

7/18

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 ATLANTA

Date — August 12, 1955

Name of officers in charge of files?

John L. Liles, Jr., Vice President and Cashier,  
Administrative Reference Section,  
Personnel Records and  
Uncurrent Records Files

S. P. Schuessler, Vice President,  
Fiscal Agency Files

J. E. Denmark, Vice President,  
Bank Examination Files

E. L. Rauber, Vice President and Director of Research,  
Research Studies and Memoranda.

Name of file head?

Miss Mabel Lemming — File Head Administrative Reference Section

Mrs. Linda Johnston -- Research Librarian

When was present filing system set up?

Latest revision of filing system was made in November, 1951 when administrative reference section was set up.

Filing System Now in Use:

Are all files centralized?

or

Are files kept within the departments?

or

Mixture of both ways?

Mixture of centralized files

(Administrative Reference Section and Uncurrent Records)  
and Departmental files.

According to what systems are files organized?

Dewey decimal?  
Modified Dewey decimal?  
Alphabetic?

Files are organized according to alphabetic system.

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?

Administrative Reference Section files include general correspondence of Senior Officers, Officers' memoranda, legal memoranda and correspondence, and other confidential files.

Fiscal Agency correspondence is located in the Fiscal Agency Department and in Uncurrent Records Section.

Research studies and memoranda are located in the Research and Statistical Department.

#### 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?

Active files in Administrative Reference Section complete back to November 1951, some materials for earlier years.  
Active files in other departments for varied periods, earlier materials transferred to Uncurrent Records.

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

Uncurrent Records located in sub-basement of Bank Building contain materials back to 1914.

#### Removal and Destruction Programs

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

Yes

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?

Active (current) files are retained by departments for varied periods.

Some materials are transferred to Uncurrent Records monthly, others are retained by Departments up to a year.

Inactive files are kept in Uncurrent Records files indefinitely or until destroyed under proper authority.

Files are destroyed by incineration or sold for waste paper.

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

No.

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

The Federal Treasury?

Yes.

The Presidents' Conference?

Yes.

Do these Destruction programs in your opinion and practice affect -

General correspondence?  
Legal correspondence?  
Fiscal Agency correspondence?  
Research studies and memoranda?

In our opinion and practice these destruction programs do not affect the general correspondence or the legal correspondence, but do affect certain materials in the Fiscal Agency correspondence and the Research studies and memoranda when filed separately.

Our general correspondence files contain some materials which could be destroyed under authority of the destruction programs were they not intermingled with other records which must be retained.

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

In custody of Secretary of the Board of Directors (In bank vault).

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

In custody of Service Department, expired documents in Uncurrent Records.

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes

- Reports and supporting memoranda

Minutes, 1914 to date, and reports and supporting memoranda, 1930 to date in custody of Secretary of the Board of Directors (In bank vault).

Executive Committee - Minutes

- Reports and memoranda

Minutes, 1914 to date, in custody of Secretary of the Board of Directors.

Other Committees

Minutes of Agricultural Committee on file in Research Department.

Minutes of Auditing Committee on file in Auditing Department.

Copy of reports of Salary and Personnel Committees with directors' meeting files.

Officers

Council - Minutes

Other Committees - Minutes and Reports

Minutes of Staff Conference -- In custody of Secretary of the Board of Directors (In bank vault).

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement

1915 to date in Research Department Library.

President's Report to Directors

President's report in oral form. First Vice President makes written report.

Reports (1938 to date) in Research Department Library.

Reports (1951 to date) in Administrative Reference Section.

Report to Stockholders' Meeting

None.

Supporting Memoranda and reports of Senior Officers

Administrative Reference Section.

Circulars to Member Banks, including

Signature Circulars

Uncurrent Records Files, 1923 to date.

Bulletins (Internal)

Personnel Records

In custody of Personnel Department

Organization Charts

1942 to date, in Administrative Reference Section.

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.)

None.

Business Summary (Weekly) (Res.)

None.

Publications for Distribution

Complete sets Monthly Review 1919 to date, in Research Department Library.

Complete sets daily newspaper Digest 1943 to date, in Research Department Library.

Complete sets of Bankers Farm Bulletin 1949 to date, in Research Department Library

Statistical Summaries of Bank or Departmental Operations

Functional expense and volume of work reports 1926 to date, in Accounting Department Files. Other statistical reports in Departmental files with earlier copies in Uncurrent Records Files.

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

Administrative Reference Section.

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

Reports and Proceedings

Administrative Reference Section.

Foreign Missions and Visits to Central Banks

Reports

None.

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

Research Department files.

Legal Records

Opinions of Counsel

Administrative Reference Section.

D. REFERENCE DATA

Biographical Data on Officers and on Directors

1922 to date, in Administrative Reference Section.

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

Limited materials in Research Department Library and in Uncurrent  
Records Files.

Photographs of:

Bank Buildings - inside and out

Administrative Reference Section and Service Department.

Senior officers, Directors, Staff

Personnel Department.

Framed photographs of directors in Service Department.

Bank Functions

Personnel Department (Very limited).

Clippings from newspapers and magazines on Federal Reserve events  
and personalities

1951 to date, in Administrative Reference Section.

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

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

AUG 18 1955

FEDERAL RESERVE BANK of BOSTON

COMMITTEE ON THE HISTORY  
Date August 17, 1955  
FEDERAL RESERVE SYSTEM

Name of officer in charge of files? John J. Rock  
Asst. Cashier  
When was present filing system set up? 1948

Name of file head? Mrs P. Hughey

Filing System Now in Use

Are all files centralized?

or

Are files kept within the departments?

or

Mixture of both ways? X

According to what systems are files organized?

Dewey decimal? No

Modified Dewey decimal? No

Alphabetic?

Alphabetic (or name) file

Bank file - Geographic

Government file - List of Departments

Subject file - Subject classification

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

General correspondence of senior officers? Yes

Officers' memoranda? Yes

Fiscal Agency correspondence? Yes

Legal memoranda? No

Legal correspondence? No

What else?

Research studies and memoranda? No

If not, where are these materials located?

Legal correspondence is in the general counsel file

Research studies in Research Department

Years of Coverage

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

Are they continuous since then? Yes

If not, what years do they cover?

