

January 22, 1954

MEMORANDUM ON FILING SYSTEM

The filing system of the New York Federal Reserve Bank is set up on the Dewey decimal plan, more often used in libraries than in commercial filing. Its creator was Miss Mary Parker who came to the Bank from the Rock Island Railroad (?), and, though retired, is still living at 224 West Tulpehocken Street, Philadelphia 44, Pa. ✓

The Bank is committed to this system of central filing and, being set up on this plan, all files contain material from the beginning on forward. From time to time some of them have been separated, and very early ones have been put into dead file space. This is particularly true of matters concerned with the development of the Federal Reserve Act and certain policy decisions. These are in a separate closet but on the same floor and under the control of the same Chief of Files, Miss Cora Dillistin.

It has been Miss Dillistin's practice in most instances to separate routine from policy matters, and while these are both filed under the same number, papers concerned with policy can be taken out and handled without the files becoming bulky with routine matters. The exception is a group of files concerned with foreign banks and Governments. Mr. Jay Crane, now Chairman of the Board, when he was chief officer in charge of the Bank's foreign functions, found it more convenient to handle both policy and function papers at one time. They are, therefore, coordinated in this area.

This system provides chronological continuity so that files on specific subjects show Bank action on these subjects from early dates on. They are a mine of information for any scholar who can obtain permission to use them.

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