usual allowance of thirty days annually for leaves of absence, together with occasional absences on account of sickness, having been allowed.

7th. As an indication of the character of the work of this division, and the manner of transacting the same, the following copies of letters of inquiry and replies thereto are hereto appended:

A correspondent from Russellville, Ark., writes: "I send you by this mail a package of what is known as the Japan clover in this locality, and generally as 'What is it' in other portions of the State. It has made its appearance in such a quiet, unobtrusive manner that it has secured a firm foot-hold in our woods, old worn and turned out fields, and along our roadsides; in fact, it may be found in full possession of our abandoned fields; horses, cattle, sheep, hogs, in fact the whole animal race eat it greedily, and such a thing as poor stock is not known where it grows. I have been scattering it by mail in localities where it is not established. The specimens I send you were dug in one of the roadways in my nursery where the ground was so hard I could not dig it with a spade and had to get a grubbing hoe. There was some there last season. I do not know the plant, nor do I know any one who does. I have seen some parties who say they have observed it for three or four years. I first observed

it two years ago while collecting the Arkansas fruit exhibit for New Orleans. I found it extending along the line of the I. M. and S. R. R. for a distance of about 100 miles, and about 125 on the Little Rock and Fort Smith. It may have extended further and probably did. Please give me its common and botanical name, and tell me what you know about where it came from, etc. We believe, at least I do, that it is or will be of incalculable value as a forage plant and in restoring our old fields. I saw a farmer cutting it for winter feed, and saw stalks of it 3½ feet long. It was the heaviest crop of grass I have seen in Arkansas.

The following answer was prepared in the division for the Commissioner's signature:

"Your letter of the 1st instant, together with the specimen of plant for identification, have been duly received and referred to the botanist of the Department, who reports that the plant is known in the Southern States as Japan clover. The botanical name is *Lespedeza striata*. It is a native of Japan, and by some means, probably through ship's ballast at Charleston, has been introduced into this country, and is now spread over all the Southern States. It is everywhere considered a valuable forage plant and should be disseminated. It is described and figured in the Agricultural Report for 1878."

The following inquiry came from Nassau, N. Y.:

"I herewith hand you some grass which came of spontaneous growth in the southern part of the State of Colorado. I am anxious to know the particulars of the same and any and all concerning its native place, also if the seed can be gotten in quantity."

The above was answered as follows:

"Your letter of the 26th ultimo, containing specimens of a grass from Colorado, has been referred to the botanist of the Department, who reports that the grass is apparently the same as is known in Colorado and the West as blue-stem, or blue-grass, or sometimes Colorado blue-grass. Botanically it is called *Agropyrum glaucum*. It is everywhere among ranchmen considered a valuable grass, next in quality to gramma or buffalo grass. It grows quite vigorously in low ground and is there frequently cut for hay. Indeed, its chief value is as a hay grass."

Yet another illustration is contained in the following letter from Esperanza Rancho, and the answer thereto returned:

"I have the honor to forward to your address a package containing some flowers, leaves, etc., of a plant that is giving stock in this county (Apache) no end of trouble and loss. It comes out in the spring at the first signs of warm weather and seems to reach its growth in a few days. The flowers are a beautiful purple and sometimes white or cream color. It grows everywhere, sometimes in clumps and often great patches of it for acres almost solid. Such places remind one very much of a field of red clover in the States.

"The plant remains green for, say, four or five weeks, when the seeds form, after which it dries up very quickly. The seeds are large and look like morning-glory seeds, being in pods or shells like the morning-glory. The plant is known to us as 'loco' or crazy-weed.

"Native cattle do not eat it at all, but imported cattle do not seem to know its properties and eat it greedily. They soon, in a week or ten days, show its effects by a great falling off in flesh, a loss of appetite, and extreme weakness. They are subject to fits of dizziness, when they will whirl around and fall down and stagger around without any apparent power to control their movements. It does not seem to affect either the bowels or kidneys, and we believe it to be a brain and nerve trouble entirely.

"The animal gradually gets weaker, and finally, in about three weeks, pegs out entirely. Horses have been known to be loosed the second and third times. This year half of the horses are laid up with it, and it is going to seriously cripple us for the yearly rounds.

"The whole country seems carpeted with the infernal purple blossoms. If you can suggest a remedy which would cure it, you would confer a most welcome blessing upon every cowman west of the Rio Grande, for the stock papers would scatter it far and wide."

Answer: "Your letter of the 20th instant, making inquiry concerning a 'loco' plant, with the accompanying specimens, has been duly received and referred to the botanist of the Department, who reports as follows:

"1st. The specimens sent are botanically called *Astragalus lentiginosus*. There are several species of this plant prevailing in different localities, but all having the same properties and effects. In Colorado and New Mexico 'loco' is *Astragalus mollissimus*; in Chihuahua, Mexico, it is *Astragalus Bigelovii*, and in southern California the species is the same as yours, viz, *A. lentiginosus*.

"2d. These plants prevail over such large areas that it is practically impossible to exterminate them. In Colorado for several years past the State has paid thousands

of dollars in premiums for the destruction of 'loco,' but without any apparent diminution of the supply.

"3d. No antidote to the effects of these plants on horses and cattle has been found. The only practical method of preventing the progress of the disease would seem to be taking up the animals on the first appearance of the disease and prevent their further access to the poisonous weeds. This method, of course, would make it necessary to provide a stock of fodder for such cases."

SECTION OF VEGETABLE PATHOLOGY.

This section was established July 1, 1886; therefore referring to earlier dates can not be considered.

The character of the business of the section is chiefly scientific, and relates to the investigations of the fungus diseases of cultivated plants, and the making of experiments to determine suitable and efficient remedies for these diseases. It is also the duty of this section to prepare for publication the results of the investigations and experiments performed, and answer by letter the queries of correspondence in its line of work. From this statement I think the impossibility of giving direct replies to the inquiries presented in your letter will appear evident.

Work of the kind indicated is very varied in its character, and methods of procedure can not be made to conform to any fixed routine, and the amount of work on hand at any one time is limited only by the ability of those employed. The whole subject is constantly before the section, and although its employes can do but one thing at a time, the accomplishment of one duty only opens a way for another, and in scientific and experimental work there is no end.

Upon the establishment of this section the force consisted of the official in charge and one lady clerk, whose regular appointment in the section was made August 1, 1886. A second clerk was assigned to duty in the section September 13, and on September 20 a scientific assistant was appointed temporarily to assist in performing experiments and in preparing reports.

The correspondence, the preparation of reports, and the general management of the business and work of the section devolves upon the officer in charge.

In the laboratory experiments are conducted in the preparation of reports or in answering the queries of correspondence. A full and minute record of all its operations and results is kept subject to call at any time. There are prepared such camera lucida sketches as will serve to illustrate the fungi under consideration. An inventory is here kept of all apparatus belonging to the laboratory, and requisitions are made for such as is needed. Information is also compiled from circulars of inquiry which have been sent out by the section. In addition to the force above referred to there are in the division, by detail, three clerks. The duties of this force are to prepare, mount, and care for specimens of fungi in the section's collection; to keep all the material readily accessible; to file, index, and care for correspondence; to keep an index by card of books and papers belonging to the section, and of both specimens of fungi and their hosts in the collection, and to make records of all additions thereto; to prepare indices of subjects and matters of interest to the section which appear in journals or other publications; to translate from the German such articles or papers as may be required for the use of the section; to act as type-writer operator, copying letters, reports, articles, and other necessary and useful matter for the section. The members of the force are all industrious, prompt, and constant in attendance, and faithful in the performance of their duties. They are constantly employed, but the character of their work precludes the keeping of a record of the amount of work accomplished each day. The labor of one day or of several days may appear very insignificant unless taken in connection with the results. In all scientific work days, and weeks even, may be spent in research that appears trifling in itself, but which, nevertheless, is necessary in the accomplishment of valuable results.

Previous to January 1, 1887, there was prepared by the section a report on the fungus diseases of the grape-vine. The diseases discussed in this report are the downy mildew, powdery mildew, black rot, anthracnose, grape-leaf blight, and grape-leaf spot, covering 136 pages of text, and illustrated by seven plates, three of which are colored. The report of the section for the annual report of the Department was also prepared. This covers 44 pages of printed matter, and is illustrated by eight plates. In the mean time material was being collected and investigations made for reports on other important plant diseases, such as the apple scab, potato rot, etc.

February 15 an order was issued for the preparation of a special report on the fungus diseases of the potato and tomato, with special reference to the rot of these vegetables. This report will embrace—

(1) A brief account of the potato rot in the United States from its first appearance,

(2) Special studies of the rot in the United States in 1885 and 1883, based upon replies to a circular of inquiry, including—

- (a) Geographical distribution, with maps.
- (b) Per cent. of loss by States (with illustrative charts), and the economic conditions connected therewith.
- (c) Relation of climate and rain-fall to the scourge.
- (d) Relative immunity of certain varieties and soils.
- (3) Full account (with plates and figures in text) of the fungi causing rot.
- (4) Such consideration of "scab" and other diseases as their importance merits.
- (5) Results that may be obtained by field experiments with remedies in 1887.

The above illustrates, in a general way, the plan of procedure in making reports on these subjects, Topic No. 3, calling for a "full account of the fungi causing rot," involves close observation and investigation with the microscope of the highest scientific character. This work is necessary in gaining knowledge of the nature and habits of these fungus pests. Before we can make an intelligent application of remedies we have to learn how the fungi came upon the infested plants, how they are propagated, what changes they pass through in their development, and how they maintain their existence from year to year, and finally all the circumstances which favor or which are unfavorable to their growth. What we have to obtain is an exact and complete knowledge of the fungi found upon cultivated plants, and with this knowledge determine how best their ravages may be prevented.

The number of letters received by this section up to March 1, 1887, not including the replies to circulars relating to grape-vine diseases (400) and potato rot (2,500), was 266, embracing queries or observations on the following subjects:

Pear blight, diseased orange-wood, black rot of the grape, apple-leaf fungi, mal-digoma of the orange, clematis disease, potato rot, coffee-leaf blight, strawberry rust, downy mildew of the grape, grape-leaf spot, black spot of rose leaves, diseased wheat, raspberry-leaf spot, potato scab, cotton rust, peach yellows, fungus diseases of the peach and cherry, disease of lettuce, diseases of egg-plant and tomato, apple-leaf rust, grape-vine diseases, smut of various grains, leaf-spot disease of bignonia, phyllosticta of the grape leaf, gooseberry blight, treatment of downy mildew and other vine diseases, anthracnose of the vine, cracking of pears, leaf diseases of pear and quince, fungi of maple and chestnut leaves, apple scab, diseased sorghum, diseased violets, corn smut, celery rust, fungus diseases of grasses, black knot, fungus on cedar, tomato rot, besides numerous purely scientific queries relating to the naming of species of fungi.

The officer in charge has also, by my direction, prepared lectures, illustrated by charts, on subjects relating to the work of the section, which he has delivered before the following-named societies: The Society for the Promotion of Agricultural Science, Buffalo meeting, August, 1886; New Jersey Horticultural Society, Trenton, New Jersey, December, 1886; Pennsylvania Horticultural Association, January, 1887; Western New York Horticultural Society, January, 1887, and the Monticello Wine and Fruit Growers' Association, Charlottesville, Va., February, 1887.

DIVISION OF STATISTICS.

(1) Amount and character of business pending in division January 1, 1884.

As the work of this division is not allowed to accumulate, but is disposed of as rapidly as it arises or is received, there was, on the 1st of January, 1884, no work pending in any of the sections beyond the regular routine work. The routine work on hand at that date was the preparation of the January and February report on Numbers and Values of Farm Animals, Progress on Cotton Marketing, Freight Rates of Transportation Companies, and other miscellaneous information. In preparing this report, there was used the results of the tabulated and extended returns from 1,716 correspondents, a statement of the agricultural statistics of Ontario condensed from the November report of the bureau of industries of the province, and returns of transportation rates from twenty-five of the leading railroads of the United States. In addition, there was given the results of an extended investigation by the statistician into the question of the aid to agriculture from other industries. The report was sent to the Public Printer on February 19, and contained 56 octavo pages. For a statement of the methods used in compiling this, as well as all other of the regular monthly reports, reference is made to the answer to question 11 in this report. The preparation of this report is given as pending January 1, because on that day it was the principal work being done in the division, but it was not work pending in the sense of unfinished or behind-hand.

With the explanation that there was no accumulation of work, the question as to the amount and nature of the work upon which was employed the clerical force of the division at that date will be seen to fall naturally under the second query, *i. e.*,

- (2) Amount and character of work received and disposed of in the division during the calendar year 1884, with amount pending and undisposed of January 1, 1885.

A statement of the work done is identical with a statement of the amount received or required of the division.

During 1884 the division issued eleven monthly reports, containing an aggregate of 603 pages. These reports contain results of investigations into the number and value of farm animals, made in January; into the acreage, condition, product, and values of the principal farm crops of 1884, made each month of the year; as well as a great variety of other miscellaneous statistical information, compiled from various sources. In the preparation of these reports 16,419 returns of correspondents were received, compiled, and the information contained therein digested and written up.

The animal report of the Department for 1884, containing 581 pages, was edited and the entire proof read in the division. In this volume the report of the statistician contains 148 pages of miscellaneous statistical information of an agricultural nature, including tables showing the acreage, product, and value, the yield per acre, value per acre, and value per unit of quantity of the principal crops of 1883, by States, in addition to a variety of other home statistics. It also contains twenty-seven diagrams, illustrating graphically facts of interest to agriculturists.

A resolution of the United States Senate, passed February 26, 1884, directed that the Commissioner of Agriculture furnish that body—

“First. The annual amount of wheat, rye, corn, and cotton produced in this country during the five years preceding 1882; the amount used at home as food, fodder, seed, and other purposes; the amount exported abroad, with the surplus, if any, at the end of the said crop years, each, respectively.

“Second. The amount produced in the crop year 1882; the amount and uses to which they were applied at home; the amount exported abroad, with the surplus, if any, in this country at the end of that crop year, each, respectively.

“Third. The amount produced in 1883; the amount already consumed at home, with the requirements in this country, and for what purposes, to the end of that crop year; the amount already exported, and the amount available for export before the crops of 1884 are ready for market, each, respectively.

“Fourth. The condition of crops now in the ground, with the extent and character of injury to the crops of 1883, each, respectively.

“Fifth. Whether, in his judgment, speculations in options or futures in these products, where no actual transfer of the property takes place, tends to influence its market value to the injury of producers or consumers.”

In response to this resolution an exhaustive answer to these queries was prepared in this division and submitted to the Senate, by which body it was printed as Ex. Doc. No. 137, Forty-eighth Congress, first session.

The correspondence of the division is very large, and includes the results of compilation from records and from original research and investigation, for Congressional committees, members of Congress, officers of other Departments, editors, authors, commercial organizations, foreign and domestic statisticians, and general correspondents. There were prepared and sent out during 1884 3,268 letters upon an almost endless variety of subjects.

The division had, upon an average, a correspondent in some eighteen hundred counties during the year, each correspondent in turn having three assistants. To each of these correspondents there were sent monthly five crop-report blanks, and as they made requests stationery and postage were furnished them. Franks were written each month for the sending to the correspondents copies of the monthly reports; other sets were prepared for mailing to them and their assistants copies of the Annual Report of the Department and a small supply of seed. The monthly publications of the division in 1884 amounted to an aggregate of 134,000 copies, and nine-tenths of these were distributed under franks written in the division.

On the 1st of January, 1885, there was no accumulation of undisposed work.

- (3) Amount and character of work received and disposed of during 1885, with amount on hand January 1, 1886.

The work of the division is in part represented by eleven monthly crop reports, containing an aggregate of 663 octavo pages for 1885. These reports treat of the number and value and average prices of live stock in the different States in January, acreage, condition, product or value of the crops of 1885 monthly, and contains besides a vast amount of statistical information of a miscellaneous character. That portion relating to current domestic agriculture is based upon 16,099 returns of cor-

respondents, and the reports of State agents who were in turn assisted by the monthly returns to them of from perhaps an average of 1,500 correspondents. They contain a monthly report on the condition of European crops during the year, and a monthly statement of the changes in rates of transportation of agricultural products on the principal railroads of the United States. In addition, they contain 80 pages of foreign agricultural statistics, representing almost all the civilized Governments of the world, compiled in this office mainly from original official reports of each country. Specially among these may be mentioned the results of the investigation into the live stock of the world, published in January; cereal supply of Europe, in March; European customs duties upon agricultural products, in May, and international dairy statistics, in August.

The annual report of the Department for 1885, which was edited and the proof of which was read in the division, contains 86 pages devoted to the report of the statistician, in which is given, besides the annual statistical tables, a variety of statistical information of interest to agricultural readers. The statistician also prepared a descriptive catalogue of the exhibit of the charts and diagrams by this division at the New Orleans Exposition, containing 42 pages of tabular matter, illustrated by 27 statistical diagrams. An extended investigation of the status of irrigation of the dry areas of the Rocky Mountain system was carried on, results of which are now being published by the United States Senate as a miscellaneous document, containing about 260 pages.

In response to a request from the Secretary of the Treasury, a report was prepared showing the number of sheep, and the quantity and average price per pound of the wool clip of the United States for 1885 and for previous years since 1860, together with statistics concerning the consumption of wool during that period.

The correspondence of the division during 1885 covered the same wide range as in the previous year, and varied but little in extent, there having been written 3,362 letters. It should be understood that in a statement of the division correspondence no account is taken of printed circular letters sent out, the number given being actual personal manuscript letters. Some of these communications, especially those in answer to inquiries from members of Congress, contain the results of extensive investigation, and the work of their preparation is not to be measured by their length.

During the year the division had an average of 1,900 county correspondents whose requests for seed, publications of this and other Departments as far as possible, stationery and postage for official use, and miscellaneous matters, were promptly attended to. The blanks upon which their monthly returns were made were folded and sent them to the number of 10,000 each month, and franks were written for mailing a like number of printed reports each month, as well as franks for the annual report of the Department and for the quota of seed furnished to each.

The aggregate number of all the reports published by the division during 1885 was 153,000, and of this number at least 130,000 were distributed under franks written in the division.

There was no accumulation of unfinished business on the 1st of January, 1886.

(4) Amount and character of work received and disposed of during 1886, with amount on hand January 1, 1887.

The published reports of the division for 1886 number 11 monthly reports, with an aggregate of 580 pages, the home statistics being based on 17,450 returns of county correspondents. These monthly reports are a regular series, the main topics which are treated being the same each year. In addition to the subjects which are presented in the answer to question three, these reports in 1886 contained a wide range of miscellaneous information. Among the extra investigations, the results of which are presented, may be numbered frauds upon farmers, or Bohemian oats and like swindles, in the March number; indebtedness of farmers, and foreign and domestic legislation relating to oleomargarine, in May; foreign trade of South America, in October; losses of swine by disease, and sugar production of the world, in December. These reports also contained a large number of interesting foreign statistical statements, which are translated, compiled, and condensed in this office from the official publications of the various Governments.