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



Removal and Destruction Programs

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

Please describe how this works, for example -

How long are files considered active? 2 years

How long is inactive material kept in the Bank's active space? 2 years

How often are inactive files removed from active status? Annually

Where are they put? Stored in uncurrent files

How long are inactive files kept in storage space? Indefinitely for some - 6 years for others

What happens to them after that? Destroyed

Does the Bank have a regular micro-film program for inactive records? No

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

The Federal Treasury? Yes

The Presidents' Conference? Yes

Do these Destruction programs in your opinion and practice affect -

General correspondence? Yes

Legal correspondence? No

Fiscal Agency correspondence? Yes

Research studies and memoranda? No

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 Secretary of bank

Legal Documents, e g contracts, deeds, leases, insurance policies, etc  
General counsel and Vice President

B MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes Secretary of bank  
- Reports and supporting memoranda Secretary of bank

Executive Committee - Minutes Secretary of bank  
- Reports and memoranda Secretary of bank

Other Committees

Officers

Council - Minutes Secretary of bank

Other Committees - Minutes and Reports Secretary of bank

C OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement Librarian

President's Report to Directors (N Y )

Report to Stockholders' Meeting (Boston) Librarian

Other annual reports peculiar to your Bank <sup>also ?</sup> Librarian

Supporting Memoranda and reports of Senior Officers Filing Dept.

Circulars to Member Banks, including Filing Dept.

Signature Circulars Signature Dept.

Bulletins (Internal) Filing Dept.

Personnel Records Personnel Dept.

Organization Charts Mr. Frank C. Gilbody, Asst. Vice President

Periodical Reports (Internal) e g

Daily Letter to Board of Governors (Res ) Research Dept.

Business Summary (Weekly) (Res ) Research Dept.

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

## Publications for Distribution

Have you complete sets? No If not, for which years? 1947 - 1955

Statistical Summaries of Bank or Departmental Operations Research Dept.

Correspondence of Officers, except routine, particularly when  
relating to policy decisions In President and First Vice President files

Conferences sponsored by Federal Reserve Banks, e g Banking Seminars

Reports and Proceedings Research Dept.

Foreign Missions and Visits to Central Banks

Reports Research Dept.

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

## Legal Records

Opinions of Counsel General counsel files

"Spike file"

## D REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date Public Infor-  
mation Dept.

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

## Photographs of

Bank Buildings - inside and out Public Information Dept.

Senior officers, Directors, Staff Public Information Dept.

Bank Functions Public Information Dept.

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

Clippings from newspapers and magazines on Federal Reserve events  
and personalities Public Information Dept.

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM  
**RECEIVED**  
PRELIMINARY QUESTIONNAIRE ON FILES AND HISTORICAL SOURCE MATERIAL  
IN FEDERAL RESERVE BANKS

AUG 22 1955

FEDERAL RESERVE BANK of

CiICAGO

COMMITTEE ON THE HISTORY OF THE  
FEDERAL RESERVE SYSTEM  
Date August 18, 1955

Name of officer in charge of files? Mr E. A. Heath Assistant Cashier  
Name of file head? Mr P L Zaleski Supervisor  
When was present filing system set up? Basically the General Files has maintained the records of various departments in an alphabetical order since the bank went into operation  
Numerous changes have been made over the years to keep pace with the changes in operation  
Filing System Now in Use and developments

Are all files centralized?

or

Are files kept within the departments?

or

Mixture of both ways?

Material of record character is forwarded to the department for filing, and confidential and specialized material is retained in the department handling the transaction, such as Legal, Disbursing, Credit and Discount, Bank Examination, Personnel, President's Office, Research, and a few Bond Department divisions.

According to what systems are files organized?

Dewey decimal?

Modified Dewey decimal?

Alphabetic?

The General Files Department uses the alphabetical system of filing With few exceptions, all other departments use the alphabetical system Some departmental files are in alphabetical order by subject matter

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

General correspondence of senior officers? No

Except that pertaining to specific banks

Fiscal Agency correspondence? Yes

Officers' memoranda? No

Legal memoranda? No

Legal correspondence? No, except that pertaining to specific banks

What else?

Research studies and memoranda? No

If not, where are these materials located? In respective departmental files

Years of Coverage

In general, do your active files go back to 1914? No. General correspondence,

Are they continuous since then?

wires and advices are retained 10 years Fiscal Agency correspondence, wires and advices have been retained continuously since 1925 All material

If not, what years do they cover? previous to those dates were either destroyed or sold as waste paper.

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

Departmental files contain much "permanent file" subject matter going back a great number of years

## Removal and Destruction Programs

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

Please describe how this works, for example -                      (See attachment)

How long are files considered active?    After a 5-year period files are considered as inactive and are moved from the Bank's premises to a rented storage warehouse.

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

1½ years in active

3½ years semi-active

How often are inactive files removed from active status?

Annually

Where are they put?

Stored in Records Warehouse

How long are inactive files kept in storage space?

Until the expiration of their retention periods.

What happens to them after that?

Sold as waste paper or burned.

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

No, the Bank does not micro-film inactive records.

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

The Federal Treasury?

The Bank does follow Destruction programs as constructed by the Treasury and approved by Congress. The Bank also follows the Destruction Program approved by the Presidents' Conference and the Bank's own destruction committee.

The Presidents' Conference?

Do these Destruction programs in your opinion and practice affect -

General correspondence?

Yes. A ten year retention period has been approved for General correspondence.

Legal correspondence?

Yes.

Fiscal Agency correspondence?    Yes. Fiscal Agency correspondence retained indefinitely since 1925. All prior correspondence approved for destruction by Treasury and Congressional authority.

Research studies and memoranda?    Yes. Although retention periods have been approved for most Research Department material, the Department chooses to retain most of its material indefinitely.

**Note:** Officers' and departmental files are destroyed at irregular periods at discretion of respective officers after ascertaining that such action conforms to the Bank's destruction schedule.

## Removal and Destruction Programs

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

The General Files retains the General material in the department for approximately 18 months. It is then transferred to a semi-active capacity in the Bindery and Inactive Records Department where it is retained for an additional  $3\frac{1}{2}$  years. Material is then considered inactive and transferred to the Records Warehouse where it is retained an additional 5 years. At the expiration of the retention period of 10 years, General correspondence is either burned or sold as waste paper.

Fiscal Agency correspondence, wires, advices and some forms are retained in the General Files Department for approximately 18 to 20 months, then transferred to the Bindery and Inactive Records Department to be retained an additional  $3\frac{1}{2}$  years in a semi-active capacity. They are then transferred to the Records Warehouse for permanent storage. Some Fiscal Agency forms are filed separately and are destroyed or sold as waste paper at the expiration of their respective retention periods.

