

Skeleton Questionnaire on Regional Bank Archives

Federal Reserve Bank of

Has a history of the bank been written?

If so, please give title, author, publisher, date of publication.

What publications does the bank issue regularly?

Annual Report?

Monthly Review?

Daily Newspaper Review?

Employees House Organ?

Are complete files of the above kept and available?

Have biographies of any bank officers or directors been printed?

Has the bank biographic records of its directors and senior officers since the beginning?

Are these available?

Has the bank a cumulative file of staff papers and studies from 1914 to date?

Are these available for students? Are they mostly concerned with Regional matters? National? International?

Are the bank files centralized? Dispersed among departments?

On what system are the files set up? Alphabetic? Dewey Decimal? Or What?

Does early material stay in the files, or does it go to dead storage at regular (perhaps five-year) intervals?

Skeleton Questionnaire on Regional Bank Archives - 2

What way do you use for locating material of historic interest when it is needed?

Has the bank made any attempt to set up an archives collection? If so, how is this managed? How is it used?

Does it include full Liberty Loan material? *and what else?*

add

*Executive papers
Committee papers - etc.*

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Does it include full Liberty Loan material?

hpb rewrite
* Indicate confidential material.

(Skeleton) Questionnaire on Federal Reserve Regional Bank Archives ^{Material}

Federal Reserve Bank of

Date:

Bank History

Has a history of the bank been written?

If so, please give title, author, publisher, date of publication.

Anniversary issues of House Organ, Special Magazine Issues or articles on FR events. Have these been preserved? Where filed?

Publications

What publications does the bank issue regularly?

Annual Report?

Monthly Review?

Daily Newspaper Review?

Employees House Organ?

Others

Are complete files of the above kept and available?

Where filed?

Biographical Data on Personnel

Have biographies of any bank officers or directors been printed?

Photographs filed?

Where?

Has the bank ^{maintained} biographic records of its directors and senior officers since the beginning? *For what period?*

Are these available?

Where filed?

Research Studies & Staff Memos

Has the bank a cumulative file of staff papers and studies from 1914 to date?

Where filed?

Classified?

Are these available for students? Are they mostly concerned with Regional matters? National? International?

Correspondence

Are the bank ^{correspondence} files centralized?

Dispersed among departments?

On what system are the ^{correspondence} files set up? *Leave space*

Alphabetic?

By Subject?

By Correspondent?

Dewey Decimal

Or What?

Does early material stay in the files, or does it go to dead storage at

regular (perhaps five-year) intervals?

Biographical Data

Books, Addresses, Papers, Periodical articles by officers & directors

1. Listing made? If so, copy available?

2. Catalogued or indexed in ^{bank} library?

3. Filed in library? Elsewhere in Bank?

Skeleton Questionnaire on Regional Bank Archives - 2

Archives

Where can you locate material
What way do you use for locating material of historic interest when it is
needed?

Has the bank made any attempt to set up an archives collection? If so,

how is this managed?

Who may use?

Does it include ^{any} full Liberty Loan material?

What is coverage?

~~How is it used?~~

~~What is coverage?~~

(Is this essential? Mostly returned
to Treasury in N.Y. Bank)

Picture collection - Has bank a file of pictures of
directors and officers? of bank buildings?
of bank events - anniversary dinners etc.?

Liberty Loan Material

Archives (Cont.)

QUESTIONNAIRE ON FEDERAL RESERVE ARCHIVAL MATERIAL

Federal Reserve Bank of

Date

BANK HISTORY

Has a history of the Bank been written? If so, please give author, title, publisher and date of publication.

List any Anniversary Issues of House Organs, Periodicals, Newspapers, on Federal Reserve events. State whether copies have been preserved and where filed.

PUBLICATIONS

What publications does the Bank issue regularly? State how many copies are preserved permanently, ^{inclusive dates,} and where filed. Give exact title (latest).

Annual Report

Monthly Review

Daily Newspaper Digest

Employees House Organ

Other Publications (Periodical only)

BIOGRAPHICAL DATA ON PERSONNEL

Have biographies of any bank-officers or directors been printed? If so,
indicate titles, with full publication details.

Are photographs of officers and directors preserved? Where located?

Has the Bank maintained biographic records of officers and directors?

For what period?

Where filed?

Are these available for research?

Authorship: Books, Addresses, Papers, Periodical Articles of officers and
directors.

Listing made? If so, is copy available?

Catalogued or indexed in Bank's Library?

Copies filed in Bank's Library? Elsewhere in Bank?

ARCHIVES COLLECTION

Where can you locate material of historic interest when it is needed?