The annual report of the Department for 1886, which was edited and the entire proof read in this division, will contain in 100 pages the report of the statistician for the year. This is made up of the usual home statistical tables, with many miscellaneous, domestic, and foreign investigations and statements, the work in the preparation of which is in no wise to be measured by the number of printed pages.

On April 21, 1886, the House of Representatives adopted the following resolution:

Resolved, That the Commissioner of Agriculture be, and he is hereby, directed to report to this House, at his earliest convenience, the amount of wheat and corn now on hand in this country, where they are located, with the probable home require-

ments of each until September 1, 1886, as compared with amounts on hand and domestic requirements at similar periods during the past five years; the number of acres of winter and spring wheat, each respectively, now in the ground to make the coming crop as compared with the past five years at the date of his report; the amount of wheat and corn, each, respectively, likely to be required by each importing country, with the surplus on hand in each exporting country, to supply such requirements until September 1, 1886; the amount of wheat sown in all other countries for this year's crop, with the probable surplus or shortage during the coming year. Said report to be confined to the questions asked in this resolution, and all of its statements of amounts to be given in bushels and acres, according to American measurements."

In response to this, the division prepared a very full report which was published as House Document No. 303, Forty-ninth Congress, first session. This report required an extensive research into the original official reports of the various Governments of Europe, as well as of the records of cereal production and consumption in our own country.

The correspondence for 1886 shows a marked increase over previous years, the total number of letters written in the division being 3,870, covering the same wide range of subjects as in 1884 and 1885.

During this year the division had correspondents in an average of 2,100 counties, whose many requests were promptly attended to, and to whom there were monthly folded and mailed 10,000 circulars for returns. Franks for mailing them copies of the monthly reports were also written, as well as for the annual report and supplies of seed, in round numbers amounting to 105,000.

The aggregate number of copies of all the monthly reports published during the year was 166,000, and the addresses for the distribution of the greater part of these were written in the division.

January 1, 1887, found no accumulation of unfinished work in the division.

- (5) Amount and character of work received and disposed of up to March 1, 1887, with amount on hand undisposed of at that date.

The division issued the regular report for January and February on the 12th of February, containing 56 pages and treating of the number and value of farm animals, cotton crop and its distribution, and freight rates of transportation companies, with a short chapter on the wool industry of the United States, and an extended tabular statement of farm animals of the world, taken in the main from the official returns of the various countries. In the preparation of this report there were received, tabulated, and used returns from 1,915 county correspondents, with reports from 24 State agents, who were in turn assisted by a corps of correspondents in each county of their respective States.

The miscellaneous correspondence of the division was represented by 176 letters, in addition to which letters were written to nearly the whole corps of county correspondents.

The proof of the annual report of the Department for 1886 was read in the office during the two months as fast as received from the printer. Twelve thousand franks for the distribution of circulars, reports, and seed to the correspondents were also written.

On the 1st of March, 1887, the work in which the division was employed was the preparation of the March report, the circular returns for which were being received and tabulated. This was not, however, unfinished business.

In answer to your sixth query, I beg to refer you to the answers to the preceding questions, which give an account of the aggregate work done in the division by all the employes during the calendar years mentioned, and to state that it is impossible with the means now at my disposal to ascertain from such records as have been kept (and for a portion of the time they are incomplete) the exact or average proportion of the whole that was disposed of by each employe each month during 1884, 1885, 1886, and up to March 1, 1887.

Question No. 7, relative to the number of employes in the division during each month in 1884, 1885, 1886, and up to March 1, 1887, is answered in tabular form in connection with the ninth query.

The remarks relative to question 6 apply with equal force to the eighth query. The work of this division is oftentimes very miscellaneous in its character, and during the year there are, at a very low estimate, fifty different kinds of work performed by the employes. The larger number of the clerks are trained to do whatever work may arise, none of them being confined to any one class of work.

- (9) Average number of days devoted to official business by the employes in 1884, 1886, and up to March 1, 1887.

I have arranged and herewith present a tabular statement showing the average number of employes in the division each month; the total amount of time lost monthly,

showing separately the days lost from sickness and the days lost from all other causes, including annual leave, excused, and leave without pay; the average number of days per clerk lost each month; the total time lost in the division, with the average per employé per month and per year, for the years 1884, 1885, 1886, and up to March 1, 1887.

The statement is as follows:

Months.	1884.					1885.				
	Clerks.	Sick total.	Per clerk.	Other total.	Per clerk.	Clerks.	Sick total.	Per clerk.	Other total.	Per clerk.
January.....	35	56	1.6	30	.9	40	75	2.4	8	.2
February.....	40	122	3.1	18	.5	47	74	1.6	29	.6
March.....	40	71	1.8	11	.3	45	133	3.0	66	1.5
April.....	41	47	1.1	32	.8	48	85	1.8	26	.5
May.....	28	46	1.6	55	2.0	45	83	1.8	25	.6
June.....	26	9	.3	54	2.1	39	65	1.7	43	1.1
July.....	36	41	1.1	99	2.8	47	54	1.1	97	2.1
August.....	36	56	1.6	176	4.9	49	62	1.3	388	7.9
September.....	40	55	1.4	158	4.0	51	113	2.2	417	8.2
October.....	39	49	1.3	167	4.3	53	98	1.8	177	3.3
November.....	41	64	1.6	69	1.7	55	104	1.9	124	2.3
December.....	40	75	1.9	71	1.8	51	143	2.8	92	1.8
Total.....	691	939	1,109	1,492
Average per month.	37-	58-	1.6	78+	2.1	48-	92+	1.9	124+	2.6
Average per year...	47-	18.7	25.4	48-	23.1	31.1

Months.	1886.					1887.				
	Clerks.	Sick total.	Per clerk.	Other total.	Per clerk.	Clerks.	Sick total.	Per clerk.	Other total.	Per clerk.
January.....	54	90	1.7	32	.6	54	106	2.0	57	1.1
February.....	55	161	2.9	45	.8	54	84	1.6	27	.5
March.....	55	134	2.4	44	.8
April.....	53	93	1.8	69	1.3
May.....	52	110	2.1	108	2.1
June.....	53	131	2.5	130	2.5
July.....	53	95	1.8	174	3.3
August.....	56	145	2.6	428	7.6
September.....	54	89	1.6	226	4.2
October.....	52	71	1.4	111	2.1
November.....	52	68	1.3	112	2.2
December.....	54	106	2.0	228	4.2
Total.....	1,293	1,707
Average per month.	54-	108	2.0	142+	2.6
Average per year...	54-	23.9	31.6

The above tables include leave taken by clerks without pay, as follows: In 1884, 19 days in August, 12 days in September, and 12 days in December; in 1885, 7 days in February, 10 days in June, 62 days in August, 111 days in September, 52 days in October, and 45 days in November; in 1886, 22 days in July, 45 days in August, 13 days in September, 10 days in October, and 10 days in December.

Taking these from the column of "other" in the above statement, the total days and yearly average of time lost other than by sickness, would stand:

Years.	Time lost.	Average per employé.
1884.....	896	24.2
1885.....	1,205	25.1
1886.....	1,607	29.8

- (10) Maximum and minimum number of days devoted to official business by the clerk present the most and the clerk present the least during 1884, 1885, 1886, and up to March 1, 1887.

From the time record of the division the following statement showing the number of days lost in each year by the clerk losing the most and the clerk losing the least is made. As in the answer to question nine, all absence from desk while an employé, from whatever cause, is counted as "time lost."

Years.	Days lost by one clerk.	
	Greatest number.	Least number.
1884.....	101	15
1885.....	112	23
1886.....	111	20
1887.....	43	0

- (11) A statement of the methods of transacting the business of the division, from its receipt to its disposal.

The division is divided into three sections, the principal work of each being distinct; the three uniting, however, in doing such miscellaneous work as arises. These sections, in the order of magnitude, are (1) crop reporting; (2) freight rates; (3) county correspondents. Each is under the charge of a clerk known as a section chief, and all are under the direct supervision of the statistician.

he first-named section has charge of the receipt and tabulation of the monthly crop returns of county correspondents, and all clerical work connected with that portion of the monthly report relating to crop conditions. In brief, this work of the section may be thus specifically noted: The points upon which a report is desired are determined by the statistician, who then prepares a circular which is sent to the Government Printing Office. Eleven thousand copies are usually printed, and when received are turned over to this section; here in the meantime a set of envelopes have been addressed to the county correspondents, and into these the circulars are placed with a return envelope addressed to the Commissioner of Agriculture, sealed and mailed. The mailing takes place about five weeks before the date set for the return, which is the first of each month. On about the 25th of the month, tabulated sheets are prepared as follows: Large sheets capable of holding the returns of ninety counties are ruled for each State, at the head of the columns being placed the questions which are to be answered that month. Correspondents are instructed to answer the queries in percentages, and these returns are transferred to the proper columns on the sheets. During the time in which the returns reach the Department, from the 28th of one month to the 7th of the next, mail is delivered to the section three times daily. Record books, dividing the States into four equal groups, are kept, and in these, as they are received, the circulars are credited to the correspondents. They are then turned over to the tabulators, by whom the returns are transferred to the proper column on the large sheet before mentioned. On these sheets, two averages are found for the State, the straight average and the true average. The first is found by adding the column and dividing by the number of returns. The true average is found by giving to each county making return its proper weight or relative standing in production of the crop under consideration. The following statement, supposed to be the return of condition of corn in five Illinois counties, will clearly illustrate the two averages and their differences:

County.	Condition.	Crop in census year.	Condition extended.
McLean.....	98	11, 976, 581	11, 737, 049
Alexander.....	65	454, 705	305, 558
La Salle.....	100	11, 148, 779	11, 148, 779
Hardin.....	70	306, 960	214, 872
Massac.....	67	450, 010	301, 507
Total.....	400	24, 337, 035	23, 707, 765
Average.....	80	97.4

This extended or true average is thus worked out for each question and each State, the number of inquiries varying each month from six to fifteen.

When the returns have been transcribed the circulars are turned over to another set of clerks, who write off, under the proper head, any remarks the correspondents may make, arranging them by States and by subjects. On the 8th of the month the sheets are closed, averages struck, and, with the notes, turned over to the statistician. He goes carefully over each State separately, correcting or modifying the averages according to his judgment, after consulting the reports of the State agents, State publications, and all other available sources of information. When he has revised the sheets they are returned to the section, when the final averages for each State are transcribed to slips for each query, and a corrected average for the whole country worked out in the same manner as the corrected State average. These final results are sent to the statistician, who on the 10th prepares the synopsis of the report for the press, and on the 11th prepares the full report for the printer, the clerical work in this connection being done in this section.

In the appropriation for the fiscal year ending June 30, 1883, Congress required this division to collect and publish in the monthly reports the rates of transportation companies. This led to the establishment of the section of freight rates, which has entire charge of the collection and preparation for publication of these tariffs and changes. The routine work necessary in the collection of these rates is a letter to the general freight agent, asking for the rates of freight in operation upon the 1st day of the month, a blank form showing the points to and from and the articles upon which the rates are desired, with an envelope addressed to the Commissioner of Agriculture, in which said blank form is returned to this section. These rates are then compared with the rates reported the previous month, and if changes are found the rates are copied and put into shape for publication. The proof of this report when returned from the printing office is carefully compared with the original returns. Many of the railroad companies refuse to fill out the blank forms, but instead send their tariffs of freight rates with the classifications of freight, and from this the rates are worked out in this office. There is still another style of reporting the rates which some companies adopt, *i. e.*, they give as the basis the rate from Chicago to New York, or reverse, and to find the rates from other points a certain percentage of this basis is given.

This section also has charge of the State statistical agents of the Department, each being at the head of a corps of reliable correspondents, who make returns to the agent on the 1st day of each month. This requires the preparation and sending out to the agents, with a letter of instruction, about 3,000 circulars of inquiry each month. The returns from correspondents are tabulated by the agent, who makes such statements as will show both the local and general peculiarities affecting the agriculture of the State. The agents make these reports as soon after the 1st of each month as possible, not later than the 6th. These reports are corrected and tabulated, and their remarks are revised, condensed, copied, and put into shape for publication in the monthly report. The proof of this report is also carefully compared with the original. The agents are required to make such special investigation as may from time to time be desired.

The number of pages of printed matter prepared by this section and published in the monthly crop reports from January 1, 1884, to March 1, 1887, was 716, of which during 1884 there were 225; 1885, 228; 1886, 235; and during January and February, 1887, 28.

The section in charge of the county correspondents may be said to have been organized January 1, 1886. The clerks comprising it were prior to that date recorded in other parts of the division of statistics.

The section is charged with retaining and increasing the body of statistical correspondents, the aim being to provide one chief and three assistant reporters in every agricultural county in the United States. The names and addresses of only the chief reporters are enrolled on the books of the section. Their number was not far from 1,900, January 1, 1886, and something over 2,200 on March 1, 1887.

It is the work of this section to answer letters from these correspondents; to supply them with postage-stamps and stationery, keeping a record of quantity and dates of sending; to see that their requests for seed and the publications of this and, when possible, of any other Department of the Government are granted; to write prompting letters to those reporters who are late with their returns, and explanatory letters to those whose returns err from failure to understand the directions; to see that the blank circulars for reports are correctly and promptly printed; to record the arrival of returns; to note changes in addresses of correspondents; to guard against diminution of the corps by neglect, removal, resignation, and death, and to enlarge its membership as the cultivated area is broadened. The enlistment and retention in service in this corps of such farmers as will make consecutive and intelligent reports requires constant attention. Vacancies are supplied mainly in two ways: Suggestions of an outgoing reporter whose services have shown an intelligent interest in the work, and,

in unrepresented counties, nominations by county officers, made at the Department's request.

In addition to the work mentioned, there is kept in this section a record of monthly prices of farm products, including animals and provisions, in ten of the principal cities of the United States. The business of the section is increasing, and the clerks are occupied, besides, in many other ways not mentioned, such as writing franks for the transmission of seed, reading proof, and other miscellaneous duties to its correspondents.

DIVISION OF GARDENS AND GROUNDS.

The nature of the work in the gardens and grounds is rather of a routine character, and operations proceed from time to time, and from year to year, and are at once fully disposed of when the time for their proper execution arrives. This may sometimes vary for a week or two, depending upon the weather, or the forwardness or backwardness of the season, but it is imperative that, when the proper time for its execution arrives, it has to be performed and not before.

It would not be an easy and probably not a profitable task to note day by day the amount and character of the work done by each employé, as so much of varied detail would be embraced. For example, two men are employed constantly in caring for the plants in the large conservatory. Of course their daily duties consist in watering the plants, repotting them when necessary, cleaning, staking, pruning, etc., also attending to ventilation, and, when required, the heating apparatus, together with such other work as the superintendent may direct in special cases.

The outdoor work is of similar character. This consists of the general care and keeping of the reservation, such as repairing roadways and walks, mowing the grass, pruning and cultivating the trees and shrubbery, and other items of detail which occur in reaching and maintaining the final result, viz: thorough and systematically well-kept grounds.

The propagating department, as to routine details, partakes of the same general characteristics.

Cuttings of plants are prepared at the proper time, as found best for each class, and they are at once placed in a suitable position to make roots, where they are manipulated and cared for until they are placed in pots, or otherwise disposed of, as best fitted to secure plants adapted to the purposes for which they are grown.

The employés work eight hours daily all the year round. In addition to the ordinary working days, two men are detailed each Sunday for the performance of such work as is unavoidably necessary in the glass houses. This duty or detail is filled by the employés in regular rotation.

As some recompense for this extra Sunday work, the employés understand that they can have two weeks' leave of absence yearly; a concession, which, by the way, they do not uniformly avail themselves of.

Such employés as are paid by the day receive pay only for the time they are at work.

As to the methods of transacting business pertaining to the practical work of this division, I would state that in all things connected with the general keeping of the gardens and grounds, time and methods of performing the work, the propagation and culture of plants, management of glass structures, and all details involved as above, is under the direct supervision of the superintendent, who is responsible to the Commissioner for the professional management and proper care of all public property connected with his charge and duties.

The method of distributing plants involves the following transactions: An order is made by the Commissioner on the superintendent, which calls, say, for twelve grapevines to be sent to an address in Guilford County, N. C. On receipt of this order the superintendent notes on its back the names of the kinds and the number of each variety which he may consider as being best adapted to, or worthy of trial, in that particular locality. This is then handed to the chief of the packing room, who, in due time, sees that the order is filled, properly packed, and mailed; noting also on back of order the date of mailing. This order is then returned to the superintendent, who has the transaction recorded, and the original order filed for preservation, which, as is seen, contains details of the whole transaction.

The reservation occupied by this Department contains about 35 acres, every foot of which requires cultivation and care, except such portions as are occupied by buildings. A large part of this area is disposed as ornamental grounds, comprising trees, shrubs, lawns, roads, and walks. The trees and shrubs, so far as space permits their presence, are arranged in accordance with their botanical classification, due regard being given to landscape-gardening effect. A formal arranged flower garden is suitably placed, which requires the propagation and pot culture of about 20,000 orna-

mental plants annually for its maintenance. The grass is kept as a closely mowed lawn, which involves cutting and dressing the whole at average intervals of ten days during the summer season.

About 3 acres of the area is devoted to the propagation and culture of outdoor plants.

The glass structures aggregate in length 680 feet, and cover a surface of about three-fourths of an acre. These include a conservatory 320 feet in length, which contains a large collection of economic plants.

One of the houses contains a large collection of choice foreign varieties of grapes, cultivated for the production of plants for distribution in localities throughout the States suited to their successful growth.

A large structure is devoted, at present, to the culture and propagation of a select assortment of pine-apples for distribution in southern Florida and southern California.

A collection of approved varieties of orange and lemon trees, imported mostly from Europe, are cultivated in a building specially erected for this purpose; these are also used for purposes of propagation.

Several additional structures are employed for the propagation and growth of various kinds of young plants.

The number of plants of all kinds thus propagated for general or special distribution does not vary greatly from year to year. A fair average may be taken from the following list available for this year:

(1) Ornamental plants propagated for the use of the gardens and grounds of the Department, 20,000.

(2) Economic plants propagated for general distribution:

Tea plants.....	9,900
Camphor plants.....	3,000
Olive plants.....	3,000
Date-palm plants.....	950
Mango plants.....	300
Pine-apple plants.....	250
Guava plants.....	200
Orange and lemon plants.....	850
Ginger plants.....	2,000
Strawberries.....	11,750
Fig plants.....	600
Loquat or Japan medlar plants.....	400
Grapes:	
Native variety plants.....	40,000
Foreign variety plants.....	1,509

The plants are distributed mainly by mail. They are carefully packed, and, to the best of my knowledge, not one in a thousand of the packages fails to reach its destination.

Each variety of plant is properly labeled, damp moss is inserted around the roots; this is first covered with oiled paper, then with strong wrapping paper securely fastened. An official frank, upon which the address is written, is then pasted on the package, and it is then ready for mailing.