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 All are under supervision of the office of the Secretary and retained in the Bank vault.
- 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 Office of the President and office of the Secretary
- Reports and supporting memoranda
- Executive Committee - Minutes Office of the President and office of the Secretary
- Reports and memoranda
- Other Committees Educational Committee ) Office of the Secretary
- Personnel Committee )
- Officers Management Committee
- Council - Minutes Office of the Secretary
- Other Committees - Minutes and Reports Offices of respective committee chairmen and office of the President
- C OPERATING RECORDS, 1914 TO DATE
- Annual Reports
- Annual Statement
- Library and Circulars and Publications Department
- President's Report to Directors (~~N.Y.~~) (Confidential)
- Office of the President
- Report to Stockholders' Meeting (~~Boston~~)
- None
- Other annual reports peculiar to your Bank
- Research Department and Library
- Supporting Memoranda and reports of Senior Officers
- Office of the President
- Circulars to Member Banks, including
- Signature Circulars
- Circulars and Publications Department
- Bulletins (Internal)
- Circulars and Publications Department and Library
- Personnel Records
- Personnel Department
- Organization Charts
- Offices of the President and Cashier
- Periodical Reports (Internal) e g In general, the issuing departments, with supply maintained by Circulars and Publications Department
- Daily Letter to Board of Governors (Res )
- None
- Business Summary (Weekly) (Res )
- Library

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

## Publications for Distribution

Have you complete sets? If not, for which years? Library or  
 Circulars and Publications Department has complete file.  
 Statistical Summaries of Bank or Departmental Operations  
 Planning Department  
 Correspondence of Officers, except routine, particularly when  
 relating to policy decisions  
 Generally retained by corresponding officer  
 Conferences sponsored by Federal Reserve Banks, e g Banking Seminars

## Reports and Proceedings

Research or other department handling project  
 Foreign Missions and Visits to Central Banks

## Reports Office of the President

Departmental Memoranda, Studies, Surveys, e g Research Files in  
 Foreign and Domestic Research Divisions  
 Department affected and Office of the President  
 Legal Records

## Opinions of Counsel

Legal Department and Department or Officer requesting opinion  
 "Spike file"  
 Unknown in Chicago

## D REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date  
 Office of the Secretary, Library, and Personnel Department  
 Addresses and Speeches of Officers and Directors (printed, mimeo or  
 Library and Office of the President typed)

## Photographs of

Bank Buildings - inside and out	)	
	)	
Senior officers, Directors, Staff	)	Bank and Public Relations Dept
	)	
Bank Functions	)	

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

## Library

Clippings from newspapers and magazines on Federal Reserve events  
 and personalities  
 Library and Bank and Public Relations Department



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 CLEVELAND

Date August 15, 1955

Name of officer in charge of files? General Files (inc. Archives) Morrison (VP) Bolthouse (AC)  
Name of file head? General Files Mrs. Bettcher  
When was present filing system set up?  
General Files in 1920

Filing System Now in Use

Are all files centralized? No  
or

Are files kept within the departments? Some departments  
or

Mixture of both ways? Yes

**RECEIVED**

**AUG 17 1955**

According to what systems are files organized?

**COMMITTEE ON THE HISTORY  
OF THE  
FEDERAL RESERVE SYSTEM**

Dewey decimal?

Modified Dewey decimal?

Alphabetic?

Library uses Library of Congress system  
for accessioned material. All other  
material alphabetic. General Files also  
alphabetic.

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

General correspondence of senior officers?	Yes	Officers' memoranda?	No
Fiscal Agency correspondence?	No	Legal memoranda?	No
Legal correspondence?	No	What else?	--
Research studies and memoranda?	No		

If not, where are these materials located? Departments concerned

Years of Coverage:

In general, do your active files go back to 1914? No

Are they continuous since then? Not the active files.

If not, what years do they cover? Current year and past two years.

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

Microfilmed - in Archives.

Removal and Destruction Programs

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

Please describe how this works, for example -

How long are files considered active? Three years

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

How often are inactive files removed from active status? Each year

Where are they put? Archives

How long are inactive files kept in storage space? In accordance with Destruction Program

What happens to them after that? Important material microfilmed. Other material destroyed in accordance with established schedules.

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

Yes, if material is important.

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

The Federal Treasury? Yes

The Presidents' Conference? Yes

Do these Destruction programs in your opinion and practice affect -

General correspondence? Yes

Legal correspondence? Not at present

Fiscal Agency correspondence? Yes

Research studies and memoranda? Yes

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 Secretary

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

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes Secretary  
- Reports and supporting memoranda "

Executive Committee - Minutes Secretary  
- Reports and memoranda "

Other Committees Departments concerned

Officers

Council - Minutes Secretary

Other Committees - Minutes and Reports Departments concerned

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement Library - Accounting

President's Report to Directors (N.Y.) Secretary - Research

Report to Stockholders' Meeting (Boston) --

Other annual reports peculiar to your Bank Library - Research - Archives -  
Public Relations

Supporting Memoranda and reports of Senior Officers  
Departments concerned

Circulars to Member Banks, including

Signature Circulars Library - Forms and Equipment

Bulletins (Internal) Secretary - Departments concerned

Personnel Records Personnel

Organization Charts Library - Forms and Equipment

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.) Research

Business Summary (Weekly) (Res.) Library - Research

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

Publications for Distribution Library - Public Relations

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

Statistical Summaries of Bank or Departmental Operations Departments concerned

Correspondence of Officers, except routine, particularly when  
relating to policy decisions General Files - Officers concerned

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

Reports and Proceedings Public Relations - Officers concerned

Foreign Missions and Visits to Central Banks

Reports Officers concerned

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

Legal Records

Opinions of Counsel Legal staff

"Spike file" ??

## D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date

Library - Public Relations - Secretary

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

Library - Archives - Officers concerned

Photographs of:

Bank Buildings - inside and out Public Relations

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.

Archives - Library - Public Relations

Clippings from newspapers and magazines on Federal Reserve events  
and personalities

Library - Public Relations

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

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

AUG 18 1955

FEDERAL RESERVE BANK of DALLAS

COMMITTEE ON THE HISTORY  
Date of filing August 16, 1955  
FEDERAL RESERVE SYSTEM

Name of officer in charge of files? W. D. Waller, Assistant Cashier Name of file head? Mrs. Nettie White (General Files only)  
When was present filing system set up? Basically since the organization of the bank.

Filing System Now in Use

Are all files centralized? No

or

Are files kept within the departments? Yes

or

Mixture of both ways? Yes

According to what systems are files organized?

Dewey decimal? For classifying books in Library only.

Modified Dewey decimal? No

Alphabetic? Used in Library files and possibly others.

Chronological and by subject - filing system used by bank as a whole

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

General correspondence of senior officers?  
(Generally kept by individual officers or in General Files)

Fiscal Agency correspondence?

(Kept in Fiscal Agency Department)

Legal correspondence?

(Kept in Legal Department)

Research studies and memoranda?

(Kept in Research Department)

Officers' memoranda?

(Kept in General Files)

Legal memoranda?

