

Internal Memorandum

January 27, 1954

Subject: The File System of the Federal Reserve
Board in Washington

In charge of these files is Miss E. Betz Poeppel. Miss Poeppel is very friendly and cooperative. She says that the files in the Federal Reserve System are filed according to a modified Dewey Decimal system. The general tenor of her report is not unlike that in the New York Bank. She has files set up from early days straight forward and therefore papers of individuals concerned are as in the New York Bank to be found scattered through the various subject files with which they worked or to which they contributed.

Miss Poeppel has a destruction committee composed of high officials to whom she submits regular recommendations for the destruction of material which she feels has no permanent place in the files. Most of this is routine and much of it could probably go out on a time period schedule. It is however thought wiser to make recommendations to the destruction committee before anything is destroyed.

Miss Poeppel has kindly loaned the Committee to Study the History of the Federal Reserve System copy of her file classification. This will be useful when setting up a subject index and should be of course compared with the classification in the New York Bank. (MA)

FEDERAL RESERVE BOARD - Subject Headings

1. Federal Reserve Act - Amendments

Decisions

Sources

Federal Reserve Bank Atlanta

Federal Reserve Bank Boston

Federal Reserve Bank Chicago

2. Federal Reserve Banks- Administration

Branches

Buildings

Econ. and Exp.

Reports

Member Banks

Credit

Notes

~~See~~ Federal Reserve System - A-Z Alphabetic, by author

Acceptances (by author)

Check clearance and collection

Criticism

Districts

Foreign Bonding
(add Gold Pool?)

Gold Settlement Fund

History

Investigation
(add Litigation?)

Margin Requirements

Membership

National Banks

Open Market Operations

Organization

(Far Clearance? see check collection)

Personnel

Policies

Politics

Public Relations

Rediscount

Reserves and Treasury Relations

State Banks

Statements of Condition

Testimony (before Congress, by names, dates on)

Trust Companies