This work, although shortly described, is rather formidable in its practical execution, requiring the labor of four expert packers for four months yearly.

The average number of employes in this division is eighteen. This includes two watchmen, who police the grounds day and night, and one boy messenger.

The duties of the superintendent consist in directing all details of work necessary in his division.

He also performs the functions of landscape gardener and engineer, garden architect and horticulturist, and as adviser on all questions relating to the cultivation of fruiting and other economic plants.

It is also part of his duties to suggest as to the introduction from foreign sources of such economic plants as may promise to be valuable in this country. Among others which have been introduced in this manner may be mentioned the Japan persimmon; the Navel orange from Bahia, now known in commerce as the Washington Navel; a collection of apples from Russia; Liberia coffee, which proved to be more tender than the Arabian; Eucalyptus globulus, or so-called anti-malaria tree; Cinchona succubra, yielding quinine; Boehmeria nivea, producing the fiber known as Ramie; Phormium tenax or New Zealand flax, and many others of more or less importance.

The superintendent always prepares answers to questions asking for information or advice on subject-matters connected with his division. This official correspondence is not published in official reports of the Department, but it aggregates to work of considerable importance.

I beg to append examples showing the general character of this correspondence:

"I send you a slip from a newspaper which strongly advocates the introduction of the Mahwah tree from Africa as a sugar-producing plant of far more value than any sugar plant now in cultivation. Please send me some seeds or plants for trial here, or inform me where they can be procured." A. P., *South Carolina*.

Memorandum of answer prepared:

"The Mahwah tree, *Bassia latifolia*, is a native of Bengal and other highly tropical regions in the East Indies, and it is far from probable that it would flourish anywhere in the United States, but certainly it would not in the climate of South Carolina. The flowers of this tree are sweet to the taste and are eaten by the natives of Guzerat, and in other places where the trees abound. A fiery kind of spirits is also distilled from these flowers.

"The sugar of these flowers is mainly uncrystallizable. Analysis of sun-dried flowers yielded 56 per cent. of sugar and 15 per cent. of water; further analysis showed that sucrose (cane sugar) was only present in the proportion of 3 per cent., while glucose yielded 52 per cent. Hence it can not possibly be a substitute for cane sugar-bearing plants. Of nitrogenous matters the flowers contained 2 per cent. The usual proportion of useful nitrogenous food should have 1 part of flesh formers to 5 saccharine; but in the Mahwah flowers it was only 2 to 55, hence these have little of nutritious value."

Another quotation:

"I have seen it stated at various times that Eucalyptus globulus trees were planted in public grounds in Washington on account of their supposed power to prevent malarial emanations from the soil. Desiring to plant a shade tree in front of my house, I desire to ascertain whether the Eucalyptus is likely to thrive well in this climate." S., *York, Pa.*

Answer:

"The Eucalyptus globulus has not been planted in the public grounds in Washington.

"The tree is altogether too tender for this climate. It will not withstand more than 5 or 6 degrees of frost, and has been killed by cold at Galvestoa, Tex., and in Florida as far south as latitude 29°."

"Can Ramie be successfully grown in this State?" B., *New York*.

Answer:

"Ramie can be grown in New York State by lifting the roots during the fall and preserving them all winter, like potatoes. The fleshy roots can then be planted in spring, and produce a crop. But for commercial purposes this process would not be profitable, unless the profits on the crop were greater than they are at present.

"South of Maryland the plant occupies the ground like clover, and once planted needs no removal for many years, and will afford several cuttings during the summer."

"If possible, should like to be supplied with seeds of the black pepper tree or vine, from most northern latitudes where it flourishes. I would try the experiment of raising it in the warm valley of southern Oregon." A. C. P., *Pentland, Oregon*.

Answer:

"The black pepper vine, *Piper nigrum*, is a tropical plant, and therefore it would be futile to expect it to grow in any part of Oregon. It requires even a warmer climate than either the pine-apple or the banana, neither of which can be grown north of Florida."

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

I. This division was not established until July 1, 1886, and consequently had been in existence but eight months at the expiration of the period covered by your questions.

II. The function of the division, as defined by act of Congress, is "the promotion of economic ornithology and mammalogy; an investigation of the food-habits, distribution, and migrations of North American birds and mammals in relation to agriculture, horticulture, and forestry." The regular work of the division consists in the collection of facts relating to the above subjects, and in the preparation for distribution among farmers and others of special reports and bulletins upon birds and mammals which affect the interests of the farmer, and also upon the migration and distribution of North American species. Co-operation with the American Ornithologists' Union has been of the greatest assistance, since the vast quantity of original material accumulated by its large corps of trained observers has been turned over to the division.

At the commencement of the investigation of the food-habits of the various species, it became evident that the study of a bird's habits in the field must be supplemented by a critical examination of its stomach contents in the laboratory. Hence a collection of the crops, gullets, and gizzards of birds was begun. This collection now

numbers upwards of 5,000 specimens. The insect portion of this material is turned over to the entomologist for determination; the remainder is identified by the ornithologist and his assistants.

In order to obtain a large array of facts and in some cases the opinions of persons interested as well, the following circulars of inquiry were prepared, which, with the exception of the one addressed to rice growers, were sent to the secretaries of the various agricultural and horticultural societies throughout the country, to the agricultural press, and to a large number of farmers and ornithologists. The circular to rice growers was sent to the addresses of as many rice planters as the Department was able to secure, and to the editors of newspapers published in the rice-growing districts.

Following are copies of the circulars of inquiry issued by the division:

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

CIRCULAR ON THE FOOD-HABITS OF BIRDS.

It is well known that certain birds are directly destructive to farm crops, causing a loss of many thousand of dollars each year, and that others are highly beneficial, preying upon mice and insects which are injurious to vegetation, but the extent and significance of these effects, and their bearing upon practical agriculture, is little understood. Moreover, great difference of opinion exists, particularly among farmers, as to whether certain well-known species are on the whole beneficial or injurious; and many kinds which are really of great practical value are killed whenever opportunity offers. For example, hawks and owls are almost universally regarded as detrimental, while as a matter of fact most of them never touch poultry, but feed largely and some almost exclusively on mice and grasshoppers.

The wholesale slaughter of small birds has been known to be followed by serious increase of noxious insects; and invasions of insects which threatened to devastate large tracts of country have been cut nearly short by the timely services of some of our native birds.

In view of the above facts and many others which might be cited, it is clear that a comprehensive, systematic investigation of the inter-relation of birds and agriculture will prove of enormous value to farmers and horticulturists. Such an investigation has been undertaken by the newly-established division of Economic Ornithology of the Department of Agriculture, and the assistance and co-operation of persons interested are earnestly solicited.

The food of all birds consists either of animal matter or vegetable matter or both, and its consumption must be serviceable or prejudicial to the interests of mankind. Therefore, according to the food they eat, all birds may be classed under one of two headings—beneficial or injurious. Many species are both beneficial and injurious, and it is impossible to assign them to either category until the percentages of their food-elements have been positively determined and the sum of the good balanced against the sum of the evil.

In a very large proportion of our small birds the food varies considerably with the season, sometimes changing from vegetable to animal, or from injurious to beneficial. Furthermore, many birds feed their young upon substances which the adults rarely or never eat; and the young on leaving the nest sometimes greedily devour things which are discarded as they grow older. Hence it becomes necessary to ascertain the food of each species at different times of the year, and at different ages.

Information is desired on all questions relating to this inquiry, and special attention is invited to the following:

1. Has the common crow been observed to catch young chickens or to steal eggs?
2. Has it been observed to eat corn or other cereals in the field? If so, how long after planting, and how extensive was the injury done?
3. Has the crow been observed to feed upon injurious insects? If so, what kinds of insects were thus destroyed, and to what extent?
4. Has the crow blackbird or grackle been observed to carry off the young of the robin or other small birds, or to destroy their eggs?
5. When breeding near the house, has it been observed to drive off small birds (such as robins, bluebirds, etc.) which had previously made their abode on the premises?
6. Has it been observed to eat corn or other cereals in the field? If so, how long after planting, and how extensive was the injury done?
7. Has the crow blackbird been observed to feed upon injurious insects? If so, what kinds of insects were thus destroyed, and to what extent?
8. What birds have been observed to feed upon or otherwise injure buds or foliage, and what plants or trees have been so injured?
9. What birds have been observed to feed extensively upon fruit? What kind or kinds of fruit have been most injured by each species, and how expensive have been the losses thus occasioned?

10. The bobolink (ricebird or May-bird of the Southern States) congregates in vast flocks during its migrations and commits extensive depredations in certain parts of the South. The division will be glad to receive detailed accounts of these depredations from persons living in the affected districts, to whom a special circular will be sent on application.

11. What birds are considered to be injurious to grain crops, and what kinds are regarded as beneficial? On what facts are these opinions based?

12. What birds have been observed to feed upon injurious insects, and upon what kind or kinds does each bird feed?

13. Do blackbirds (other than the crow blackbird already mentioned) commit serious depredations in your vicinity? If so, which of the several species of blackbirds are concerned, and what crops are affected?

14. Has any kind of bird been observed to feed upon the honey-bee? If so, what species, and how extensive has been the injury done?

When possible, the exact date should be given of all occurrences reported.

Persons willing to aid in the collection of birds' stomachs will be furnished with the necessary blanks and instructions.

Special circulars on the English sparrow, and on the economic relations of mammals, will be furnished on application.

WASHINGTON, D. C., October 12, 1886.

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOGY.

CIRCULAR ON THE ENGLISH SPARROW.

(*Passer domesticus.*)

The Department of Agriculture desires facts, from personal observation, in answer to the following questions concerning the European house sparrow, commonly called "English sparrow" in this country.

I. Is your locality city, suburb, or country?

II. Is the English sparrow present in your vicinity? If not, what is the nearest point at which you know it to occur? If present, when did it first appear?

III. Is it abundant and on the increase?

IV. Is it protected by law?

V. Is it artificially housed and fed?

VI. How many broods and young does a single pair rear in a season?

VII. Do any of our non-predatory birds habitually resist encroachments of, or attempt to drive off, the English sparrow unless themselves first attacked, and with what success?

VIII. Which of our native birds attempt to reclaim former nesting sites when these are occupied by the sparrows? State examples.

IX. Has the English sparrow been observed to molest or drive off any of our native birds? If so, what species are so molested or expelled from their former haunts?

X. Does it injure shade, fruit, or ornamental trees or vines?

XI. Does it injure garden fruits and vegetables?

XII. Does it injure grain crops?

XIII. Has any case in which it has been of marked benefit to the farmer or horticulturist come under your notice? If so, in what way has the benefit been derived?

XIV. Under what circumstances does it feed upon insects? What kinds of injurious or beneficial insects or their larvæ does it destroy, and to what extent?

XV. What means, if any, have been taken to restrict the increase of the English sparrow?

XVI. What is the prevailing public sentiment in respect to the bird?

Information is particularly desired concerning the presence of the English sparrow in the Southern States and in the region west of the Mississippi.

WASHINGTON, D. C., July 20, 1836.

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOGY.

CIRCULAR ON THE ECONOMIC RELATIONS OF MAMMALS.

The Department of Agriculture desires information concerning the effects of mammals upon agriculture, and solicits replies to the following questions:

TO STOCK RAISERS ON THE FRONTIER.

1. Have you personal knowledge of one or more cases in which cattle, horses, sheep, or pigs have been killed or injured by bears, wolves, or panthers (known in the West as mountain lions)? If so, give full particulars.

TO POULTRY FANCIERS.

2. Have you personal knowledge of the loss of turkeys, geese, ducks, chickens, or doves from the attacks of predatory mammals? If so, how many and what kinds were killed on each occasion? In each case mention the animal by which you suppose the mischief was done, and your reasons for this belief.

3. What mammals, if any, steal feed put out for poultry?

TO FARMERS, FRUIT GROWERS, AND GARDNERS.

4. What mammals, if any, are injurious to grain crops in your neighborhood? In each case state whether the injury is occasioned directly by the consumption or the trampling of the grain, or by tunnels underneath the surface. Is the loss thus occasioned of trifling or serious consequence?

5. What mammals, if any, are injurious to fruit, and what kind or kinds of fruit are eaten by each species? Is the loss thus occasioned of trifling or serious consequence?

6. What mammals, if any, are injurious to vegetables, and what kind or kinds of vegetables are eaten by each species? Is the loss thus occasioned of trifling or serious consequence?

7. What mammals, if any, are injurious to meadows and pastures? In what manner are the injuries committed? Is the loss thus occasioned of trifling or serious consequence?

8. Are your fields subject to periodical invasions of meadow mice (*Arvicolæ*)? If so, can you give the exact date of one or more of such invasions?

9. What mammals, if any, are injurious to forest, shade, fruit, or ornamental trees or shrubs? What kind or kinds of trees or shrubs are injured by each, and in what manner and at what season is the damage done? Is the loss thus occasioned of trifling or serious consequence?

10. Have you personal knowledge of an instance in which cattle or horses have been injured by stepping into the burrows of woodchucks, muskrats, or badgers? If so, give particulars.

11. What mammals, if any, are beneficial to the farmer. In what manner are these benefits derived?

TO RICE GROWERS.

12. Are rats troublesome on your plantation? If so, are they injurious by feeding directly on the newly planted rice or by burrowing in the dikes, or both? Can you estimate the annual pecuniary loss thus occasioned?

13. Do any other small mammals affect the interests of the rice grower? If so, what kind or kinds, and to what extent?

TO HOP GROWERS.

14. What mammals, if any, affect the interests of the hop grower? In what manner and to what extent are these effects manifested?

MISCELLANEOUS.

15. Is the common mouse about dwellings, barns, and out-buildings in your neighborhood the white-footed or the house mouse, or are both present? In the latter case, which is most abundant? If uncertain as to the species, please send a specimen (the head will suffice) to the Department for identification.

16. What mammals, if any, injure or deface buildings, household goods, books, or papers?

17. What mammals, if any, injure canals or other embankments, dams, dikes, or drains? Is the damage thus occasioned of serious or trifling consequence?

18. In your opinion are moles beneficial or injurious? On what facts is this opinion based? (NOTE.—Meadow mice or "voles," must not be confounded with moles.)

19. In your opinion, are skunks beneficial or injurious? On what facts is this opinion based?

20. Do you know of one or more instances in which the increase of a species of economic importance has been limited by the abundance of its natural enemies? If so, give particulars.

In the Mississippi Valley, and the region between it and the Pacific, numerous small rodents called gophers do great damage to farms and crops. There are two principal kinds, *pocket gophers*, which live mostly under ground, and are characterized by external cheek-pouches and unusually large fore-claws (*Geomys* and *Thomomys*); and *gophers* or *ground squirrels* which live mostly above ground and have neither

external cheek-pouches nor claws of unusual size (*Spermophilus* and *Tamias*). Of these, the common little striped gopher (*Spermophilus tridecemlineatus*) and the large gray "line-tailed" Spermophile (*Spermophilus grammurus*) and its varieties are most abundant and widely distributed, and occasion the greatest losses to grain crops. Numerous other species, more or less local, affect the farmer's interests very appreciably.

Detailed information is desired concerning the habits and ravages of all these gophers. Such information should be accompanied by a specimen (a rough skin will suffice) for positive identification.

The above remarks apply with equal force to the various small mammals known as kangaroo rats and mice, pocket rats and mice, wood rats and mice, etc.

In answering this circular, please mention your occupation. If a farmer, state the size and character of your farm, and mention the principal crops which you cultivate.

Write your name and post-office address as plainly as possible.

WASHINGTON, D. C., October 30, 1886.

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

INSTRUCTIONS FOR THE COLLECTION OF STOMACHS.

In investigating the economic relations of birds and mammals it is necessary to determine with accuracy the character of the food upon which the various kinds subsist. This is particularly important in the case of species which are known to exert an influence, beneficial or otherwise, upon certain farm and garden crops. Hence the Department of Agriculture desires to secure a collection of the stomachs and gizzards of our native mammals and birds, particularly of those which are supposed to affect agricultural interests.

METHOD OF PREPARATION.

All specimens should be preserved in 90 per cent. alcohol.

A stout paper tag should be attached to each stomach or gizzard by means of a strong thread or fine wire, which should be passed directly through its substance. Each tag should be numbered (in hard pencil) to correspond with the number given the specimen on the accompanying blank. Some birds, particularly in the breeding season, carry food in the gullet or crop. In such cases these portions of the alimentary tract should be preserved and should bear the same number that is given the gizzard of the same individual.

Stomachs of the following species are especially desired :

BIRDS.—Hawks, owls, crows, jays, blackbirds, cowbird, shrikes, cuckoos, Carolina dove, woodpeckers, quail, English sparrow, bobolink, or rice-bird, kingbird or beemartin.

MAMMALS.—Fox, skunk, mink, weasels, badger, raccoon, opossum, squirrels, ground squirrels, gophers, mice, moles, shrews, bats.

In the case of mice, moles, shrews, and bats, the entire animal should be sent in order that the species may be fully identified.

A number of specimens may be preserved in a single wide-mouthed bottle or jar.

Persons willing to aid in the collection of stomachs will be furnished with blanks on which to record the necessary data.

Transportation charges will be paid by the Department.

Collections when ready for shipment should be carefully packed and sent by express addressed :

U. S. DEPARTMENT OF AGRICULTURE.

INVESTIGATIONS IN ECONOMIC ORNITHOLOGY.—CIRCULAR TO RICE GROWERS.

The Department of Agriculture desires the co-operation of rice growers in its attempt to secure trustworthy information concerning the extent of the injury annually done the rice crop by certain birds, chiefly the bobolink or rice-bird, and the red-winged black-bird; and in devising some measure or measures, consistent with reasonable economy, for the diminution if not the prevention of this loss.

Information in reply to the following questions is solicited :

1. Are you a rice planter?
2. If so, how many acres have you under cultivation?
3. What is the average yield of rice per acre?
4. What do you consider a fair estimate of the average annual loss per acre occasioned by birds?
5. Please cite a few extreme cases.

6. What percentage of this loss is due directly to the value of the rice consumed, and what indirectly to the cost of gathering and thrashing the worthless grain ?
7. What is the average annual cost per acre of measures employed for the prevention or diminution of this loss ?
8. In addition to the use of fire-arms and whips, what measures, if any, are employed for this purpose ?
9. How many "bird minders" are employed annually upon your plantation during the fall invasion of rice-birds ?
10. How many pounds of gunpowder are consumed annually during this period ?
11. Is shot now used on your plantation ? If so, in what quantity ?
12. What kind or kinds of birds are most destructive to rice ?
13. At what time of the year and for how long a period are these birds present ?
14. What is the greatest number of rice-birds that you have known to be killed in a single season ?
15. Does the rice crop on your plantation sustain a loss from the depredations of birds at the time of planting in spring ? If so, what is the average loss per acre at this time ?