(Kept in Legal Department)

What else? --

If not, where are these materials located? (Indicated above)

Years of Coverage:

In general, do your active files go back to 1914? No

Are they continuous since then? No

If not, what years do they cover? Current year and 1, 3, 5, or 10 preceding years.  
(Routine correspondence is kept according to destruction schedule.)

If earlier material back to 1914 is not in your active files, where can it be found? In the archives, if it is retained.

Removal and Destruction Programs

Does the Bank have a regular program of moving files from active to inactive status? Yes, but at discretion of each department and each officer.

Please describe how this works, for example -

Current and previous year's files kept active; files back of that may be in archives, unless they can be destroyed.

How long are files considered active? Depends on destruction schedule.

Some are kept indefinitely and some are destroyed.

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

For the current year and the previous year.

How often are inactive files removed from active status?

Once a year.

Where are they put? Those to be retained indefinitely are put in archives.

According to destruction schedule, some are destroyed; some are kept 3, 5, or 10 years.

How long are inactive files kept in storage space? Indefinitely, or with a given number of years to be retained.

What happens to them after that? Destroyed (lacerated or cut up and sent to a paper mill).

Does the Bank have a regular micro-film program for inactive records? No

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

The Federal Treasury? Yes

The Presidents' Conference? Yes, if it meets our approval.

Do these Destruction programs in your opinion and practice affect -

General correspondence? Yes, to some extent.

Legal correspondence? Kept indefinitely.

Fiscal Agency correspondence? Yes, to some extent, according to Treasury's approval.

Research studies and memoranda? Yes

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      President's office.

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

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes	}	Secretary of the Board
- Reports and supporting memoranda		
Executive Committee - Minutes	}	Secretary of the Board
- Reports and memoranda		
Other Committees	)	Secretary of the Board
Officers		
Council - Minutes	}	Secretary of the Board
Other Committees - Minutes and Reports		

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement	Research Department
President's Report to Directors (N.Y.)	Research Department
Report to Stockholders' Meeting (Boston)	Research Department
Other annual reports peculiar to your Bank	Research Department
Supporting Memoranda and reports of Senior Officers	Research Department
Circulars to Member Banks, including	Circulars to Member Banks filed in General Files
Signature Circulars	Are not sent to member banks; are filed with W. D. Waller, Assistant Cashier
Bulletins (Internal)	General Files
Personnel Records	Personnel Department
Organization Charts	Personnel Department
Periodical Reports (Internal) e.g.	
Daily Letter to Board of Governors (Res.)	No
Business Summary (Weekly) (Res.)	Research Department furnishes monthly to Board of Governors "Business Conditions in the Eleventh Federal Reserve District."

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

## Publications for Distribution

Have you complete sets? No If not, for which years? Some issues from 1920 to date.

Statistical Summaries of Bank or Departmental Operations No

Correspondence of Officers, except routine, particularly when relating to policy decisions Active files of officers and departments to which they apply.

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

Reports and Proceedings Banking Seminars - Research Department

Supervising Examiners Conferences - Examination Department

Foreign Missions and Visits to Central Banks )

Reports

Service Department

Departmental Memoranda, Studies, Surveys, e.g. Research Files in

Foreign and Domestic Research Divisions

Research Department

## Legal Records

Opinions of Counsel Legal Department

"Spike file" No

## D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date Secretary of the Board and Archives

Addresses and Speeches of Officers and Directors (printed, mimeo. or typed)  
Secretary of the Board, Research Department, and Library

## Photographs of:

Bank Buildings - inside and out Personnel Department

Senior officers, Directors, Staff Personnel Department, Secretary of the Board, and Officers' Lounge

Bank Functions Personnel Department

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

Clippings from newspapers and magazines on Federal Reserve events and personalities Library, and Personnel Department



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 KANSAS CITY

Date 8-1-55

Name of officer in charge of files?

John T. Boysen, Vice President and Cashier

Name of file head?

Miss Eunice Skinner

When was present filing system set up?

April 23, 1918

Filing System Now in Use

Are all files centralized? Designated files only.

Official files - reports, etc.

General correspondence

Fiscal Agency Correspondence - Indefinite retention

Money department shipments

Accounting entries

RECEIVED

Are files kept within the departments? In some cases.

Examination department

Research department

Discount department

Auditing department

AUG 4 1955

COMMITTEE ON THE HISTORY  
OF THE  
FEDERAL RESERVE SYSTEM

Mixture of both ways? Yes.

According to what systems are files organized?

Alphabetic? Yes for general, fiscal agency and official correspondence.

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

General correspondence of senior officers? Yes.

Officers' memoranda? Yes.

Fiscal Agency correspondence? Yes.

Legal memoranda? Yes.

Legal correspondence? Yes.

Money dept. shipments? Yes.

Research studies and memoranda? No.

Accounting entries? Yes.

Held in Research Dept.

Years of Coverage:

In general, do your active files go back to 1914? Yes, for permanent retention files.

Are they continuous since then? Yes.

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? Yes.

Please describe how this works, for example -

How long are files considered active? 2 years.

How long is inactive material kept in the Bank's active space? 2 years.

How often are inactive files removed from active status? Annually.

Where are they put?

Bank files to old records file room.

Fiscal Agency files to Federal Records Center, Kansas City, Mo.

How long are inactive files kept in storage space?

According to Destruction Schedule retention periods.

What happens to them after that?

Bank files are sold as waste paper - shredded where necessary.

Fiscal Agency files are disposed of according to Treasury instructions.

Does the Bank have a regular micro-film program for inactive records? No.

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

The Federal Treasury? Yes.

The Presidents' Conference? Yes.

Do these Destruction programs in your opinion and practice affect -

General correspondence? Yes.

Legal correspondence? Yes.

Fiscal Agency correspondence? Yes.

Research studies and memoranda? Yes.

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 - Secretary

Organization Certificate, 1914, and related documents

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

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE - Secretary

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 - Cashier

<sup>Annual</sup> President's Report to Directors ~~(None)~~ - ~~Not ours~~ *Central files*

Report to Stockholders Meeting (Boston) - Not ours

Other annual reports peculiar to your Bank - ~~Central files~~.

<sup>Annual Report to Stockholders</sup> - *Central files & Research Lib.*  
Supporting Memoranda and reports of Senior Officers - Central files

Circulars to Member Banks, including

Signature Circulars - Secretary

Bulletins (Internal) - Central files

Personnel Records - Personnel department.

Organization Charts - Cashier

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.) None

Business Summary (Weekly) (Res.) None

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

## Publications for Distribution

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

Statistical Summaries of Bank or Departmental Operations - Secretary.

Correspondence of officers, except routine, particularly when relating to policy decisions - Central files.

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

Reports and Proceedings - Central files.

Foreign Missions and Visits to Central Banks

Reports - None.