Has the Bank made any attempt to set up an archives collection? If so,

How managed?

Who may use?

Liberty Loan Material. How much approximately has been preserved? Coverage?

Picture Collection.

Are pictures of the Bank's buildings, Bank events, e.g. anniversary dinners, etc.
preserved? If so, where filed?

Period covered?

CORRESPONDENCE FILES

Are the Bank's correspondence files centralized? Dispersed among departments?

On what system are the correspondence files set up?

Alphabetic by subject? By correspondent?

Decimal Notation for Subjects?

Other Classification?

RESEARCH STUDIES & STAFF MEMOS

Has the Bank a cumulative file of staff papers and studies?

Period covered:

Where filed:

How classified:

Mostly concerned with:

Regional Matters?

National?

International?

Available for students?

LIBRARY - SPECIAL COLLECTIONS

Newspaper Clippings

Are clippings of historic interest kept permanently? In files?

In scrapbooks?

Any noteworthy special collections or long series of reports and periodicals

that would provide reference material on Federal Reserve History? (Not file material)

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

PRELIMINARY QUESTIONNAIRE ON FILES AND HISTORICAL SOURCE MATERIAL
IN FEDERAL RESERVE BANKS

FEDERAL RESERVE BANK of

Date

Name of officer in charge of files?

Name of file head?

When was present filing system set up?

Filing System Now in Use

Are all files centralized?

or

Are files kept within the departments?

or

Mixture of both ways?

According to what systems are files organized?

Dewey decimal?

Modified Dewey decimal?

Alphabetic?

If the Bank has a centralized filing system, does this include:

General correspondence of senior officers?

Officers' memoranda?

Fiscal Agency correspondence?

Legal memoranda?

Legal correspondence?

What else?

Research studies and memoranda?

If not, where are these materials located?

Years of Coverage:

In general, do your active files go back to 1914?

Are they continuous since then?

If not, what years do they cover?

If earlier material back to 1914 is not in your active files, where can it
be found?

Removal and Destruction Programs

Does the Bank have a regular program of moving files from active to inactive status?

Please describe how this works, for example -

How long are files considered active?

How long is inactive material kept in the Bank's active space?

How often are inactive files removed from active status?

Where are they put?

How long are inactive files kept in storage space?

What happens to them after that?

Does the Bank have a regular micro-film program for inactive records?

Does the Bank follow the Destruction programs constructed and distributed by -

The Federal Treasury?

The Presidents' Conference?

Do these Destruction programs in your opinion and practice affect -

General correspondence?

Legal correspondence?

Fiscal Agency correspondence?

Research studies and memoranda?

The following items would rank as basic source material for a comprehensive history of the Bank and the System. What office has charge of them?

A. DOCUMENTS OF INCORPORATION AND PROPRIETORSHIP

Organization Certificate, 1914, and related documents

Legal Documents, e.g. contracts, deeds, leases, insurance policies, etc.

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes
- Reports and supporting memoranda

Executive Committee - Minutes
- Reports and memoranda

Other Committees

Officers

Council - Minutes

Other Committees - Minutes and Reports

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement

President's Report to Directors (N.Y.)

Report to Stockholders' Meeting (Boston)

Other annual reports peculiar to your Bank

Supporting Memoranda and reports of Senior Officers

Circulars to Member Banks, including

Signature Circulars

Bulletins (Internal)

Personnel Records

Organization Charts

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.)

Business Summary (Weekly) (Res.)

C. OPERATING RECORDS, 1914 TO DATE (Cont.)

Publications for Distribution

Have you complete sets? If not, for which years?

Statistical Summaries of Bank or Departmental Operations

Correspondence of Officers, except routine, particularly when
relating to policy decisions

Conferences sponsored by Federal Reserve Banks, e.g. Banking Seminars

Reports and Proceedings

Foreign Missions and Visits to Central Banks

Reports

Departmental Memoranda, Studies, Surveys, e.g. Research Files in
Foreign and Domestic Research Divisions

Legal Records

Opinions of Counsel

"Spike file"

D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date

Addresses and Speeches of Officers and Directors (printed, mimeo. or
typed)

Photographs of:

Bank Buildings - inside and out

Senior officers, Directors, Staff

Bank Functions

Pictures of historical interest, e.g. early pictures of street or
district in which Bank is located, financial events, etc.

Clippings from newspapers and magazines on Federal Reserve events
and personalities

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM
33 Liberty Street, New York 45, New York

PRELIMINARY QUESTIONNAIRE ON FEDERAL RESERVE BANK ARCHIVAL MATERIAL

FEDERAL RESERVE BANK OF

DATE

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