Any information relating to the subject, though not covered by the above questions, will be thankfully received.

U. S. DEPARTMENT OF AGRICULTURE.

CIRCULAR TO POSTMASTERS IN RELATION TO THE ENGLISH SPARROW.

SIR: Is your locality city, suburb, or country ? _____
 Is the English sparrow present in your vicinity ? _____
 If not present, what is the nearest point at which you know it to occur ? _____

If present, when did it first appear ? _____
 Remarks :

Name (write legibly), _____

P. O. address (please use office stamp here),



Date of mailing this circular, _____
 Please fill and return in inclosed penalty envelope.
 WASHINGTON, D. C., November 8, 1886.

Schedule No. 1.—Migration.

1887.]

[Light-House Division.

U. S. DEPARTMENT OF AGRICULTURE,
 DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

BIRDS STRIKING THE LIGHT.

Number of station, _____. Name of station, _____.
 Name and P.-O. address of keeper, _____.

Name of bird.	Date.	Hour of striking.	Birds striking lantern or tower.		Direction and force of wind.	Weather: Clear, fog, rain, or snow.	Remarks.
			Number striking.	Number killed.			

When the name of a bird is not known, please send its head and wings to the Department for identification, always stating date of striking. Such specimens may be sent post free in return penalty envelopes.

Under "Remarks" please state whether the birds strike on the north, south, east, or west side of the light.

Schedules filled during the spring migration should be returned in June; those filled during the fall migration should be returned in November.

Additional schedules can always be had on application.

Date of mailing this schedule, _____.

Schedule No. 2.—Migration.

1887.]

[Light-House Division.

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

BIRDS OBSERVED AT STATION.

Number of station, _____. Name of station, _____.

Name and P. O. address of keeper, _____.

Name of bird.	When was it first seen?	About how many were seen?	When was it next seen?	When did it become common?	When was it last seen?	Is it common or rare?	Does it breed near your station?	Remarks.

Please state the direction from which flocks of land birds usually come when approaching the station, and the direction they take when leaving the same. Is their course much influenced by the wind?

Schedules filled during the spring migration should be returned in June; those filled during the fall migration should be returned in November. Additional schedules can always be had on application.

Date of mailing this schedule, _____.

[On back of blank:]

INSTRUCTIONS.

In the *first* column should be stated the exact date when each kind of bird was first seen. This entry should be made on the day the bird arrives—not from memory afterwards (general statements such as “late in March,” “early in April,” etc., are of no value).

In the *second* column should be stated, with as much exactness as possible, the number of each kind of bird observed during the day it was first seen.

In the *third* column should be stated the date when the same kind of bird was next seen—whether this happens on the very next day, the next week, or not till a month later.

In the *fourth* column should be stated the date when the bird becomes common. Some birds come in a body and are common from the day of their first arrival, while others straggle along and are not common for a month or more; and others still are never common.

In the *fifth* column should be stated the last date when the bird was observed. In the *SPRING MIGRATION* this column will remain vacant in those species which breed in the neighborhood, as it can be filled only when *all* the individuals go north. In the *FALL MIGRATION* it should be filled in those species which pass farther south, but must remain vacant in those which spend the winter in the vicinity of the station.

In the *sixth* column should be stated whether the species is abundant, common, tolerably common, or rare.

In the *seventh* column it is necessary only to say *yes* or *no*.

Schedule No. 3.—Migration.

[Inland Division.]

1887.]

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

BIRDS OBSERVED AT STATION.

Number of station, _____. Name of station, _____.
Name and P. O. address of observer, _____.

Name of bird.	When was it first seen?	About how many were seen?	When was it next seen?	When did it become common?	When was it last seen?	Is it common or rare?	Does it breed near your station?	Remarks.

Schedules filled during the spring migration should be returned in June; those filled during the fall migration should be returned in November. Additional schedules can always be had on application.

Date of mailing this schedule, _____.

[Indorsed on back:]

INSTRUCTIONS.

In the *first* column should be stated the exact date when each kind of bird was first seen. This entry should be made on the day the bird arrives—not from memory afterwards (general statements such as “late in March,” “early in April,” etc., are of no value).

In the *second* column should be stated, with as much exactness as possible, the number of each kind of bird observed during the day it was first seen.

In the *third* column should be stated the date when the same kind of bird was next seen—whether this happens on the very next day, the next week, or not till a month later.

In the *fourth* column should be stated the date when the bird becomes common. Some birds come in a body and are common from the day of their first arrival, while others straggle along and are not common for a month or more; and others still are never common.

In the *fifth* column should be stated the last date when the bird was observed. In the *SPRING* MIGRATION this column will remain vacant in those species which breed in the neighborhood, as it can be filled only when *all* the individuals go north. In the *FALL* MIGRATION it should be filled in those species which pass farther south, but must remain vacant in those which spend the winter in the vicinity of the station.

In the *sixth* column should be stated whether the species is abundant, common, tolerably common, or rare.

In the *seventh* column it is necessary only to say *yes* or *no*.

Schedule No. 4.—English sparrow.

UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

SCHEDULE ON THE ENGLISH SPARROW.

(Passer domesticus.)

Name and P. O. address of observer (write legibly): _____, _____, _____.

Is your locality city, suburb, or country? _____.

Is the English sparrow present in your vicinity? _____.

If not present, what is the nearest point at which you know it to occur? _____.

If present, when did it first appear? _____
 Is it abundant and on the increase? _____
 Is it protected by law, State or municipal? _____
 Is it artificially housed and fed? _____
 How many broods and young does a single pair rear in a season? _____
 Do any of our non-predatory birds habitually resist encroachments of, or attempt to drive off, the English sparrow unless themselves first attacked? _____
 If so, what kinds, and with what success?

Which of our native birds attempt to reclaim former nesting sites when these are occupied by the sparrow?

Give examples.

Has the English sparrow been observed to molest or drive off any of our native birds? _____

If so, what species are so molested or expelled from their former haunts? _____

Does the English sparrow injure shade, fruit, or ornamental trees or vines? _____

If so, give examples.

Does it injure garden fruits and vegetables? _____

If so, give examples.

Does it injure grain crops? _____

If so, give examples.

Has any case in which it has been of marked benefit to the farmer or horticulturist come under your notice? _____

If so, in what way has the benefit been derived? _____

Under what circumstances does it feed upon insects? _____
 What kinds of injurious or beneficial insects or their larvæ does it destroy, and to what extent? _____

What means, if any, have been taken to restrict the increase of the English sparrow? _____

Please fill and return to

Dr. C. HART MERRIAM,
Ornithologist.

Date of mailing this schedule: _____

Schedule No. 5.—Stomach blank.

UNITED STATES DEPARTMENT OF AGRICULTURE,
 DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

Stomach blank.—For the registration of data concerning stomachs, gizzards, crops, and gullets sent to the Department.

No.	Name of bird.	Sex.	Date.	Hour.	Locality.	Character of place where killed.	Collector.	Remarks.

IV. MATERIAL ON HAND.

The amount of material on hand pending and undisposed of January 1, 1887, consisted in replies to the above circulars; in material collected by the ornithologist, assistant ornithologist, and field agent of the division; in the material collected by the American Ornithologists' Union and its corps of nearly two thousand field observers, and kindly turned over to the division; in a collection of the stomachs and gizzards of birds; in the MS. of a report on Bird Migration in the Mississippi Valley, by W. W. Cooke; and in the MS. of a report on the Birds of the Pacific Coast Region, by L. Belding.

Following is a detailed statement of material on hand January 1, 1887.

On the English sparrow.

Returns from more than 3,000 persons in reply to circulars and schedules, and material turned over to the division by the American Ornithologists' Union.

On rice-birds.

Material collected by the ornithologist, assistant ornithologist, special field agent, and numerous rice growers (in reply to Circular No. 5).

On the crow, the blackbird, and other birds of economic importance.

Returns from a large number of persons in reply to Circular No. 1, and material contributed by the American Ornithologists' Union.

On the economic relations of mammals.

Replies from many farmers and others to Circular No. 3.

On the migration and geographical distribution of North American birds.

More than 10,000 pages of notes, contributed by about 1,500 observers.

Special reports.

On the birds of the Mississippi Valley (400 pages type-written, and about 300 pages still in manuscript).

On the birds of the Pacific coast (700 pages type-written).

Birds' stomachs.

Contents of the stomach of 5,000 birds, all in alcohol.

From January 1 to March 1, 1887, the material above specified was augmented by the receipt of additional replies to Circulars Nos. 1, 2, and 3, and by about 200 bottles of birds' stomachs.

V. THE ROUTINE BUSINESS OF THE DIVISION,

aside from the correspondence, distribution of circulars and schedules, and certain original investigations, consists in the collation and elaboration of the above-mentioned material, and in the preparation of the results for publication.

CIRCULARS AND SCHEDULES DISTRIBUTED.

The number of each of the several circulars and schedules distributed between July 1, 1886, and January 1, 1887, is as follows:

Circulars.

Food-habits of birds	4,000
English sparrow	4,000
Economic relations of mammals	2,500
Collection of birds' stomachs	600
To rice growers	600
Total	11,700

Schedules.

On the English sparrow	5,000
On migration	1,500
Stomach blanks	500
Total	7,000
Total of circulars and schedules distributed from July 1, 1886, to January 1, 1887	18,700

NOTE.—This number does not include circular letters, of which 2,397 have been sent out, making 21,097 in all.

Letters written.

July, 1886	329
August	290
September	486
October	183
November	127
December	292

Total for six months ending December 30, 1886..... 1,707

Letters answered by circular.

September (first used September 23).....	118
October.....	936
November.....	1,196
December.....	147
Total.....	2,397
Total of letters acknowledged from July 1 to December 30, 1886.....	4,104

Early in the year 1887 the following circular was prepared, to accompany schedules 1, 2, and 3 (see pp. 13-15):

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

CIRCULAR ON THE GEOGRAPHICAL DISTRIBUTION AND MIGRATION OF NORTH AMERICAN BIRDS FOR 1887.

Through the courtesy of the American Ornithologists' Union, the Department of Agriculture has secured the co-operation of this organization, and has undertaken to carry on the work begun by the Union on the migration and geographical distribution of North American birds.

The Department wishes to ascertain the whereabouts of all our birds during the winter season, and the times of leaving their winter homes; to determine, if possible, the number and extent of the chief avenues of migration in North America, and the average rate of speed at which the different species travel; to find out the dates of their appearance at and disappearance from at least a thousand localities, both in spring and fall, for a period of years; and to map out the *breeding areas* of every species which rears its young in North America north of Mexico.

In order to obtain this information it is necessary to secure the voluntary services of a large corps of observers, each of whom is requested to contribute as full data as possible concerning the questions mentioned in this circular.

The first item in an observer's report should be a brief but careful description of the principal physical features, including latitude, longitude, and altitude, of the locality which is the seat of his observations.

The data collected may be arranged conveniently in three general classes: *a.* Ornithological phenomena; *b.* Meteorological phenomena; *c.* Contemporary and correlative phenomena.

(a) *Ornithological phenomena.*

Each observer is requested to prepare, at his earliest convenience, a complete list of the birds known to occur in the vicinity of his station, and to indicate (by the abbreviations inclosed in parentheses) to which of the following five categories each species pertains:

1. *Permanent residents*, or those that are found regularly throughout the year (R).
2. *Winter visitors*, or those that occur only during the winter season, passing north in the spring (WV).
3. *Transient visitors*, or those that occur only during the migrations, in spring and fall (TV).
4. *Summer residents*, or those that are known to breed, but which depart southward before winter (SR).
5. *Accidental visitors*, or stragglers from remote districts (AV).

It is desirable also to indicate the relative abundance of the different species, the terms to be employed for this purpose being: Abundant, common, tolerably common, rare.

If you are in a position to observe the lines of flight of birds, have you noticed whether or not such lines are influenced by the topography of the country, and, if so, to what extent?

If a mountain intercepts the line of flight, what kinds of birds pass around it, and what kinds pass over it?

What localities in your neighborhood are sought as resting-places by the various kinds of migrating birds? Can you give any reason for this selection?

What kinds of birds generally move in flocks, and what kinds in pairs or singly?

Are you familiar with any kinds of birds in which the males and females, and old and young, fly in separate flocks? In many species the males arrive in advance of the females, hence it is important to note the sex of the first comers, and the date at which the opposite sex is first seen.

Have you observed from year to year any increase or decrease in the numbers of any kind of bird known to you? If so, do you attribute such change to altered conditions in the bird's breeding grounds? If not, can you assign a cause?

Have you observed the increase or decrease of one species to affect the numbers of another species? If so, can you explain the fact?

Has any kind disappeared altogether, and, if so, can you assign a cause for this disappearance?

Among the birds which are now common about your station is there any kind that was formerly rare or absent? If so, can you explain the fact?

Among the birds which breed regularly in your vicinity, have you ever observed an individual which by some personal peculiarity (such as the presence of white or dark feathers where they do not belong, or by some deformity) could readily be distinguished from others of its kind? If so, has this bird returned to the same place to nest year after year?

In recording arrivals and departures it is highly important to distinguish between the movements of irregular stragglers, of the advance guard or "van," and of the principal mass or "bulk" of the species. For this purpose observers are requested to note:

1. When the species is first seen.
2. When it is next seen.
3. When it becomes common.
4. When the bulk departs.
5. When the last individual is seen.

In addition to the above data, which *all* observers are requested to furnish, the Department particularly desires exact records of every increase and decrease in the numbers of a given species over a given area; for it is only by the knowledge of the daily fluctuations of the same species in the same place that the progress and movements of a "flight," or "bird-wave," can be traced. Such data can be contributed by experienced observers only, and in their procurement much time must be spent in the field. During the progress of the migratory movement the observer should go over the same ground day after day, and, if possible, both early in the morning and late in the afternoon. He should visit woodlands, thickets of dense undergrowth, and open fields; and, if possible, both swamp and upland should fall under his daily scrutiny.

The above may be regarded as *essential data*. There are many other noteworthy details that bear more or less directly upon the complicated problems involved in the study of migration. Among such may be mentioned the bodily condition of the bird (whether fat or lean), the molt, and the periods of song. The time of mating, when observed, should always be recorded.

The Department desires positive information concerning the food of all birds, and will furnish on application a special circular devoted to this branch of the inquiry.

(b) *Meteorological phenomena.*

Information is desired upon—

1. The direction and force of the wind.
2. The direction, character, and duration of storms.
3. The general conditions of the atmosphere, including rain-fall.
4. The succession of marked warm and cold waves, including a record of all sudden changes of temperature.

(c) *Contemporary and correlative phenomena.*

The Department desires that the data under this head be as full and complete as possible, and requests exact information upon—

1. The date at which the first toad is seen.
2. The date at which the first frog is heard.
3. The date at which the first tree-toad or "peeper" is heard.
4. The dates at which certain mammals and reptiles enter upon and emerge from the state of hibernation.
5. The dates at which various insects are first seen.
6. The dates of the flowering of various plants.
7. The dates of the leafing and falling of the leaves of various trees and shrubs.
8. The dates of the breaking up and disappearance of ice in rivers and lakes in spring, and of the freezing over of the same in the fall.

It must not be supposed, because a large amount of information upon a variety of subjects is asked for, that meager or isolated records are not desired. Quite the contrary is true. Comparatively few of the observers are ornithologists, or even bird collectors—the great majority being intelligent farmers, tradesmen, and light-keepers. Those who know only the commonest birds, such as the robin, bluebird, bobolink, martin, humming-bird, and chimney swift, can furnish important data, and their services are eagerly sought.

In order to secure better results, a portion of the territory under investigation has been divided into districts, each of which has been placed under the immediate direction of a competent superintendent. Observers not living within the limits of these several districts are requested to communicate with the ornithologist of the Department of Agriculture.

The districts, with their respective superintendents, are :

New England.—Superintendent, John H. Sage, Portland, Conn.

Atlantic district.—New York (excepting Long Island), Pennsylvania, New Jersey, Delaware, Maryland, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Kentucky, and Tennessee. Superintendent, Dr. A. K. Fisher, Department of Agriculture, Washington, D. C.

Long Island, New York.—Superintendent, William Dutcher, 51 Liberty street, New York city.

Indiana and Southern Michigan.—Superintendent, B. W. Evermann, Terre Haute, Ind.

Ohio.—Superintendent, Dr. F. W. Langdon, 65 West Seventh street, Cincinnati, Ohio.

Light-house division of North America.—Superintendent, Dr. C. Hart Merriam, Department of Agriculture, Washington, D. C.

Light-house division of Spanish America.—Superintendent, L. S. Foster, 35 Pine street, New York City.

Schedules on which to record the more prominent facts relating to bird migration will be furnished on application.

WASHINGTON, D. C., February 23, 1887.

From January 1 to March 1, 1887, about 2,000 circulars and 4,000 schedules were distributed, and 250 letters were answered. The annual report was written by the ornithologist and delivered to the Commissioner.

DETAILS OF OFFICE WORK.

The communications received consist chiefly of two kinds: (1) *letters* and (2) *replies to circulars*. Both of these are promptly acknowledged; the date of acknowledgment is stamped upon them, and the answers are copied in copy-books.

Disposition of letters.—If the letter contains information of use to the division, said information is copied on cards made for the purpose. Different colored cards are used for different subjects, as will appear from the attached samples. After this has been done, the letters are filed alphabetically under years.

1886.—Food of birds.

Passerina cyanea (Indigo bird).

July 16, 1886.—Mr. H. W. Henshaw and I saw half a dozen indigo birds, all adult males, in the corner of an oat patch near a piece of woods, about 2 miles north of Washington, D. C. One was shot. Its gullet contained 4 entire grains of oats, and its gizzard was full of more or less broken oats and a few small seeds.—C. HART MERRIAM.

Arrivals.—Spring migration.

Corvus americanus (Crow).

Dates of arrival at Locust Grove, New York :

1870, March 2.

1880, February 4.

1881, February 16.

1883, February 20.

During the winter of 1881-'82, crows spent the entire winter at Locust Grove, the weather being unusually mild.—C. HART MERRIAM.

Following are additional examples of the manner in which cards are used in summarizing information contained in letters :

1886.—Food—Botanical.

Arbutus texana (Slick tree).

TOYAH, TEXAS.

Bears and rock squirrels among mammals, and Audubon's thrush, Messina quail, and blue-birds among birds, are fond of the berries of *Arbutus texana*, called by the Mexicans "Palo enquerado" (meaning "naked tree"), and by the whites "slick tree."—WM. LLOYD (letter dated March, 1886).

1886.—Mammals.

Taxidea americana (Badger).

FULTON CO., OHIO.

Thomas Mikesell writes from Wauseon, in northwestern Ohio, under date of November, 1886: "A few years ago (in 1878, I think) a badger was caught about 3 miles from Wauseon; and about two years ago one was killed about 7 miles north of this place. There are several places in this county where badgers are still known."