Departmental Memoranda, Studies, Surveys, e.g. Research Files in Foreign and Domestic Research Divisions - None.

## Legal Records

Opinions of Counsel - Central files.

"Spike file" - Central files.

## D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date. Secretary.

Addresses and Speeches of Officers and Directors (printed, mimeo. or typed) - The individual officer's file.

## Photographs of:

Bank Buildings - inside and out - Building office.

Senior officers, Directors, Staff - None.

Bank Functions - None.

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

Clippings from newspapers and magazines on Federal Reserve events and personalities - Research department.

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 MINNEAPOLIS

Date August 11 1955

Name of officer in charge of files? M. O. Sather Name of file head? G. Kleven

When was present filing system set up? Date unknown- many years ago

Filing System Now in Use

Are all files centralized? Most of files centralized

or

Are files kept within the departments? In some instances

or

Mixture of both ways? yes

According to what systems are files organized?

Dewey decimal?

Modified Dewey decimal?

Alphabetic? Yes

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

General correspondence of senior officers? yes Officers' memoranda? No

Fiscal Agency correspondence? yes Legal memoranda? No

Legal correspondence? No What else?

Research studies and memoranda? No

If not, where are these materials located? Within own departments

Years of Coverage:

In general, do your active files go back to 1914? No

Are they continuous since then? No

If not, what years do they cover? Fiscal Agency- 1925 : general 1949

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

Removal and Destruction Programs

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

**A** Please describe how this works, for example - Correspondence moved annually, bank entries moved annually.

How long are files considered active? **one year**

How long is inactive material kept in the Bank's active space? **refer to A above**

How often are inactive files removed from active status? **annually**

Where are they put? **basement and sub-basement of bank, old records division**

How long are inactive files kept in storage space? **varies with destruction schedule**

What happens to them after that? **sold as waste paper or burned**

Does the Bank have a regular micro-film program for inactive records? **no**

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

The Federal Treasury? **yes**

The Presidents' Conference? **yes**

Do these Destruction programs in your opinion and practice affect -

General correspondence? **no**

Legal correspondence? **no**

Fiscal Agency correspondence? **no**

Research studies and memoranda? **no**

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? **Minneapolis**

A. DOCUMENTS OF INCORPORATION AND PROPRIETORSHIP

Organization Certificate, 1914, and related documents **yes**

Legal Documents, e.g. contracts, deeds, leases, insurance policies, etc. **no**

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes

- Reports and supporting memoranda **yes**

Executive Committee - Minutes

- Reports and memoranda **yes**

Other Committees

Officers

Council - Minutes **yes**

Other Committees - Minutes and Reports **none**

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement **yes from 1920**

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

Report to Stockholders' Meeting (Boston)

Other annual reports peculiar to your Bank **none**

Supporting Memoranda and reports of Senior Officers **none**

Circulars to Member Banks, including

Signature Circulars **no**

Bulletins (Internal) **no**

Personnel Records **yes**

Organization Charts **no**

Periodical Reports (Internal) e.g. **no**

Daily Letter to Board of Governors (Res.) **??**

Business Summary (Weekly) (Res.) **no**

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

## Publications for Distribution

Have you complete sets? no If not, for which years? distributed last  
 5 years only  
 Statistical Summaries of Bank or Departmental Operations since 1948

Correspondence of Officers, except routine, particularly when  
 relating to policy decisions no

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

Reports and Proceedings for 1954-1955

Foreign Missions and Visits to Central Banks

Reports none

Departmental Memoranda, Studies, Surveys, e.g. Research Files in  
 Foreign and Domestic Research Divisions no

## Legal Records

Opinions of Counsel no

"Spike file" ??

## D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date no

Addresses and Speeches of Officers and Directors (printed, mimeo. or  
 no typed)

## Photographs of:

Bank Buildings - inside and out yes

Senior officers, Directors, Staff yes

Bank Functions no

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

Clippings from newspapers and magazines on Federal Reserve events  
 and personalities limited



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 NEW YORK

Date Sept. 1, 1955

Name of officer in charge of files?

Arthur H. Noa, Manager, Service Dept.

When was present filing system set up?

1914

RECEIVED

Name of file head?

Miss Cora Dillistin, Chief  
Correspondence Files  
Division, Service Dept.

SEP 2 1955

Filing System Now in Use

COMMITTEE ON THE HISTORY  
OF THE  
FEDERAL RESERVE SYSTEM

Are all files centralized?

or

Are files kept within the departments?

or

Mixture of both ways?

Mixture of both ways, but  
largely centralized.

According to what systems are files organized?

Dewey decimal?

Modified Dewey decimal?

Alphabetic?

Decimal system based on  
Dewey, and also alphabetic.

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

General correspondence of senior officers? Yes

Officers' memoranda? Yes

Fiscal Agency correspondence? Yes

Legal memoranda? No\*

Legal correspondence? No\*

What else? Refer to  
attached sheet.

Research studies and memoranda? Yes

If not, where are these materials located? \* Legal Department

Years of Coverage:

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

Are they continuous since then? Yes

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?

Yes, with respect to routine material.

Please describe how this works, for example -

How long are files considered active? 2 years

How long is inactive material kept in the Bank's active space? None

How often are inactive files removed from active status? Annually

Where are they put? Annex building - Storage Files

How long are inactive files kept in storage space? 6 years

What happens to them after that? Destroyed

Does the Bank have a regular micro-film program for inactive records? No

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

The Federal Treasury?

The Presidents' Conference? Yes

Do these Destruction programs in your opinion and practice affect -

General correspondence? Yes

Legal correspondence? No

Fiscal Agency correspondence? Yes

Research studies and memoranda? No

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      Correspondence Files Div.

Organization Certificate, 1914, and related documents

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

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE      Secretary's office

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      Correspondence Files Division

Annual Statement

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

Report to Stockholders' Meeting (Boston)

Other annual reports peculiar to your Bank      Annual Report of F.R.B.  
of New York

Supporting Memoranda and reports of Senior Officers      None\*

Circulars to Member Banks, including

Signature Circulars      Correspondence Files Division

Bulletins (Internal)      Correspondence Files Division

Personnel Records      Personnel Department

Organization Charts      Correspondence Files Div. and Planning Dept.

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.)      Research Dept.

& Financial Bi-  
Business/Summary (Weekly)      (Res.)      Research Dept.

\* Except as included in Section B above, Executive Committee

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

Publications for Distribution      Correspondence Files Div. & Publications  
Division

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

Statistical Summaries of Bank or Departmental Operations Research Dept.

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

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

Reports and Proceedings      Correspondence Files Div.

## Foreign Missions and Visits to Central Banks

Reports      Correspondence Files Div.

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

## Legal Records

Opinions of Counsel      Legal Dept.

"Spike file"                      Legal Dept.

#### 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

\* While we understand that the answers to these questions may be omitted in view of an earlier library questionnaire, it should be noted here that certain material listed under this caption is available in the Correspondence Files Division and the Storage Files Section of the Accounting Division.

FEDERAL RESERVE BANK OF NEW YORK

Attachment to questionnaire dated September 1, 1955

Page 1. If the Bank has a centralized filing system, does this include:

Item 7 "What else?"

Minutes of Conferences of Governors and Presidents

Minutes of Conferences of Chairmen of the Federal Reserve Banks

Minutes and Reports of the Federal Open Market Committee

Incomplete file of the Minutes of Meetings of Federal Advisory Council

Also material referred to under "A" on page 3 of questionnaire.

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      PHILADELPHIA

Date August 9, 1955

Name of officer in charge of files? Philip M. Poorman,  
Vice President  
and Roy Hetherington, Assistant Cashier.  
When was present filing system set up? 1914.

Name of file head?  
Mrs. Nora Shakespeare

Filing System Now in Use

Are all files centralized? No.

or

Are files kept within the departments? See below.

or

Mixture of both ways? With the exception of files of officers, Bank Examination, Government Bond & Custody, and Research all other files are centralized.

According to what systems are files organized?

Dewey decimal? No.

Modified Dewey decimal? No.

Alphabetic? System installed by Library Bureau - alphabetical numerical  
60-125 divisions, and alphabetical geographical.

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

General correspondence of senior officers? Correspondence of officers' memoranda?  
prior to present incumbents available in General Filing Dept. Current officers' files  
Fiscal Agency correspondence? Bank filing Dept. Legal memoranda? retained by  
their respective secretaries  
Legal correspondence? Retained in files of Vice President and General Counsel. What else?  
Research studies and memoranda? Retained in files of Research Department.

If not, where are these materials located?

Years of Coverage:

In general, do your active files go back to 1914? Yes, except for routine material  
destruction period of which is recommended in Presidents' Conference Manual relating  
Are they continuous since then? Yes. to disposition of records at Federal  
Reserve Banks.

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? Yes.

Please describe how this works, for example -

How long are files considered active? No uniform period.

How long is inactive material kept in the Bank's active space? No uniform period.

How often are inactive files removed from active status? No clearly defined program.

Where are they put? With General Filing Dept. in an inactive status.

How long are inactive files kept in storage space? Those defined in Presidents' Conference Manual are destroyed according to its definition, others are retained indefinitely.

What happens to them after that? Destroyed.

Does the Bank have a regular micro-film program for inactive records? No, with the exception of bank ledger bookkeeping entries which program was started on 1/1/55. Prior entries are retained for a period set forth in Presidents' Conference Manual.

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

The Federal Treasury? Yes, Fiscal Agency records.

The Presidents' Conference? Yes, all other records except officers' files.

Do these Destruction programs in your opinion and practice affect -

General correspondence? Only where they are specifically defined.

Legal correspondence? Retained in files of Vice President and General Counsel.

Fiscal Agency correspondence? Yes.

Research studies and memoranda? Retained by Research Department.

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 Office of the First Vice President, and office of the Secretary.

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

Office of the First Vice President, and office of the Secretary.

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes Office of the Secretary.

- Reports and supporting memoranda Office of the Secretary,  
but some of those for the earlier periods may not be

Executive Committee - Minutes Office of the Secretary. (available.

- Reports and memoranda Office of the Secretary, but  
some of those for the earlier periods may not be

Other Committees Generally, the office of the Secretary. (available.

Officers

Council - Minutes Office of the Assistant General Counsel and Assistant  
Secretary.

Other Committees - Minutes and Reports Office of the Secretary.

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement Research Department.

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

Report to Stockholders' Meeting (Boston)

Other annual reports peculiar to your Bank Research Department.

Supporting Memoranda and reports of Senior Officers Senior Officers' files.

Circulars to Member Banks, including

Signature Circulars Office of the Cashier.

Bulletins (Internal) Various departments.

Personnel Records Office of the Vice President in charge of Personnel.

Organization Charts Office of the Cashier.

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.)	}	Research Department.
Business Summary (Weekly) (Res.)		



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

## Publications for Distribution

Have you complete sets? If not, for which years? Believe these are available in Research Department.

Statistical Summaries of Bank or Departmental Operations

Vice President in charge of Accounting Department.

Correspondence of Officers, except routine, particularly when relating to policy decisions See answer to "General correspondence of senior officers" on page 1.

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

Reports and Proceedings Office of Vice President in charge of Bank Relations.

Foreign Missions and Visits to Central Banks

Reports None.

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

## Legal Records

Opinions of Counsel Office of Vice President and General Counsel.

"Spike file"

## D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date

Office of Secretary and Research Department.

Addresses and Speeches of Officers and Directors (printed, mimeo. or  
Respective officers' files. typed)

Photographs of:

Bank Buildings - inside and out	} Officer in charge of building activities and Research Department office.
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.

Officer in charge of Building and Research Department office.

Clippings from newspapers and magazines on Federal Reserve events and personalities

Research Department and General Files.

RECEIVED

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

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

COMMITTEE ON THE HISTORY  
OF THE  
FEDERAL RESERVE SYSTEM

FEDERAL RESERVE BANK OF RICHMOND

August 9, 1955

Name of officer in charge of files?  
Mr. H. E. Ford, Assistant Cashier

Name of file head?  
Mrs. Evelyn C. Smith

When was the present filing system set up?  
1920

FILING SYSTEM NOW IN USE

Are all files centralized?  
No

Are files kept within the department?  
In the following departments: Accounting, Auditing, Bank Relations,  
Discount & Credit, Examining, Personnel, Planning, Purchasing,  
Research, and Public Information.

Mixture of both ways?  
Yes

According to what systems are files organized?

Modified Dewey decimal?  
Yes: correspondence of officers with the Board of Governors  
and Treasury Department; relating to policy decisions; and  
any other considered of permanent value.

Alphabetic?  
Yes - routine

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

General correspondence of senior officers?	Some
Fiscal Agency correspondence?	Yes - from 1948
Legal correspondence?	No
Research studies and memoranda?	No
Officers' memoranda?	Some

## Contents of General Files (continued)

Legal memoranda?

Some

What else?

Correspondence from Bank Accounts, Money, Noncash Collection, and Transit Departments; and some from Discount & Credit and Examining Departments.

Applications for discounts.

Direct routing advices.

Circulars of Federal Reserve Bank of Richmond. (One complete set indexed and filed in binders in Library)

Circulars from other Federal Reserve Banks.

Operating circulars from other Federal Reserve Banks filed in Law Library.

Five copies of Press Releases.

Agricultural Items (1948-1953).