Disposition of replies to circulars.—This material is filed in special jacket envelopes, according to the subject headings under which it naturally falls; the blank spaces on these jacket envelopes are filled in by the type-writer. Samples are attached.

State: _____ Year: _____ County: _____
1887.

Post-office: _____, _____, No. _____.
Name of observer: _____.

DEPARTMENT OF AGRICULTURE.

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOGY.

FOOD-HABITS OF BIRDS.

Contains reply to Circular No. 1, and information upon:
Food of birds.
Rice-birds.
Migration.

ANSWERED:

By letter, book _____, page _____.
" circulars, Nos. _____, _____.
" bulletin, No. _____.

REMARKS.

State: _____ Year: _____ County: _____
1886.

Post-office: _____, _____, No. _____.
Name of observer: _____.

THE DEPARTMENT OF AGRICULTURE.

DEPARTMENT OF AGRICULTURE.

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

RICE-BIRDS.

Contains reply to Circular No. 5, and information upon:

ANSWERED:

By letter, book _____, page _____.
 by circulars, Nos. _____.
 by bulletin, No. _____.

REMARKS.

State: _____ Year: _____ County: _____
 Post-office: _____, _____. No. _____.
 Name of observer: _____.

DEPARTMENT OF AGRICULTURE.

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

ENGLISH SPARROW.

Contains reply to Circular No. 2, Schedule No. 4, and information upon:

Food of birds.
 Rice-birds.
 Migration.

ANSWERED:

By letter, book _____, page _____.
 " circulars, Nos. _____.
 " bulletin, No. _____.

REMARKS.

State: _____ Year: _____ County: _____
 Post-office: _____, _____. No. _____.
 Name of observer: _____.

DEPARTMENT OF AGRICULTURE.

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

STOMACH BLANKS.

Contains collectors' data relating to stomachs, gizzards, crop, sand gullets sent to the Department.

ANSWERED:

by letter, book _____, page _____;
 by circulars, Nos. _____;
 by bulletin, No. _____.

REMARKS.

State: _____ Year: _____ County: _____
 Post-office: _____, _____. No. _____.
 Name of observer: _____.

DEPARTMENT OF AGRICULTURE.

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

MAMMALS.

Contains reply to circular No. 3, and information upon:

ANSWERED:

by letter, book _____, page _____;
 by circulars, Nos. _____;
 by bulletin, No. _____.

REMARKS:

State: _____ Year: _____ County: _____
 Post-office: _____ No. _____
 Name of observer: _____

DEPARTMENT OF AGRICULTURE.

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

BIRD MIGRATION.

(Inland division.)

Contains reply to circular _____; schedule No. 3, and information upon:

Food of birds.
 English sparrow.
 Rice birds.
 Breeding.
 Winter birds.
 Mammals.
 Reptiles.
 Batrachians.
 Plants.
 Weather.

ANSWERED:

by letter, book _____, page _____;
 by circulars, Nos. _____.
 by bulletin, No. _____.

REMARKS.

State: _____ Year: _____ County: _____
 Post-office: _____ No. _____
 Name of observer: _____

DEPARTMENT OF AGRICULTURE.

DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY.

BIRD MIGRATION.

(Light-house division.)

Contains reply to circular ——— ; schedules Nos. 1 and 2; and information upon:

Food of birds.
English sparrow.
Rice birds.
Breeding.
Winter birds.
Mammals.
Reptiles.
Batrachians.
Plants.
Weather.

ANSWERED:

by letter, book ———, page ——— ;
by circulars, Nos. ——— ;
by bulletin, No. ———.

REMARKS:

In order to facilitate work, and at the same time to render the material more easily available for ready reference under its several headings, the following stamps are employed. They explain themselves:

Answered	Economic Ornithology.	Nesting.
April 20, 1887.	Ornithologist.	Mammals.
Division of Economic Or-	Adirondaoks.	Botanical.
nithology.	1884.	Entomological.
Washington, D. C.	1885.	Meteorological.
Copy.	1886.	Reptiles.
Copied.	1887.	Batrachians.
Acknowledged.	No circular.	Sing Sing, New York.
Correct.	Food of Birds.	
Examined.	Ornithological.	
American Ornithologists'	Spring Migration.	
Union.	Fall Migration.	

All of the information of value to the division is finally copied on the type-writer and arranged under particular species, for publication in special bulletins. Following are examples:

NEW YORK.—South Richland, Oswego, County. F. B. Rich.—Crows pull up corn when it is 2 or 3 inches high. I have known of many cases where the injury done was very extensive. Many farmers put tar on the corn when they plant it, so the crows will not eat it. I have noticed them catching grasshoppers, but not often. The greater part migrate, but some stay through the winter. They build their nests in high trees in the forests.

CALIFORNIA.—Chico, Butte County. William Proud.—The crow is very fond of corn. He pulls it out of the ground by the first blade that shows above the surface; the kernel at that time being soft is a delicious morsel. When the corn is in the milk or even ripe he will take it, whenever and wherever he can find it. The bird is also fond of wheat and other cereals. On the other hand, he has many good qualities. He is a great devourer of grubs, caterpillars, chrysalides, etc., including wire-worms, larvæ of the cockchafer, beetles, army worms, grasshoppers, and other noxious vermin that falls in the way. Therefore I would say that the crow is beneficial to the farmer.

The following is in reply to the request for a statement of the method of transacting business, including one or more items, beginning with the receipt of the matter and showing in consecutive order the various steps taken, and the various employés

through whose hands the same passes; by whom it is considered and acted upon, and the action thereon had and taken by each until the same is finally disposed of:

METHOD OF DEALING WITH ENGLISH SPARROW RETURNS.

Filled schedules on the English sparrow, received by mail, are opened by the assistant ornithologist and looked over for points of especial interest or questions which might necessitate further correspondence with the writers. Any schedule requiring a special reply is laid aside until the others have been disposed of, when the proper letter is written or dictated to stenographer and type-writer. Schedules not needing special reply go at once to a clerk who acknowledges each one by a circular letter (see below*), stamping it accordingly, and indorsing it with the locality, date, and name of writer on the outside of folded schedule. When a considerable number of these have accumulated they are passed to a second clerk who provides each with a "jacket envelope" (for sample see page 28), on which is type-written the State, county, town, and name of observer, together with the kind of reply, and, if answered by letter, reference to the page of the letter copy-book in which the answer was copied.

Schedules thus jacketed pass to a special assistant, engaged in mapping the distribution of the sparrow, who numbers each schedule passing through his hands, and places the same number (in red or blue, according as the bird is present or not) on the map in the exact spot indicated by the schedule.

They are now returned to the clerk who first received them, and are arranged alphabetically by States and towns in a file case devoted to this material, the reports from each State, however, being divided into two sets, according to the presence or absence of the sparrow. In preparing for publication the information contained in these reports, each schedule is critically examined either by the assistant ornithologist or a special assistant, and referred to one or another clerk for copying or type-writing, according to whether the contained information is direct, simple, and clearly arranged, or whether, from its form and character, more careful discrimination and technical knowledge is required. The more complicated and important reports are examined and disposed of by the assistant ornithologist.

Information taken from the schedules is arranged for publication under eight different heads, as follows:

1. Time and manner of first appearance of the English sparrow; present abundance and apparent rate of increase; kind and degree of assistance and protection afforded or withheld by man.
2. The number of broods and young reared by each pair in the course of a season.
3. Relation of the sparrow to other birds.
4. Injury to trees or vines.
5. Injury to fruits and garden vegetables.
6. Injury to grain.
7. Relation to injurious or other insects.
8. Methods of restriction; suggestions for extermination; personal opinion; public sentiment; miscellaneous information.

The matter under each of these heads is taken out of each schedule and type-written on a slip or sheet by itself; each sheet bearing the name and post-office address of the observer, together with the date, place of observation, and number of years the sparrow is believed to have been present at that point.

The following example shows part of the information from one schedule, the slips ready to be cut apart:

- OHIO. I. Cleveland (suburb), Cuyahoga County. L. M. Davies. The English sparrow appeared here in 1877, and is increasing. It is artificially housed and fed. November 1, 1886.
- OHIO. II. Cleveland (suburb), Cuyahoga County. L. M. Davies. It rears three, sometimes four broods in a season. November 1, 1886.
- OHIO. IV. Cleveland (suburb), Cuyahoga County. L. M. Davies. I have seen it picking buds from an apple tree. November 1, 1886 (nine years).
- OHIO. VI. Cleveland (suburb), Cuyahoga County. L. M. Davies. In the fall all the young congregate and go into the country where they commit great depredations upon the grain-fields, especially fields of wheat. November 1, 1886 (nine years).

* U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY,
Washington, D. C., ———, 188—.

DEAR SIR: Your schedule on the English sparrow has been received and we are very much obliged for the information it contains.

All slips containing information in reply to the same question are filed together, and thus eventually all the evidence on any one head is brought together for study and comparison. The following is an example in reply to question number five:

- ALABAMA. V. Clayton, Barbour County. E. R. Quellan. It comes into the garden in flocks, eating the pease and tender fruit. October 20, 1886 (three years).
- CALIFORNIA. V. Redwood City, San Mateo County. H. Jacobson. Country. It feeds on grapes, figs, radishes, and lettuce. October 11, 1886 (twelve years).
- CONNECTICUT. V. New Haven, New Haven County. Louis B. Bishop. It injures grapes, pears, and lettuce. August 23, 1886 (ten years).
- KENTUCKY. Hartford, Ohio County. A. B. Baird. It destroys cabbage and radish seeds as they commence maturing. October 5, 1886 (six years).

This matter is arranged by States and is filed alphabetically by localities in each State. It is then condensed, revised, and finally copied for publication in a "bulletin on the English sparrow," which is now in an advanced state of preparation. The introductory portion of this bulletin will contain a synopsis of the principal facts brought to light by the investigation, together with deductions from the same, and suggestions to legislative bodies and to the people in regard to the best methods of abating the sparrow scourge.

In the treatment of the above described material, at least five persons have been employed; but since the total office force of the division consists of only six persons, and since the sparrow inquiry is but one of the several important investigations which are carried on simultaneously, it is seldom that sparrow material passes through all the stages of preparation without considerable interruption. The same is true of much of the other work of the division and for the same reason. The scope of investigation is so wide, and the number of employes so limited, that no rigid classification of duties has been possible, and it has been difficult to define with precision the limits to which any employe shall confine his or her usefulness. Nevertheless, the present disposition of forces gives fairly satisfactory results, and probably is as successful as any plan which can be devised without an unwarrantable increase in the number of employes.

Examination of the contents of birds' stomachs.

One of the most important branches of investigation undertaken by the division is the critical examination of the stomachs, gizzards, crops, and gullets of birds, already mentioned (see p. 2). The elaboration of this material is a slow process, requiring much technical knowledge, as well as patience, on the part of the investigator. An assistant ornithologist has devoted most of the present year (1887) to the study of the food-material found in hawks and owls. A single stomach sometimes contains representatives of several of the primary divisions of the animal kingdom. For instance, a hawk may contain at one time the remains of a meadow mouse, a sparrow, a snake, a frog, a grasshopper, an earthworm, and a snail—representatives of the seven primary groups, Mammalia, Aves, Reptilia, Batrachia, Arthropoda, Vermes, and Mollusca.

The results of this examination are summarized on cards prepared for the purpose, as may be seen from the attached examples. A separate card is used for each stomach.

Name: *Buteo borealis* ♀ Number 3926.
Date: July 13, 1886. Where killed: Small wood.
Hour of killing: 8 a. m.

Locality: Lockport, N. Y.	Condition of stomach: full. Condition of gullet: ——. Percentage of animal matter, 100; of vegetable, —; of gravel, etc., —; of indeterminate, —.
	Contents consist of: 1 toad (<i>Bufo lentiginosus</i>). 4 meadow mice (<i>Arvicola riparius</i>). 2 small beetles (<i>Harpalus erythropus</i> and <i>Limonius speo</i>).
J. L. Davison.	Examination made by A. K. Fisher. Otto Leugger.
	Date, April 7, 1887.

Lists of correspondents.

A card catalogue is kept of the correspondents of the division, and the cards are arranged alphabetically by *names of correspondents*. Attached is an example:

STEPHENS, F.
(ORNITHOLOGIST AND FIELD NATURALIST.)
Post office: SAN BERNARDINO.
County: Do.
State: CALIFORNIA.

No. 354.

In addition to the above card catalogue, another card list is kept, arranged alphabetically by *States and counties*. This list contains, in addition to the name and address of each observer, a statement of the character and date of the material contributed, as may be seen from the attached example:

State: Pennsylvania. County: Chester.
Post-office: West Chester
Name of observer: Dr. B. Harry Warren No. ———

Information contributed upon—	Year.									
	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893
Breeding	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893
Distribution	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893
English sparrow	1883	1884	1885	1886	1887	1888	1889	1890	1891	1892
Food of birds	1883	1884	1885	1886	1887	1888	1889	1890	1891	1892
Migration	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893
Itce-birds	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893
Winter birds	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893
Miscellaneous	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893

Distribution of documents.

So many requests are received for the publications of the Department, that a special circular has been prepared with blank lines for the name and address of applicant, and name and date of publication desired. These forms, when filled, are submitted to the chief clerk, who, after attaching his signature, passes them to the superintendent of the folding-room.

U. S. DEPARTMENT OF AGRICULTURE,
DIVISION OF ECONOMIC ORNITHOLOGY AND MAMMALOLOGY,
Washington, D. C., April 15, 1887.

The following application for documents has been received from Amos W. Butler, Brookville, Ind., and is respectfully referred to the chief clerk.

C. HART MERRIAM,
Ornithologist.

Annual Report for 1886.
Forestry Report for 1884.

The superintendent of the folding-room will forward these documents under Department frank to the above address.

Chief Clerk.

Table showing total and average time devoted to business by employes in ornithological division from July 1, 1886, to March 1, 1887.

	No. of working days.	No. of days worked in person.	No. of days worked by proxy.	Total No. of days worked.	Average No. of employes.	Average No. of days' work.	No. of hours employed daily.	Maximum No. days present.	Minimum No. days present.
July 1, 1886, to Jan. 1, 1887.	153	700	0	700	6	116 $\frac{1}{2}$	6 $\frac{1}{2}$	153	133
Jan. 1, 1887, to March 1, 1887.	48	240	0	240	6	40	6 $\frac{1}{2}$	48	48*
Total	201	940	0	940

* One employe was absent on account of sickness the entire two months.

Owing to the diversity and technical nature of much of the work of the division it is impossible to give a fair answer to the question asking for a statement of the amount and character of the work done by the employé doing the most and the employé doing the least. Moreover, owing to the necessary continuity of the several lines of inquiry carried on simultaneously by the division, no work save the ordinary office routine can be finally completed and disposed of until the same has been actually published. Hence it is impossible to answer the question asking for a statement of the amount of business disposed of at the several stated dates. The character of the business of the division has been already fully explained.

Appendix.—Work of the Department in economic ornithology prior to July, 1886.

The actual commencement of the work of the Department in economic ornithology dates from July 1, 1885, when, in obedience to an act of Congress, the investigation was begun as a branch of the division of entomology. The entire force comprising this section during the fiscal year ending June 30, 1886, consisted of but three persons, the present ornithologist (who has had charge of the work from the beginning), an assistant ornithologist, and one stenographer and type-writer employed by the day.

DIVISION OF MICROSCOPY.

During the present administration there has been an increasing demand for information relating to the work of general microscopy, a diversified field of labor, the value of which, as of scientific work in general, can not be estimated by the number of written pages, but by the practical value of the facts discovered.

Some investigations may occupy but little time, owing to their simplicity, while others may require weeks, months, or even years, before a satisfactory result is obtained.

Investigations are here made, in special cases, when required, for the several divisions of this Department, as well as for the Executive Departments of the Government, as the following examples illustrate:

At the request of the Secretary of the Treasury, a microscopical examination was made of sugar, supposed to have been artificially colored, for the purpose of evading high duties based on the "Dutch standard of color." The instructions were to determine whether the brown coloring matter constituted an impurity, the necessary result of manufacture, or had been applied artificially as a surface stain on a highly refined sugar, thus imitating an impure sugar with fraudulent intent. The microscopist claimed to have found that the sugar crystals were simply surface colored, and that the stains were easily removed by washes of sugar solutions.

Another illustration:

A correspondent wrote to the Commissioner that the orange trees were dying, in some sections of Florida, from a disease known as "die-back." Some specimens of the affected branches were referred to the microscopical division. The green bark of the smaller branches was found to be very much split, and covered with an orange-colored gum-like substance. The correspondent wished to know the cause of the disease, and a remedy for it. The microscopist demonstrated, he believed, that the oil of the tree had oozed through the ruptured bark, and becoming oxidized on exposure to the atmosphere had produced an orange-colored resin. Microscopic examination failed to discover the presence of fungi or insects on the branches. The further correspondence showed that the trees thus affected were confined to low, wet regions, and further events confirmed the investigation, for such trees, when transplanted to high grounds, recovered from this malady.

Another illustration:

At the request of the chief of the horticultural division, we examined a very destructive mildew growing on the leaves of foreign grape-vines in the conservatories of this Department. Investigations demonstrated that this was a mildew identical with that found on the foreign grape-vines grown under glass in this country, and which caused the destruction of the vintage of France and other European countries about the year 1850. This discovery enabled the growers of foreign vines in the United States to use remedies hitherto known and used in Europe. In addition to this there was found on the vines a higher development of the fungus (its higher fruit) not hitherto observed, as we believe, either in Europe or elsewhere. This discovery formed a long-sought and important link, which will be of great value. This investigation commenced in the summer of 1871 and closed in the fall of 1885, having been necessarily confined to the grape-growing season of each year.

Much work has been done in the line of food adulterations at the instance of the municipal authorities, and later, at the request of the Chief of the Bureau of Inter-

nal Revenue, chiefly relating to the detection of oleomargarine and imitations of butter.

"Store eggs" sold as fresh have been examined at the request of the police department, and were found in a state of incipient decay.

A number of samples of milk, cheese, butter, dried beef, and other substances have been examined and reported on, for the general public, and a constant line of investigations is being prosecuted in this division.

There was no *special and particular work pending or on hand*, other than the usual routine work of the division on the 1st day of January, 1884. Early in the month of January, 1884, a special series of experiments was begun, relating to the differentiation of butter, oleomargarine, and fats generally. This work has required constant attention for several months, an account of which and other experiments has already been published as a bulletin of the Department. In the month of June, said year, at the request of Mr. William Saunders, representative of the United States Department of Agriculture to the World's Industrial Cotton Centennial Exposition, New Orleans, La., the microscopist undertook the preparation of a comprehensive exhibit of water-colored drawings representing his work on fungi. This exhibit embraces over one thousand of the principal mycological species which prey upon living plants, or are otherwise prejudicial to their healthy growth; it includes also illustrations of the edible and poisonous mushrooms found in the United States. The collection has since been selected by Professor Baird for permanent exhibition in the National Museum. This work was pending on the 1st day of January, 1885, and so continued until March 1, said year, including the preparation of a comprehensive catalogue numbering some 29 printed pages.