Copies of Monthly Review of Federal Reserve Bank of Richmond.

Two copies of Par List.

Two copies of State Member Banks of the Federal Reserve System and nonmember Banks that Maintain Clearing Accounts with Federal Reserve Banks.

Comparative Report of Volume and Expenses of Federal Reserve Banks, Bureau of Public Debt, U. S. Treasury.

Statements from Board of Governors, Treasury Department, Federal Reserve Banks, and Federal Reserve Bank of Richmond.

Signatures - Banks and Federal Reserve Banks. (Current file of signatures kept in Bank Accounts Department and in the Securities Division)

Treasury Department memoranda.

Board of Governors S, R, and X letters.

Regulations of the Board of Governors.

Auditors' receipts for bonds shipped.

Treasury Department forms used in Fiscal Agency Department.

Statistical Reports in connection with Savings Bonds.

Reports of Sale of United States Savings Bonds.

Requisitions for United States Savings Bonds.

Applications for purchase, reissue, and redemption of United States Savings Bonds.

Evidence - consisting of death certificates, marriage and birth certificates, wills, court papers, etc., used in connection with redemption of bonds.

Cash and Exchange Subscriptions for Treasury Issues.

Tenders for Treasury Bills.

Application for redemption of Treasury Issues.

Requests for exchange and transfer of registered securities.

Applications for deposits in Treasury Tax and Loan Accounts.

Certificates of qualification for issuing agents for sale of United States Savings Bonds.

Notice of qualification of an Incorporated Bank & Trust Co. to make payments in connection with redemption of United States Savings Bonds.

## Contents of General Files (continued)

Notice of eligibility under provisions of Treasury Department  
Circular No. 888, revised.

If not, where are these materials located?

Research studies and memoranda	- - -	Research Department files
Legal correspondence	- - -	Legal Department files and Old Record Room
Legal memoranda	- - -	Legal Department files and Old Record Room
Officers' memoranda	- - -	Officers' individual files maintained by secretaries

## Years of Coverage

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

Yes - Subject files and file of Reserve Banks.

Are they continuous since then?

Yes - Subject files and files of Reserve Banks.

If not, what years do they cover?

General or routine files cover a period of 6 years.

United States Savings Bonds - correspondence with individuals,  
banks, or others (including Treasury Department) relating to  
specific bond transactions with the Federal Reserve Bank -  
cover a period of 1941 to date.

Treasury Issues cover the period of 1925 to date.

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

In our Reference Library and Old Record Room.

## Removal and Destruction Programs

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

Yes.

Please describe how this works, for example -

How long are files considered active?

Routine files - 2 years.

United States Savings Bonds files - 2 years.

Treasury Issues files - 4 or 5 years.

Subject files - 5 or 10 years or more.

## Removal and Destruction Programs (continued)

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

Some is kept until the space is needed for more active material.

How often are inactive files removed from active status?

Annually.

Where are they put?

Old Records Room.

How long are inactive files kept in storage space?

Subject correspondence is kept permanently.

General routine is kept for 6 years.

Fiscal Agency and Treasury Issues are kept permanently.

United States Savings Bonds are kept for 2 years.

Retention periods vary on other records.

What happens to them after that?

Destroyed.

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

No.

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

The Federal Treasury? Yes.

The Presidents' Conference? Yes.

Do these destruction programs in your opinion and practice affect -

General correspondence? Yes.

Legal correspondence? No.

Fiscal Agency correspondence? Yes.

Research studies and  
memoranda? No.

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.

Mr. Wythe B. Wakeham, Assistant Cashier.

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

Mr. Wythe B. Wakeham, Assistant Cashier.

B. Management and Policy records, 1914 to date

Board of Directors - Minutes

Mr. Clair B. Strathy, Vice President and Secretary.

Board of Directors - Reports and memoranda

Mr. Clair B. Strathy, Vice President and Secretary.

Management and Policy records, 1914 to date (continued)

Executive Committee - Minutes

Old Record Room for period 1931 to 1936.

For period 1936 to date - Mr. Clair B. Strathy, Vice President and Secretary.

Executive Committee - Reports and memoranda

Mr. Clair B. Strathy, Vice President and Secretary.

Other Committees

Original Building Committee 1916-1917 - Mr. Clair B. Strathy.

Discount Committee Minutes - March 1936-1952, Old Record Room.

- 1953 to date, Mr. Clair B. Strathy.

Auditing Committee - General Auditor.

Reports - 1929 to date, Old Record Room.

Officers

Council - Minutes

Senior Conference - 1950-1952, Old Record Room.

- 1953 to date, Mr. H. Ernest Ford, Assistant Cashier.

Other Committees - Minutes and Reports

Personnel Committee - Mr. James M. Slay, Vice President

C. Operating Records, 1914 to date

Annual Reports

Reference Library.

Annual Statement

General Files.

President's Report to Directors

1954 to date, Mr. T. I. Storrs, Assistant Vice President.

Report to Stockholders' Meeting (Boston)

Circulars to Member Banks, including:

Signature Circulars - General Files for period 1938 to date.

Bulletins (Internal)

Library Bulletin - Reference Library.

To Officers and Employees - General Files.

Personnel Records

Mr. James M. Slay, Vice President, Personnel Department.

Organization Charts

General Files; Old Record Room; and Reference Library.

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.) - None prepared.

Business Summary (Weekly) (Res.) - None prepared.

C. Operating Records, 1914 to date (continued)

Publications for Distribution  
Public Information Department.

Have you complete sets?  
Yes.

Statistical Summaries of Bank or Departmental Operations  
See Annual statement above.

Correspondence of officers, except routine, particularly when  
relating to policy decisions  
General Files.

Conferences sponsored by Federal Reserve Banks, e.g. Banking  
Seminars  
Reports and Proceedings - Reference Library.

Foreign Missions and Visits to Central Banks  
Reports - Reference Library, and Mr. J. D. Daane, Assistant  
Vice President.

Departmental Memoranda, Studies, Surveys, e.g. Research Files in  
Foreign and Domestic Research Divisions  
Departmental and officers' files; subject files.

Legal Records  
Opinions of Counsel  
Legal Department.

D. Reference Data

Biographical Data on Officers and on Directors - 1914 to date  
Officers - Personnel Department  
Directors - Old Record Room for period 1914 to 1935  
- For period 1936 to date, Mr. Clair B. Strathy,  
Vice President and Secretary.

Addresses and Speeches of Officers and Directors (printed, mimeo, or typed)  
Old Record Room, Reference Library, and General Files.

Photographs of:  
Bank Buildings, inside and out - Old Record Room.  
Senior Officers, Directors, Staff - Reference Library, and  
Public Information Department.  
Bank Functions - In house organ file.