From March 1, 1885, until January 1, 1886, the microscopist was exclusively occupied with investigations relating to food adulterations, especially that of butter and oleomargarine. The microscopist during this period, in addition to being present at several meetings of the Committees of Agriculture of the two houses of Congress, also prepared certain information relative to butter and oleomargarine, antecedent to the enactment of the oleomargarine law, involving the preparation of written statements and an examination of over eighty patents on file in the United States Patent Office, as also the translation of the official report of the French Academy of Medicine, on the use of oleomargarine in the insane asylums of the department of the Seine agreeable to an order from the minister of the interior.

From November, 1885, to July 1, 1886, a temporary assistant was assigned to this division, and on July 1, 1886, this assistant was duly appointed as such under the law, and attends to all the correspondence, translations, type-writing, etc., of the division. On the 15th of November, 1886, a second assistant was assigned and is still in the division, engaged on general work, making entries of experiments, etc. The assistant has lost but two days since her appointment. The same may be said of the second.

With regard to the method of transacting the official business of the division the following is an illustration:

A sample of butter-like substance to be examined is brought here by an official of the police department. On receiving the sample the officer is requested not to give any information as to the parties from whom it came. Should the substance prove to be butter the investigation is ended; but should it prove to be oleomargarine the proper police officer is informed. The assistant enters in a book kept for this purpose all the particulars and dates relating to the examination. Should the case be prosecuted, the microscopist is cited to appear and give evidence in the courts.

Another illustration:

March 10 of the current year, Capt. J. G. Walker, Chief of the Bureau of Navigation, sent two specimens of fiber and cellulose, desiring to know from what plant or plants derived, and to what localities indigenous. These were referred to the microscopical division. Understanding that the information sought was of great interest to the Navy Department the search was made exhaustive. Partly by the use of the microscope we traced the origin of the fiber to the palm family, and then procured specimens of every species of palm that could be found in the Government conservatories. Dried specimens were also obtained from the herbariums of the botanical division, museum of this Department, and the National Museum. Every specimen was placed in a separate envelope and marked according to its species. This, being done, the literature of the subject was looked up and notes taken bearing on the subject from every treatise on palms and their economic uses to be found in the libraries of this Department, the National Medical Museum, and the Congressional Library. Each fiber was then dissected by special mechanical appliances, longitudinal and cross sections made in order that the microscopical characteristics distinguishing one species from another might be studied. This investigation is as yet incomplete, but enough has been accomplished to show that several species of the palm may furnish fibers suitable for the purposes required by the Navy Department.

DIVISION OF POMOLOGY.

Owing to the fact that the division of pomology was not established until July 1, 1886, it is impossible to report anything prior to that date.

The work of its organization began immediately after the pomologist had been commissioned, which commission was dated July 1, 1886.

From that date until January 1, 1887, there were no employes under his supervision, all the work being performed by the pomologist. The character of the work performed during that period by the pomologist consisted principally of correspondence with the fruit growers of the country concerning the best methods of organization of the work, and, under instructions from the Commissioner of Agriculture, the personal visitation of a few of the leading horticultural societies of the United States, for the purpose of collecting information of a pomological character.

Up to January 1, 1887, 240 letters had been written in search of information and in answer to inquiries concerning fruits. During the same period 24 packages of specimens of fruits had been received and examined. Many of these were sent with the request that the correct names should be returned for the benefit of those sending them. Drawings and written descriptions were made of such as were thought necessary for future study and comparison, and in some cases for publication in the annual report of this Department.

A sample of this work is herewith submitted. (See Exhibit A.)

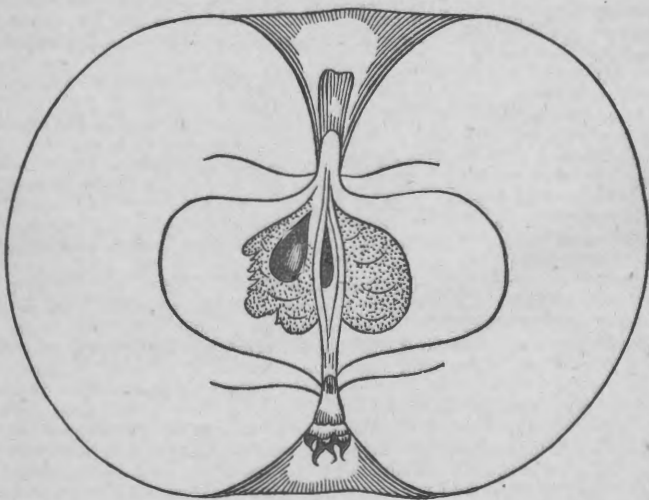
On January 1, 1887, there was no work in this office undisposed of.

From January 1, 1887, to March 1, 1887, there were received 173 letters, all of which were answered, and in addition 45 letters were written in the pursuance of pomological investigations. There were also received during the same time 41 packages of specimens.

On the 1st day of February, 1887, one clerk was detailed for service in this division. He was engaged up to March 1, 1887, in compiling a list of the fruit growers of the United States.

All service by the Chief of the Division and by the clerk was performed in person. No work remained undisposed of in this office on March 1, 1887.

EXHIBIT A.—Sample of work done.



MAMMOTH BLACKTWIG.

[Grown by N. C. Moore, of Boonesborough, Ark., crop of 1886. Drawn December 22, 1886.]

Mammoth Blacktwig.—Grown by N. C. Moore, Boonesborough, Ark. Crop of 1886. Size, medium; $2\frac{1}{2}$ to 3 inches. Shape, flat, conical, regular. Surface, smooth, yellow, almost covered with deep suffused red; not striped or splashed except very indistinctly. Dots, rather scattering; small, light, gray, prominent. Basin, shallow,

slightly folded, regular. Eye, small, closed. Cavity, deep, wide; deeply russeted and spread out over base. Stem, short to very short, slender. Core, wide, compact. Seeds, flat, light brown. Flesh, yellow, firm, coarse, juicy. Flavor, sub-acid, rich. Quality, very good. Season, December in Arkansas. Remarks: Resembles Winesap in color and flavor.

FORESTRY DIVISION.

The business of this division consists mainly in collecting and supplying information in regard to forestry matters.

The collection of information is done either through agents in the field, paid by the year or for special reports, by circulars of inquiry, or by consulting the literature on the subject.

The information thus collected is presented in the annual reports of the Department, in separate forestry reports, in answers to letters of inquiry, and in addresses delivered before horticultural and forestry and other associations.

The preparation of the annual report and of letters of information is the only routine business of the division.

All letters of inquiry referred to the division or directly addressed to the same, unless relating to matters like the forwarding of documents, of references, or of reiteration of general and customary replies, are attended to by the chief of division or by one of the assistants in the office, under the direction of the chief.

A record of the more important letters is kept in a letter-copy book; minor correspondence is simply recorded by date and address, and note of contents.

The answers to letters are prepared as soon after receipt as practicable, and are generally disposed of within two or three days, so that no business can be said to be pending at any time.

Applications for tree seeds, if they can be filled from stock on hand, are referred for action at once to the seed division, while letters of advice to applicants are prepared in this office.

The non-routine business of the division consists in the collection of information and the preparation of reports. The lines of inquiry having been decided upon, the methods and instructions to agents for special work are prepared by the chief of division and submitted to the Commissioner. Upon receipt of the reports of agents, for which a stated time is provided in their appointments, the same are read by the chief and accepted or else returned for amendment or enlargement, and when accepted they are prepared for publication by one of the assistants; and when so prepared or when called for, are submitted to the Commissioner for approval and publication.

Circulars of inquiry are prepared and sent out from the division, and the compilation of returns is made by one of the agents or clerks of the division, under the instruction and supervision of the chief of the division.

As the lines of inquiry are not yet definite ones, and the business of the division, in the main, is not of a routine nature, a strict organization of the force, up to March 1, 1887, has not existed; and being under the direct and personal supervision of the chief, no account of the daily work performed by each clerk has been kept, nor were any definite regular duties assigned to each.

The agents in the field are charged with the preparation of special reports, and are required to report progress monthly; the clerks are assigned their work from day to day or from time to time, according to the judgment of the chief and their capacity or the requirements of the office work.

A time record, denoting the attendance of the clerks is kept and reported monthly to the chief clerk.

The following is a detailed synopsis of the number of employés in the division during the term called for, their attendance, etc:

During 1884 there was one clerk employed at \$1,200, and three field agents at \$2,000 each. The amount of time lost by the clerk was twelve days on account of sickness.

During 1885 there was one clerk employed at \$1,200. In February there were six clerks detailed to the division and paid from the divisional fund \$600 each; in March there were eight such clerks at the same salary, and in April there were three at the same salary. There were also three field agents employed at \$2,000 each for January, February, March, April, and May. There were none employed in June. In July there was one employed at \$1,500 for twenty-eight days. In August there two such agents at the same salary for twenty-four days, and for the remainder of the year these two agents were continued in employment.

In 1885 the clerk lost ten days on account of sickness.

In 1886, with the exception of the month of August, there was employed one clerk at \$1,200. During the month of April there was an additional clerk employed at \$50 per month, and in May and June two additional clerks at the same salary. There

was also detailed to the division and paid from the divisional appropriation in April one clerk at \$40, two at \$55 each in May, six employes in June at \$45 each, and one in July at \$50. There were also employed in January and February two agents at \$1,500, and three agents for the remainder of the year at the same salary. There were also employed during the year twelve specialists engaged by piece work, whose aggregate pay was \$2,130. The amount of time lost was by the clerk at \$1,200, and amounted to nineteen days on account of sickness.

In 1887 (to March 1) there were one clerk employed at \$1,200 in January, and two in February. There were also employed three agents at \$1,500 each.

Besides the annual reports embodied in the reports of the Commissioner of Agriculture and the daily correspondence, which during the term from March 15, 1886, to March 1, 1887, necessitated the writing of from 1,500 to 2,000 letters, there was published from this division during 1884, Volume IV of Forestry Reports.

Since March 10, 1886, the following reports have been prepared or are under way:

1. Report on western tree-planting.
2. Report on the relation of railroads to forestry, with several appendices.
3. Report on the relations of wood manufactures to forest supplies.
4. Report on the relation of charcoal iron industry to wood supplies.
5. Report on the relation of the Government to forestry.
6. Report on the condition of Rocky Mountain forests.
7. Report on the biology of the white pine.
8. Report on the biology of the long-leaved pine.
9. Report on the biology of the bald cypress.
10. Report on the biology of the hemlock.
11. Report on the biology of western pitch pines.
12. Report on the influence of woodlands on waterflow.
13. Manual for willow culture.
14. Short biologies on the most important European timber trees which may be naturalized.
15. List of the important timber trees of the United States, with remarks as to their forestry.
16. Forest statistics of Tennessee.

SEED DIVISION.

No record has been kept in this division of the amount of business pending at any time, nor of the amount of business disposed of during any month or calendar year, but at the end of each fiscal year a report has been made of the aggregate amount of business transacted and disposed of during the year, and an abstract of the reports for the years above mentioned (so far as such reports have been made) showing the number of packages of seed put up and distributed, is herewith submitted. I have also to state that it does not appear that a record of the business transacted and disposed of by the individual employes in this division has been kept at any time.

The duties of said employes have been such, and the work in general so difficult to classify, that it has been found impracticable to keep such a record.

The following statement shows the aggregate distribution of seeds by the seed division of the Department of Agriculture during the fiscal years ending June 30, 1884, June 30, 1885, and June 30, 1886:

To whom issued.	Number of packages in year ending June 30—		
	1884.	1885.	1886.
Senators and Representatives in Congress	2, 912, 730	3, 600, 421	3, 538, 108
Statistical correspondents	357, 905	412, 609	224, 454
State correspondents	72, 450	104, 281	68, 442
Miscellaneous applicants	279, 653	550, 515	426, 251
Experiment stations and agricultural colleges			2, 871
Agricultural societies			7, 039
Total	3, 622, 738	4, 667, 826	4, 267, 165

The falling off in the total number of packages of seed distributed in the fiscal year 1885-'86, as compared with the distribution of the previous fiscal year, may be explained by the statement that in the fiscal year 1884-'85 427,514 papers of flower

seed and 135,301 papers of turnip seed (a total of 562,815 papers) were distributed in excess of the distribution of those two kinds of seed in 1885-'86. It may be stated in addition to the above, that in June, 1885, there was no turnip seed on hand in the seed division, so the distribution of seed in July and August following (the opening of the fiscal year 1885-'86) was delayed because of the necessity of buying and putting up turnip seed after July 1, and, in consequence, the distribution was not as large as it otherwise would have been.

The business of the seed division is to receive, keep a correct and classified list of, thoroughly test, and store away systematically all the seed purchased by the Department of Agriculture; to receive and care for all the miscellaneous supplies needed in putting up and distributing the same; to make paper pockets and cotton bags for the reception of seeds; to estimate the number of same requisite for each variety; to prepare copy for seed pocket labels, comprising the name of seeds, and, when deemed necessary, directions for planting and cultivation; to put up the seeds in quantities suitable for distribution; to prepare large numbers of packages of the various kinds to meet any exigency that may arise; to fill as received from the chief clerk of the Department the orders of Senators, Representatives, and Delegates in Congress; to address the required number of franks and postal cards; send seed to about 4,200 State and county statistical agents of the Department, to agricultural colleges and experiment stations, to granges and agricultural societies, to miscellaneous applicants throughout the entire country, and to such persons in foreign countries as desire to effect a change with this Department; to keep sets of books in which entries in detail are made of all seeds received and of all distributions (with the exception of those to members of Congress); to make up at the end of each fiscal year an alphabetically arranged statement, showing in full the quantities, species, and varieties of seed received by the division during the year, and a tabulated statement showing the distribution of seeds during the same period, and to do much other necessary work of such a character as not to be easily classed under any particular head, but none the less essential to the usefulness and efficiency of the division.

I would also state that the employes of the seed division have largely been appointed for limited periods, have been paid by the day, and for such time only as they have been on duty.

Taking these facts into consideration, it has been deemed unnecessary to make a statement showing the number of days devoted to business by the employes of this division during the years 1884, 1885, 1886, and during January and February, 1887. A statement of the average number of employes in the seed division during each month from January, 1884, to February, 1887, both months included, is submitted, also a sketch giving as nearly as may be done an idea of the multifarious duties performed by such employes from the moment the seeds reach the division in bulk until such time as a report in full of the distribution of them can be made to the Commissioner's office.

The following statement shows the average number of employes in the seed division, Department of Agriculture, during each month in the years 1884, 1885, 1886, and during January and February, 1887:

Months.	Average number of employes each month—			
	1884.	1885.	1886.	1887.
January.....	87	137	122	107
February.....	82	117	148	115
March.....	96	87	165
April.....	67	57	102
May.....	68	29	82
June.....	48	24	27
July.....	168	27	47
August.....	204	60	102
September.....	126	62	116
October.....	129	73	111
November.....	118	92	98
December.....	110	100	100
Monthly average.....	108 $\frac{1}{2}$	72 $\frac{1}{2}$	97 $\frac{1}{2}$

I would respectfully call your attention to the fact, that in comparing the distribution of seeds in the fiscal year ended June 30, 1885, with that in the year ended June 30, 1886, the average number of employes in the seed division during each month of those years should be taken into consideration.

It appears that the average number of employes in the seed division during each month in the year ended June 30, 1885, was 108 $\frac{1}{2}$, and the average number of same

during each month in the year ended June 30, 1886, was 84½; a decrease in the average number each month in the latter year, as compared with the former, of about 22 per cent.

The following statement shows the legal organization, the number and designation of officers and employes, their salaries, and appropriations from which paid, as shown by the records of the Department for March, 1887:

COMMISSIONER'S OFFICE.

One Commissioner	\$4,500.00
One chief clerk	2,500.00
One chief division of accounts	1,800.00
One property clerk	1,400.00
One clerk to disbursing officer	1,000.00
One stenographer	1,800.00
One engraver	2,000.00
Two clerks class 4, each	1,800.00
Two clerks class 3, each	1,400.00
Four clerks class 2, each	1,400.00
Seven clerks class 1, each	1,200.00
Eight clerks each	1,000.00
Six clerks each	840.00
One librarian	1,400.00
One engineer	1,400.00
Two firemen each	720.00
One assistant fireman	500.00
One superintendent folding-room	1,200.00
Two assistants in folding-room, each	600.00
One carpenter	1,000.00
Two messengers, each	720.00
One watchman	720.00
Eight laborers, each	660.00
One laborer	540.00
Two laborers, each	480.00
Two laborers, each	400.00
One laborer	300.00

DIVISION OF STATISTICS.

One statistician	2,500.00
Two clerks class 4, each	1,800.00
Three clerks class 3, each	1,600.00
Four clerks class 2, each	1,400.00
Five clerks class 1, each	1,200.00
Seven clerks each	1,000.00
Four clerks each	840.00
Two clerks each	720.00

EMPLOYÉS COLLECTING FOREIGN AND DOMESTIC STATISTICS, ETC.

One compiler	1,800.00
Three compilers, each	1,600.00
Two compilers, each	1,400.00
Three compilers, each	1,200.00
Two compilers, each	1,000.00
Three copyists, each	900.00
One copyist	840.00
One copyist	720.00
Twenty-five copyists, each	660.00

STATE AGENTS.

One agent in England	2,500.00
One agent each in California	1,200.00
Illinois	1,200.00
New York	1,200.00
Ohio	1,200.00
Indiana	900.00
Louisiana	900.00
Missouri	900.00

One agent each in Pennsylvania	\$900.00
Texas	900.00
Virginia	900.00
Kansas	720.00
Kentucky	720.00
North Carolina	720.00
South Carolina	720.00
Alabama	700.00
Georgia	700.00
Arkansas	600.00
Dakota	600.00
Iowa	600.00
Maryland	600.00
Mississippi	600.00
Florida	400.00
Minnesota	400.00

DIVISION OF ENTOMOLOGY.

One entomologist	2,500.00
One assistant entomologist	1,800.00
One assistant entomologist	1,600.00
One assistant entomologist	1,400.00

EMPLOYÉS INVESTIGATING HISTORY, ETC., OF INSECTS.

One investigator	1,800.00
One assistant investigator	1,200.00
One assistant investigator	900.00
One assistant investigator	480.00

SECTION OF SILK CULTURE—EMPLOYÉS ENGAGED IN "COLLECTING AND DISSEMINATING INFORMATION RELATIVE TO."

One special agent	2,400.00
One assistant	1,000.00
One director	1,000.00
One assistant director	450.00
One assistant director	400.00
Five assistant directors, each	240.00

DIVISION OF CHEMISTRY.

One chemist	2,500.00
One assistant chemist	1,600.00
One assistant chemist	1,400.00
Three assistant chemists, each	1,200.00
Two assistant chemists, each	1,000.00

EMPLOYÉS IN EXPERIMENTS IN THE MANUFACTURE OF SUGAR, ETC.

One assistant in laboratory	1,200.00
Two assistants in laboratory, each	1,000.00
One assistant in laboratory	840.00
One assistant in laboratory	600.00

DIVISION OF BOTANY.

One botanist	2,000.00
One assistant botanist	1,200.00

SECTION OF VEGETABLE PATHOLOGY.

One special agent	1,500.00
One assistant	1,000.00
One assistant	900.00

COLLECTING AND PREPARING SPECIMENS FOR THE MUSEUM.

One collector	600.00
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BUREAU OF ANIMAL INDUSTRY.

One chief of bureau	\$3,000.00
One clerk	1,500.00
One assistant	1,800.00
One assistant in laboratory	1,800.00
One veterinarian	1,600.00
One draughtsman	2,000.00
One agent	1,600.00
One copyist	1,000.00
One employé	900.00
One messenger	720.00
One laborer	600.00
One agent, per day	3.75

GENERAL FIELD AGENTS.

One agent	2,000.00
One agent	1,800.00
Four agents, each	1,600.00
Three agents, each	1,400.00
One agent	1,200.00
One agent	1,000.00
Two agents, each	900.00
One agent, per month	150.00
One agent, per month	80.00
One agent, per day	10.00
Seven agents, per day, each	8.00

QUARANTINE STATIONS.

One superintendent, Garfield, N. J.	1,800.00
One assistant, Garfield, N. J.	720.00
One laborer, Garfield, N. J.	600.00
One superintendent, Littleton, Mass.	1,800.00
Two laborers, each, Littleton, Mass.	600.00
One superintendent, Saint Denis, Md.	900.00

EMPLOYÉS GUARDING CATTLE QUARANTINED AT CHICAGO, ILL.

Fifteen guarders, each	1,000.00
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DIVISION OF FORESTRY.

One chief of division	2,000.00
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EMPLOYÉS IN "INVESTIGATION AND REPORT ON FORESTRY."

One special agent	1,500.00
One assistant	1,000.00
One assistant	900.00

DIVISION OF ORNITHOLOGY.

One ornithologist	2,000.00
One assistant	1,600.00
One assistant	1,500.00
One assistant	1,200.00
One clerk	660.00
One clerk	600.00

DIVISION OF SEED.

One superintendent seed division	1,800.00
One superintendent seed room	1,600.00
Four clerks, each	1,000.00
One clerk	840.00

EMPLOYÉS IN "PURCHASE AND PROPAGATION OF SEED."

One propagator	900.00
One laborer	720.00
One laborer	660.00
One laborer	240.00

LABORERS IN DISTRIBUTION OF SEED.

Eighty-nine laborers, each per day	\$1.50
One laborer, per day	1.25

DIVISION OF POMOLOGY.

One pomologist.....	2,000.00
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COLLECTION AND DISSEMINATION OF POMOLOGICAL INFORMATION.

One clerk.....	660.00
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DIVISION OF MICROSCOPY.

One microscopist.....	2,000.00
One assistant	1,000.00

MUSEUM.

One curator of museum.....	1,400.00
One assistant	1,000.00

WATCHMAN OF SEED DIVISION AND MUSEUM.

One watchman	720.00
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DIVISION OF GARDENS AND GROUNDS.

One superintendent.....	2,250.00
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EMPLOYÉS IN EXPERIMENTAL GARDENS AND GROUNDS.

One foreman.....	1,200.00
One skilled laborer.....	840.00
Four skilled laborers, each.....	780.00
Two skilled laborers, each.....	720.00
One laborer.....	660.00
Four laborers, each	600.00
One laborer.....	300.00

EMPLOYÉS IN PURCHASE, CULTIVATION, ETC., OF MEDICAL PLANTS.

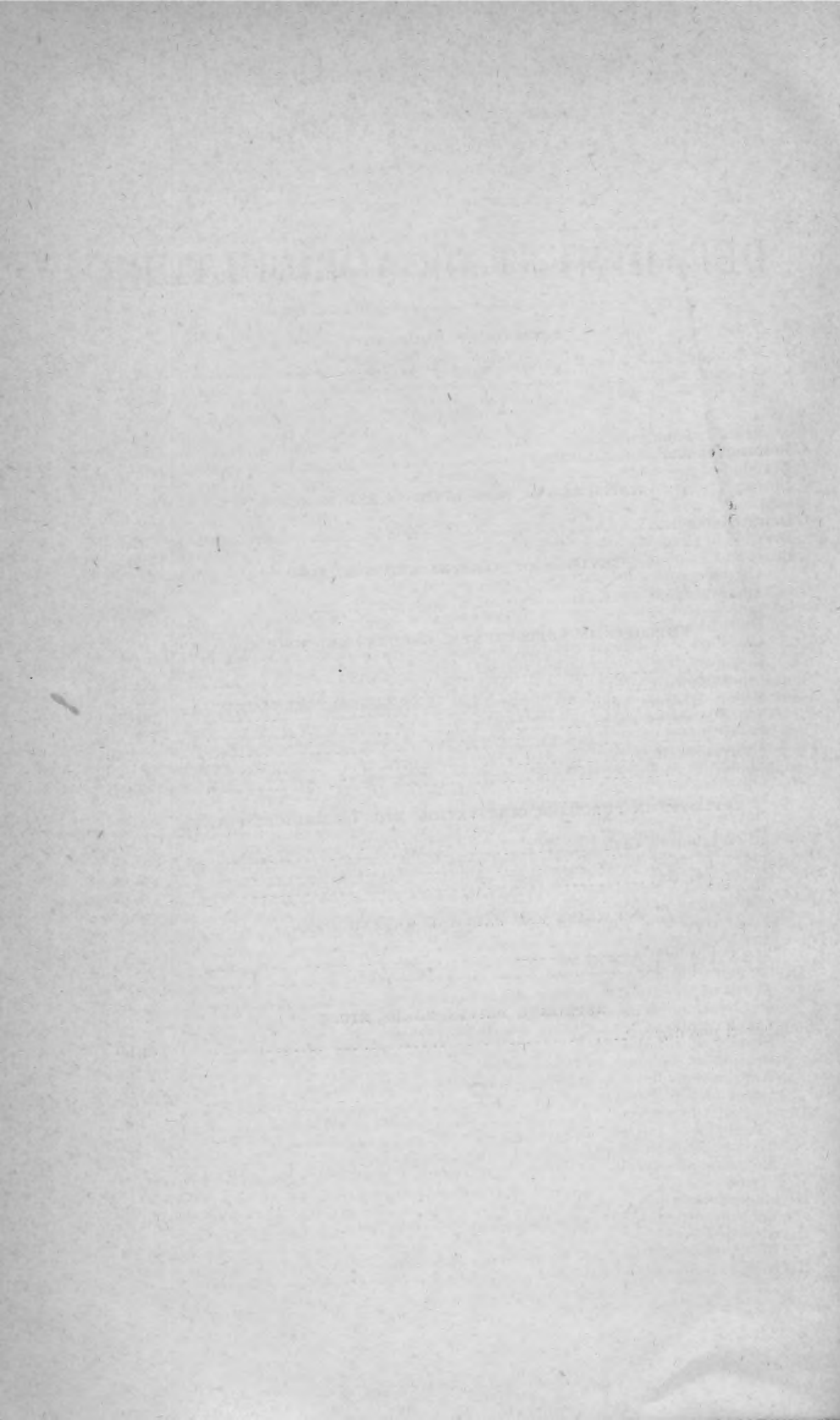
Two skilled laborers, each	180.00
One laborer, per day.....	2.00
One laborer, per day.....	1.00

REPAIRING AND PAINTING GREENHOUSES.

One painter, per day	3.00
One carpenter, per day.....	3.00

REPAIRING DRIVES, ROADS, ETC.

One laborer, per day.....	2.00
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THE GOVERNMENT PRINTING OFFICE.

CORRESPONDENCE.

Mr. Cockrell to Mr. Benedict.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive departments of the Government," etc., have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a detailed statement of the methods of transacting business in each division, room, and branch of your department, including one or more items of the principal business matters transacted in each of such divisions, rooms, and branches, beginning with the receipt of the business matter in the department, and showing in consecutive order the various steps taken by each of such business matters, through the various divisions and the various rooms and branches and employes through whose hands the same passes and by whom it is considered and acted upon, and the action thereon had and taken by each, until the same is finally disposed of and notice thereof duly given to the proper party.

Most respectfully, yours, etc.,

F. M. COCKRELL,
Chairman Senate Select Committee.

HON. TH. E. BENEDICT,
Public Printer.

Mr. Cockrell to Mr. Benedict.

UNITED STATES SENATE,
Washington, D. C., March 18, 1887.

MY DEAR SIR: The Select Committee of the Senate appointed in pursuance of the resolution of the Senate adopted March 3, 1887, "to inquire into and examine the methods of business and work in the Executive Departments of the Government, the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report to the Senate the causes of the delay in transacting the public business said to exist in some of the Departments," have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a detailed statement, showing the amount and character of business pending in each division and in each room and branch of your department on the 1st day of January, 1884, and the amount and character of business received, and also transacted and disposed of in each division and in each room and branch of your department during the said fiscal year 1884, and on hand, pending and undisposed of, on January 1, 1885, and the amount and character of business received and also transacted and disposed of in each division and in each room and branch of your department during the said calendar year 1885, and on hand, pending and undisposed of, on January 1, 1886; and the amount and character of business received, and also transacted and disposed of, in each division and in each room and branch of your department during the said calendar year 1886, and also on hand, pending and undisposed of, on January 1, 1887, and received, and also transacted and disposed of, in each division and in each room and branch of your department during the said calendar year 1887 up to March 1, 1887, and on hand, pending and undisposed of, in each division and in each room and branch of your department on said March 1, 1887; and also a detailed statement showing the average amount and character of business performed, transacted, and disposed of by the employes in each division and in each room and branch of your

department, and the average number of employes in each of such divisions, rooms, and branches during each month in the said years 1884, 1885, 1886, and 1887 up to March 1, 1887, and also the maximum and the minimum amount of business transacted and disposed of by the employe doing the most and the employe doing the least in each of such divisions, rooms, and branches during each of said months of said years, and if no account has been kept of the business performed and disposed of by each employe in any of such divisions, rooms, and branches during the said years or any part or parts thereof, then the reasons why such account has not been kept; and also a statement showing the average number of days, and the time and attention devoted to the consideration and transaction of business by the employes in each of the said several divisions, rooms, and branches, and whether in person or by proxy, during each of said calendar years 1884, 1885, 1886, and 1887 up to March 1, 1887, or such parts of said years, or either of them, as such employes, or any of them, may have been receiving pay from the United States; and also the maximum and the minimum number of days during each of said years and up to March 1, 1887, so devoted to business by the employe in each of such divisions, rooms, and branches, present for the greatest number of days, and also for the least number of days. If the data called for by calendar years can not be given as readily by calendar years as by fiscal years, then substitute for the calendar years named the fiscal years 1884, 1885, 1886, and 1887 up to March 1, 1887, and thus save as much unnecessary labor as possible.

I have the honor to be, most truly, yours,

F. M. COCKRELL,
Chairman Senate Select Committee.

Hon. TH. E. BENEDICT,
Public Printer.

Mr. Cockrell to Mr. Benedict.

UNITED STATES SENATE,
Washington, D. C., March 23, 1887.

DEAR SIR: The Select Committee of the Senate appointed in pursuance of the resolutions of the Senate adopted March 3, 1887, to inquire into and examine the methods of business and work in the Executive Departments of the Government, etc., have instructed me, as chairman, to request you to furnish to the committee, at your earliest convenience, a statement of the present legal organization of your department, showing the number, designation, etc., of all officers and employes in your department, so as to give correctly and concisely a bird's-eye view of your department, etc.

Yours, truly,

F. M. COCKRELL,
Chairman, etc.

Hon. TH. E. BENEDICT,
Public Printer.

Mr. Benedict to Mr. Cockrell.

GOVERNMENT PRINTING OFFICE,
Washington, D. C., August 24, 1887.

SIR: I have the honor to acknowledge the receipt of three several communications from you, under dates of March 18 and 23, 1887, in which you ask for certain information in connection with the inquiry of your committee into the methods of business and work in the executive departments of the Government.

I beg leave to transmit herewith such information in regard to this office as the records available, and the information at my command, have permitted to be prepared.

I would state that many of the details called for are omitted, not from lack of respect for your committee, but owing to the character of the work of the office, and the absence of records that would permit the statement in detail of the facts asked for. I am convinced, after careful examination into the matter, that any attempt to give a statement of the exact condition of the work in its various mechanical stages in the different divisions, rooms, and branches of this office, from the records available, on the dates designated, would not only require almost interminable labor, but would be unreliable and practically valueless when secured.

In general, the information given is as detailed and specific as has been permissible without interrupting the regular work of the office, which, owing to its important character, could not be allowed without serious loss and embarrassment not only to this but to every other department of the Government.

Very respectfully,

Hon. F. M. COCKRELL,
Chairman Select Committee, United States Senate.

TH. E. BENEDICT,
Public Printer.

Statement showing the methods of transacting business, including one or more items of the principal business matters transacted, beginning with receipt of said matter, and then showing in consecutive order the various steps taken by each of such business matters, through whose hands the same passes, and by whom it is considered and acted upon, and the action thereon had and taken by each until the same is finally disposed of and notice thereof duly given to the proper party.

PUBLIC PRINTING AND BINDING.

The Government Printing Office is organized under provision of law for the purpose of performing the necessary printing and binding for the Federal Government as authorized by Congress.

All business of the office is transacted under the sole authority of the Public Printer, who is guided in his action by the strict regulations and limitations prescribed by law.

No work can be properly performed without express authority of law, and each department of the Government is confined strictly to its legal allotment of the general or special appropriations provided by Congress for the purposes of the public printing.

The office is divided by law into two grand divisions, of printing and binding respectively, and, for the convenience of the work, these grand divisions are subdivided into various subordinate divisions, at the head of which are assistant foremen or superintendents, who have charge of special details of work under direction of the authorized mechanical heads of the office represented in the foreman of printing and foreman of binding.

The business of the office, under the head of printing and binding, is simple in its operations, being directed to the production of a definite mechanical product. The only complexity arises from the variety of orders received, and the different details of the arts of printing and binding required to produce them in a finished state. The work, however, all follows practically the same course, the only difference being the greater or less number of details required to be performed.

"A detailed statement of the methods of transacting business in each division, room, and branch" of this office can be sufficiently shown in a general way by following the course of a single requisition or order for printing or binding. It is to be understood that any order may require the attention of each and every division of the office for its completion, or may be finished in two or three divisions; but the office is organized as a unit or whole, and the various kinds of work, whether of type-setting, press-work, electrotyping, ruling, numbering, stitching, perforating, binding, etc., are all but parts of the mechanical art of book-making.

All orders for public printing or binding must come exclusively from Congress and the Departments and Bureaus authorized by law. Work authorized by law or concurrent resolution of Congress is performed by the Public Printer, either in accordance with the special requirements of the enactment or in obedience to the general authority of law prescribed for such work. All Department orders are required to be made in the form of printed or written requisitions from the authorized officers of the same, and must be accompanied by the copy of the work to be executed. Each requisition is received by the chief clerk, who, as the representative of the Public Printer, examines the same, and brings to the attention of the Public Printer any matter requiring his supervision or authority. The requisition, if legally and properly made, is then approved by the chief clerk, and is sent to the estimate clerk, who prepares and submits to the officer making the same an estimate of the cost "by the principal items." If this estimate is officially approved and returned, the requisition is duly entered upon the books of the office as a legal order for public printing, and a "jacket" is prepared for the requisition and copy, containing upon its face full instructions regarding the work to be done, and this jacket accompanies the work in its passage through the divisions of the office, and the actual time and cost of the work performed in each division is charged thereon.

The various mechanical steps taken in the execution of a requisition or legal order for a book or pamphlet may be briefly described. The copy first passes into the hands of the foreman of printing who directs the copy revisers to see that it is properly prepared, and then sends it to one of the composing divisions to be put into type. Proof is taken from the type upon galleys, and read and corrected, and a revised proof is furnished the Department or officer from whom the copy was received. Upon the receipt of the revised proof, properly approved, the type is made into forms for the electrotype foundry, and a final revised proof is taken and the same carefully read and corrected. The type then goes to the foundry, where electrotype plates are prepared. These plates go to the press-room, and are placed upon the press, and the proper edition worked off. The sheets are then carefully counted and sent to the folding-room, which receipts for them, and the work of inspecting, folding, collating, etc., is performed. The work then goes to the bindery, where the various details of binding necessary to issue it in a completed shape are performed.

When completed, the cost of the work is charged against the Department for which it is executed, and the work is delivered by the regular messengers of this office and required to be properly receipted for.

The variations from this procedure are immaterial. Printing for members of Congress or private parties is only performed under express provision of law, upon the payment in advance of the estimated cost and 10 per cent. additional, and the work follows practically the same course as that already described. Work in the branch offices is done upon the same authority as in the main office, and the requisitions and estimates are sent to the chief clerk for approval, and the work done is charged upon the books in the usual way and enters into the regular business of the office.

ENGRAVING AND LITHOGRAPHING.

Engraving and lithographing for Government publications, if done at the Government Printing Office, is contracted for by the Public Printer, under due authority of law, and all such work is required to be submitted to and executed subject to the approval of the Department ordering the same. In all cases, where sufficient time is afforded, bids are secured from two or more reliable lithographers or engravers, and, in case of contracts exceeding the sum of \$1,200, bids are duly advertised for according to law.

MATERIAL AND SUPPLIES.

The purchase of material for the Government Printing Office is, to the fullest extent possible, carried on under properly executed contracts. The law regulates the making of the same, and also the purchase of certain necessary materials in the open market.

Requests for materials and supplies, except paper for printing, are made by the assistant foremen in charge of the various divisions of the office, and, when approved by the Public Printer, a requisition is made for the same by the foreman of printing or foreman of binding on the Public Printer. An order is then made by the chief clerk on the contractor for the articles required, and the requisition, after being registered in the order books in the book-keeper's division, is sent to the store-keeper, who holds it for arrival of goods ordered. The invoice, when received and registered, is sent to the store-keeper, who attaches it to the requisition in his hands. When the goods are received by the store-keeper, the invoice for same is entered on his register, the goods are inspected, and, if up to standard, the store-keeper certifies to the fact upon the invoice, and then forwards the goods and invoice to the division for which the goods were ordered, and the foreman's receipt for the goods is obtained upon the invoice.

The invoice is then returned to the book-keeper's division for audit and entry on the proper books. A voucher is then made and sent to the party from whom the goods are purchased for signature, and, upon return of same properly executed, a check for the amount is drawn and sent.

PRINTING-PAPEE.

The contracts for the purchase of paper are made under the direction of the Joint Committee on Printing of Congress, which awards the contracts upon bids for the various samples of paper submitted by the Public Printer.

Requests for paper for printing are made by the superintendent of paper warehouse, upon the approval of which an order is made by the chief clerk, and, after being entered upon the order book, is sent to the contractor. Upon receipt of invoice from the contractor the same is entered upon a register, and a transcript of invoice sent to the superintendent of the paper warehouse to notify him of shipment. When the paper is received at the paper warehouse samples of the same are inspected and tested by a board composed of three members, who attach their report to the sample, which is then laid before the Public Printer for approval or rejection. If approved, it is sent to the book-keeper's division and there held to await receipt of report from superintendent of paper warehouse stating quantity and weight of paper received. The invoice is then ready for audit and entry on the proper books to credit of the contractor. A certificate is then made in settlement of same, which, when signed by the Public Printer, is sent direct to the Treasury for payment, in compliance with the act of July 27, 1886, the contractor being notified by this office that the same has been done.

PAY-ROLLS.

The time of the employé is taken twice each day on printed time slips, prepared for the various mechanical divisions of the main office, and also for the branch offices in the Treasury, Interior, Navy, and State Departments. These time slips are deliv-

ered every morning in the chief clerk's office, and the time of each employé is transferred to the time roll of the division to which it belongs. The pay-roll is made from the time roll, and shows in a condensed form the amount earned by each employé, whether by time or piece work, during the twelve working days in each two weeks, and after being carefully compared with time roll, it is ready for payment.

Payment is made by envelope, *i. e.*, the printed name of each employé is placed upon an envelope, together with figures expressing the amount earned; the money is then placed in the envelope, which is sealed and stamped ready for delivery. For convenience of payment the force of the office is classed into two divisions, each division being paid on alternate Mondays, so that each employé is paid every two weeks.

METHOD OF OBTAINING MONEY FROM THE TREASURY FOR DISBURSEMENTS BY THE PUBLIC PRINTER.

The amount allowed by law to be placed to the credit of the Public Printer at any one time is limited to two-thirds the amount of his bonds. A requisition is made by the Public Printer upon the Secretary of the Treasury, requesting that the whole of the two-thirds, or any lesser amount thereof, be placed to his credit with the Treasurer of the United States, and naming the appropriations and the sums desired to be made available for account of each appropriation named. Vouchers for materials and supplies and for labor, when audited and ready for payment, are classified under the appropriations to which they belong, and after payment are returned to the Treasury, accompanied by a requisition requesting the aggregate amount of the vouchers be placed to credit of Public Printer, and allotted to such appropriations as designated in the requisition.

BOOK-KEEPING.

A system of book-keeping has been adopted that shows, at the close of each day, the standing of the office with the United States Treasurer (upon whom all checks are drawn), and at close of each calendar month exhibits the exact standing of the entire business with the Treasury Department, with each appropriation, and with individuals with whom the office has dealings.

At the end of each month balance-sheets are taken from the ledgers, showing balances due to or from individuals, also the balance unexpended of each appropriation made by Congress. A printed form is used in showing the appropriation balances the first of each month, a copy of which is sent to First Comptroller for verification by the books at Treasury Department.

Statement showing the amount and character of business pending on the 1st day of July, 1884, and the amount and character of business received and also transacted and disposed of during the said fiscal year ending June 30, 1885, and on hand, pending and undisposed of, on the 1st day of July, 1885, and the amount of business received and also transacted and disposed of during said fiscal year ending June 30, 1886, and also on hand, pending and undisposed of, on the 1st day of July, 1886, and the amount and character of business received and also transacted and disposed of during said fiscal year up to March 1, 1887, and on hand, pending and undisposed of, on said 1st day of March, 1887.

The attempt to give a detailed statement of the amount and character of business pending, received, transacted, and disposed of at the various dates named could not be met specifically on account of the absence of records that would exhibit the information in a shape to be so presented. The business of the Government Printing Office consists largely of mechanical details of vast volume and considerable complexity, and, while these details are recorded on the "jackets" and books of entry, the labor of digesting and rendering them intelligible would be so great as to practically prohibit the attempt. The number of requisitions for work from the Departments alone, entirely independent of the work of Congress, for the fiscal year of 1886-'87 was 25,385, representing practically every form and process of the art of printing, from the simplest to the most elaborate and costly.

This great business includes a mass of detail that can not be clearly stated in any ordinary form or digest. The only convenient and available method seemed to be to present it as represented in the estimated cost, as carried on the books of the office, which is herewith appended in tabular form :

The following statement shows the estimated cost of printing, binding, etc., done by authority of law, order of either House, private orders, speeches, proofs, etc.:

	Number of pages.	Number of copies.	Total cost.
Total cost of printing, binding, etc., done by authority of law, joint or concurrent resolutions.....	52,931	2,484,429	\$607,258.50
Total cost printing, binding, etc., done by order of the Senate.....	33,110	5,461,136	97,488.08
Total cost printing, binding, etc., done by order of the House.....	44,282	8,948,832	178,553.14
Total cost printing, binding, etc., done by authority of law for the Library of Congress.....		22,750	4,252.27
Total cost printing, binding, etc., done on private orders.....	9,238	432,359	58,228.53
Total cost printing speeches.....			9,267.08
Total cost paper used for proofs, etc.....			3,305.64
Total.....	139,561	17,349,516	958,353.24

The following statement shows the estimated cost of printing, binding, etc., documents printed by authority of law or by order of either House of Congress, during the fiscal year 1884-'85:

	Number of orders.	Cost of printing.	Cost of paper.	Cost of binding.	Total cost.
Total cost printing, binding, etc., done by authority of law.....	215	\$322,774.53	\$104,080.52	\$101,652.21	\$529,407.66
Total cost printing, binding, etc., done by order of the Senate.....	2,363	41,082.12	6,474.96	18,540.02	66,097.10
Total cost printing, binding, etc., done by order of the House.....	2,462	108,538.55	16,644.63	64,834.27	190,017.45
Total cost printing, binding, etc., done by authority of law for Library of Congress.....	460	698.68	502.53	2,299.59	3,500.80
Total cost printing, binding, etc., done on extra copies on private orders.....	299	38,280.49	18,558.39	12,360.83	69,199.71
Total.....	5,799	511,374.37	147,161.03	199,687.32	858,222.72

The following statement shows the estimated cost of printing, binding, etc., documents printed by authority of law or by order of either House of Congress, during the fiscal year 1885-'86:

	Number of orders.	Cost of printing.	Cost of paper.	Cost of binding.	Total cost.
Total cost of printing, binding, etc., by authority of law.....	148	\$312,640.13	\$98,356.64	\$95,117.99	\$506,114.76
Total cost of printing, binding, etc., done by order of the Senate.....	3,705	92,558.39	14,602.93	26,294.73	133,456.05
Total cost printing, binding, etc., done by order of the House.....	6,018	172,263.97	28,801.28	102,402.88	303,468.13
Total cost of printing, binding, etc., done by authority of law for Library of Congress.....	382	445.39	293.59	3,093.16	4,732.14
Total cost printing, binding, etc., done on extra copies of private orders.....	707	41,095.38	20,116.18	13,262.79	74,474.35
Total.....	10,960	619,003.26	162,170.62	241,071.55	1,022,245.43

The following statement shows the approximated cost of printing, paper, etc., for the executive and judicial departments of the Government during the fiscal year 1884-'85:

	No. of orders.	Cost of paper.	Cost of printing.	Cost of binding.	Total cost.
Treasury.....	6,710	\$35,056.64	\$108,978.93	\$104,113.62	\$248,149.19
War.....	2,108	24,352.33	59,806.68	74,664.83	158,823.84
Navy.....	848	5,647.32	34,730.70	24,116.74	64,494.76
Interior.....	3,542	41,378.33	246,834.38	73,871.46	362,084.17
Post-Office.....	4,391	58,739.41	53,709.07	56,763.94	169,212.42
Agriculture.....	158	5,402.12	14,049.37	3,452.00	22,803.49
State.....	219	2,132.28	4,060.24	7,566.58	13,759.10
Justice.....	472	601.93	4,673.13	3,404.11	8,679.22
Supreme Court, United States.....	74	20.30	2,120.50	643.24	2,784.04
Supreme court, District of Columbia.....	33	50.40	902.90	16.92	970.22
Court of Claims.....	406	146.84	12,286.15	310.89	12,743.88
Library of Congress.....	49	76.53	212.89	10,836.69	11,126.11
Public Printer.....	392	366.23	2,378.28	2,430.68	5,375.19
National Board of Health.....	5	8.30	20.50	8.70	37.50
Total.....	19,407	173,979.01	544,963.72	362,100.40	1,081,043.13

The following statement shows the total cost of labor and material in printing Congressional Record, Agricultural Reports, and Tenth Census Reports for 1884-'85:

	Cost of labor.	Cost of material.	Total cost.
Congressional Record.....	\$78,453.52	\$46,739.55	\$125,193.07
Agricultural Report, 1883.....	7,342.63	2,520.90	9,863.53
Agricultural Report, 1884.....	54,048.02	70,816.65	124,864.67
Tenth Census.....	48,765.84	55,351.31	104,117.15
Total.....	188,610.01	175,428.41	364,038.42

The following statement shows the approximated cost of printing, paper, etc., for the executive and judicial departments of the Government during the fiscal year 1886-'87 (to March 1, 1887):

	No. of orders.	Cost of paper.	Cost of printing.	Cost of binding.	Total cost.
Treasury.....	5,275	\$21,395.11	\$59,920.55	\$48,356.20	\$129,671.86
War.....	1,483	11,913.92	15,461.36	17,622.69	44,997.97
Navy.....	755	3,365.36	15,444.27	14,603.56	33,413.19
Interior.....	2,428	21,637.34	122,308.05	36,840.80	180,786.19
Post-Office.....	3,067	30,843.79	31,984.21	25,101.21	87,929.21
Agriculture.....	77	2,144.59	3,881.43	1,969.09	7,995.11
State.....	77	464.19	1,021.26	4,892.76	6,378.21
Justice.....	376	382.44	2,993.64	1,022.91	4,398.99
Supreme Court, United States.....	71	40.98	3,737.91	311.35	4,090.24
Supreme court, District of Columbia.....	13	14.39	351.80	20.86	387.05
Court of Claims.....	690	106.99	12,239.26	340.69	12,686.94
Library of Congress.....	35	32.40	135.68	10,295.56	10,463.64
Public Printer.....	344	728.10	1,715.18	1,810.66	4,251.94
Secretary of Senate.....	978	216.64	4,197.77	4,215.07	8,629.48
Secretary of House.....	1,379	376.40	4,262.05	11,083.10	15,721.55
Executive Mansion.....	27	45.49	91.25	101.95	238.69
Total.....	17,585	93,706.13	279,745.67	178,588.46	552,040.26

The following statement shows the total cost of labor and material in printing Congressional Record, Agricultural Reports, and Tenth Census Reports, 1885-'86:

	Cost of labor.	Cost of material.	Total cost.
Congressional Record.....	\$74,586.73	\$51,028.32	\$125,615.05
Agricultural Report, 1884.....	27,122.68	37,343.44	64,466.12
Agricultural Report, 1885.....	5,041.44	26,924.58	31,966.02
Tenth Census.....	45,448.20	44,763.65	90,211.85
Total.....	152,199.05	160,059.99	312,259.04

The following statement shows the approximated cost of printing, paper, etc., for the executive and judicial departments of the Government during the fiscal year 1885-'86:

	No. of orders.	Cost of paper.	Cost of printing.	Cost of binding.	Total cost.
Treasury	7, 512	\$36, 487. 57	\$123, 569. 20	\$116, 307. 92	\$276, 364. 65
War	1, 909	22, 106. 19	49, 846. 64	51, 667. 46	123, 620. 28
Navy	964	5, 516. 63	25, 013. 44	29, 092. 88	59, 622. 98
Interior	2, 963	29, 063. 33	226, 882. 26	58, 874. 89	314, 820. 49
Post-Office	4, 346	51, 521. 25	59, 686. 41	61, 543. 42	172, 751. 09
Agriculture	141	4, 542. 25	10, 638. 25	2, 264. 58	17, 445. 08
State	159	1, 254. 36	2, 555. 17	9, 193. 79	13, 003. 32
Justice	413	338. 80	3, 050. 80	2, 322. 54	5, 712. 14
Supreme Court, United States	41	14. 85	2, 055. 06	503. 86	2, 573. 77
Supreme court, District of Columbia	30	20. 55	678. 17	41. 78	740. 50
Court of Claims	985	173. 13	13, 388. 62	293. 45	14, 905. 20
Library of Congress	32	8. 29	82. 63	10, 139. 34	10, 230. 26
Public Printer	433	313. 21	3, 848. 83	4, 253. 23	8, 415. 37
Total.....	19, 928	151, 360. 51	521, 745. 48	346, 499. 14	1, 019, 605. 13

Statement showing the average number of employes in each division of the Government Printing Office during each month for the fiscal years 1884-'85, 1885-'86, 1886-'87.

1884-'85.

Division.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.
Document room	488	497	469	488	510	501	482	488	499	511	517	522
Bindery	664	664	595	597	597	599	598	604	600	607	615	609
Folding room	477	479	474	474	476	476	488	488	490	492	499	490
Press room	257	264	234	233	234	238	242	243	248	249	249	248
Warehouse	20	20	19	19	19	18	18	18	21	21	23	22
Job room	64	64	59	60	59	61	60	60	61	62	63	63
Stereotype room	35	34	35	35	36	36	36	36	36	36	36	30
Specification room	124	125	106	109	110	114	115	117	115	127	128	128
Record room	80	1	1	1	1	75	86	86	47	30	29	29
Treasury branch	90	89	88	87	85	86	86	86	87	87	88	89
Interior branch	13	13	13	13	13	13	13	13	13	13	13	13
Navy branch	6	6	6	6	6	6	6	6	6	6	6	6
Total for each month	2, 318	2, 256	2, 099	2, 122	2, 146	2, 223	2, 230	2, 245	2, 223	2, 241	2, 266	2, 255

1885-'86.

Document room	526	527	528	529	525	516	521	527	530	531	526	530
Bindery	621	627	628	630	630	632	637	640	638	639	628	630
Folding room	499	500	503	506	508	507	513	513	513	506	516	524
Press room	247	251	252	245	245	243	245	242	245	244	244	244
Warehouse	23	23	23	22	22	21	21	21	21	22	22	22
Job room	66	67	68	66	68	68	67	69	68	69	69	70
Stereotype room	36	37	37	37	38	38	40	40	39	41	42	42
Specification room	146	147	145	143	145	141	141	143	143	142	145	146
Record room	6	6	6	7	7	57	67	68	82	85	85	84
Treasury branch	88	95	91	90	89	90	90	89	89	90	90	87
Interior branch	13	13	13	13	13	13	12	14	14	14	15	15
Navy branch	6	7	7	7	7	6	6	6	6	6	6	6
Total for each month.	2, 277	2, 300	2, 301	2, 295	2, 297	2, 332	2, 360	2, 372	2, 388	2, 389	2, 388	2, 400

1886-'87.

Superintendent's room				60	70	87	94	91	85	94	103	108
Document room	534	540	539	383	395	436	447	441	427	407	405	401
Bindery	639	649	566	541	564	571	592	595	578	593	595	572
Folding room	527	531	536	403	417	432	439	443	407	387	368	373
Press room	248	252	214	184	188	209	208	210	174	171	172	168
Warehouse	21	21	21	15	13	13	13	13	11	13	14	14
Job room	73	74	75	61	60	61	64	68	69	72	73	73
Stereotype room	42	40	40	26	32	42	45	49	41	41	41	41
Specification room	146	148	148	123	119	122	129	129	121	126	138	136
Record room	83	40	36		2	82	100	96				
Treasury branch	90	89	90	65	65	63	61	65	68	68	70	76
Interior branch	17	17	18	18	18	17	16	17	16	16	18	18
Navy branch	6	6	7	6	6	5	5	5	5	5	6	6
State branch				4	5	5	5	5	5	5	5	6
Total for each month.	2, 426	2, 407	2, 290	1, 889	1, 954	2, 145	2, 218	2, 227	2, 007	1, 998	2, 008	1, 992

LEGAL ORGANIZATION OF THE GOVERNMENT PRINTING OFFICE.

The legal organization of the Government Printing Office is as follows:

Office of the Public Printer.

Public Printer.	One cashier.
Chief Clerk	Nine clerks.
Two clerks of class four.	One telegraph operator.
Two clerks of class three.	One telephone operator.
One clerk of class two.	One stenographer.
One book-keeper.	Three messengers.

Public Printing and Binding.

One foreman of printing.	Three captains of watch.
One foreman of binding.	Sixteen watchmen.
One superintendent of paper warehouse.	One superintendent of stables.
One assistant foreman in charge of stereo-type room.	Three firemen.
One superintendent of folding room.	Seven cutters.
Twelve assistant foremen of printing.	One saw-fler.
Three assistant foremen of binding.	One saw-grinder.
One superintendent of building.	Two hoisters.
One superintendent of proof-room.	Five book-sawyers.
One superintendent of cutting machines.	Two roller makers.
One job clerk.	One superintendent of gold machine.
Two delivery clerks.	One superintendent of numbering machines.
One electrician.	One superintendent of blank-book work.
One store-keeper.	Eighteen examiners of work.
Four superintendents of work in bindery.	One superintendent of sewing machines.
One preparer of copy.	One giver-out of work.
Forty-seven proof-readers.	One leather cutter.
Seven revisers of proof.	One knife grinder.
Fifteen makers-up.	Two directors in folding-room.
Twenty-one floor hands.	Four assistant directors in folding-room.
Four hundred twenty-five compositors.	Nine directresses in folding-room.
Two hundred fifty finishers, rulers, and forwarders.	Ten pressing-machine operators.
Forty-eight pressmen.	Three stitching-machine operators.
One pressman in charge of cut work.	One mail messenger.
Twenty-five copy-holders.	Five messengers.
One engineer.	One wagon-master.
Three assistant engineers.	Fifteen wagon drivers.
Five machinists.	One hundred and ten press feeders.
Five carpenters.	Five stitching-machine feeders.
One plumber.	Twenty-eight ruling-machine feeders.
Two painters.	Fifteen pagers.
Three warehousemen.	Two hundred and ten sewers.
Ten stereotypers.	One hundred and forty-six laborers.
Ten electrotypers.	Seventeen char-women.
Fifteen helpers.	Twenty-six apprentices.
One doorkeeper.	Two hundred and fifty folders.

Congressional Record.

One foreman.	One in charge of folding.
One assistant foreman.	One cutter.
One clerk.	Two pressmen.
Ten proof-readers.	Seven stereotypers.
One reviser.	Nine finishers.
Four makers-up.	Eleven forwarders.
Two floor hands.	Nine sewers.
Five copy holders.	One book Sawyer.
One mailing clerk.	Eighteen folders.
One messenger.	Twelve laborers.
Sixty-five compositors.	

GOVERNMENT PRINTING OFFICE.

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