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

D. Reference Data (continued)

Clippings from newspapers and magazines on Federal Reserve events  
and personalities  
Old Record Room.



RECEIVED

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

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

AUG 22 1955  
COMMITTEE ON THE HISTORY  
OF THE  
FEDERAL RESERVE SYSTEM

FEDERAL RESERVE BANK of ST. LOUIS

Date 8-19-55

Name of officer in charge of files? W. W. Gilmore  
Ass't Vice President  
Name of file head? Mrs. Ellen Holston,  
Supervisor  
When was present filing system set up? 1945

Filing System Now in Use

Are all files centralized?

or

Are files kept within the departments?

or

Mixture of both ways? Yes

According to what systems are files organized?

Dewey decimal? No

Modified Dewey decimal? No

Alphabetic? Yes

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

General correspondence of senior officers? Yes, but not a complete file  
Officers' memoranda? Yes, but not a complete file.

Fiscal Agency correspondence? Yes  
Legal memoranda? No

Legal correspondence? No  
What else? Contracts and agreements

Research studies and memoranda? No

If not, where are these materials located? General correspondence of senior officers and officers' memoranda is sometimes retained in their individual files. Legal correspondence and memoranda is retained in Counsel's office. Research studies and memoranda is retained in the Research Department.

Years of Coverage.

In general, do your active files go back to 1914? No

Are they continuous since then? No

If not, what years do they cover? 1945-1955

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

Removal and Destruction Programs

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

Please describe how this works, for example -

How long are files considered active? / Files are considered active for two years with exception of subject matter correspondence, which is retained indefinitely.

How long is inactive material kept in the Bank's active space? Up to 1 year

How often are inactive files removed from active status? Annually

Where are they put? Old Record Room

How long are inactive files kept in storage space? This depends on the period of retention before destruction in accordance with Bank's destruction program.

What happens to them after that? At expiration of retention period, they are destroyed.

Does the Bank have a regular micro-film program for inactive records? No

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

The Federal Treasury? Yes

The Presidents' Conference? Yes, except that some records may be kept longer than suggested by Presidents' Conference

Do these Destruction programs in your opinion and practice affect -

General correspondence? Yes

Legal correspondence? No

Fiscal Agency correspondence? Yes

Research studies and memoranda? Yes, except that destruction program suggested by Presidents' Conference is not comprehensive enough and is supplemented by Research Department destruction program.

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 Office of President

Legal Documents, e.g. contracts, deeds, leases, insurance policies, etc. \*See below

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes Office of Secretary of Bank

- Reports and supporting memoranda " "

Executive Committee - Minutes " "

- Reports and memoranda " "

Other Committees - Audit Committee: General Auditor  
Personnel Committee: Personnel Department

Officers

Council - Minutes Management Council: Office of Secretary of Bank

Other Committees - Minutes and Reports Secretaries to various officer committees

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement Reference Library, Research Dept. (1915 to date)

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

Report to Stockholders' Meeting (Boston)

Other annual reports peculiar to your Bank Reference Library, Research Dept

Supporting Memoranda and reports of Senior Officers

Circulars to Member Banks, including

Signature Circulars 1914-1923 in Reference Library, Research Dept.  
1935 to date in Planning Dept.

Bulletins (Internal)

Personnel Records Personnel Dept.

Organization Charts Office of Secretary of the Bank (not complete)

Periodical Reports (Internal) e.g.

Daily Letter to Board of Governors (Res.) None

Business Summary (Weekly) (Res.) None

\*Contracts and agreements are held in a special section of the General Files. Deeds and leases are held in the Safekeeping Dept. Insurance policies are held in the Counsel's Office.

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

Publications for Distribution      Monthly Review - Reference Library, Research Department (1919 to date)

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

Statistical Summaries of Bank or Departmental Operations Only as included in monthly reports to Board of Directors

Correspondence of Officers, except routine, particularly when relating to policy decisions      General Files and individual officer files

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

Reports and Proceedings      Vice President in charge of Research Dept.

Foreign Missions and Visits to Central Banks

Reports      None

Departmental Memoranda, Studies, Surveys, e.g. Research Files in Foreign and Domestic Research Divisions - Research Dept., but very limited

Legal Records

Opinions of Counsel Active file in Counsel's office. Inactive (after 5 yrs) in old Record Room

"Spike file" If this is a pending file, it is kept in Counsel's office. Terminology is not familiar.

## D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date Office of the Secretary of Bank (not complete)

Addresses and Speeches of Officers and Directors (printed, mimeo. or General Files; Reference Library, Research Dept.; typed) and in individual files.

Photographs of:

Bank Buildings - inside and out (outside only) Office of Secretary of Bank

Senior officers, Directors, Staff Office of Secretary of Bank (not complete)

Bank Functions Office of Secretary of Bank (file not complete)

Pictures of historical interest, e.g. early pictures of street or district in which Bank is located, financial events, etc. None

Clippings from newspapers and magazines on Federal Reserve events and personalities      Reference Library, Research Dept. 1914-1943 (file not complete)

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

PRELIMINARY QUESTIONNAIRE ON FILES AND HISTORICAL SOURCE MATERIAL  
IN FEDERAL RESERVE BANKS  
(replies typed in red)

FEDERAL RESERVE BANK of      SAN FRANCISCO

Date

Name of officer in charge of files?

A. H. Price, Assistant Cashier.

When was present filing system set up?  
1920

Name of file head?

W. J. Morrison, Head of Department.

Marian Butler, Files Supervisor.

Filing System Now in Use      Centralized files are maintained, with the exception of certain  
confidential or specialized files, such as personnel, bank credit, bank examination,  
Are all files centralized?      discount and credit files, and research files.

or

Are files kept within the departments?

or

Mixture of both ways?

According to what systems are files organized?

Dewey decimal?      Dewey decimal system used in subject or reference file  
classification. Correspondence files

Modified Dewey decimal?      arranged alphabetically.

Alphabetic?

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

General correspondence of senior officers?      Yes.      Officers' memoranda?      Yes.

Fiscal Agency correspondence?      Yes.      Legal memoranda?      Yes.

Legal correspondence?      Yes (except "case" files) What else?

Research studies and memoranda?      No.

If not, where are these materials located?      Research studies retained in Research Dept.

Years of Coverage:

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

Are they continuous since then?      Yes, with exception of routine correspondence with  
banks and the public, which was destroyed from 1914 through 1924.

If not, what years do they cover?

If earlier material back to 1914 is not in your active files, where can it  
be found?      In bank's archives or record room.

Removal and Destruction Programs

Does the Bank have a regular program of moving files from active to inactive status? Yes, except that all material in the reference file is considered "active".

Please describe how this works, for example -

How long are files considered active? Reference file indefinite.  
Other files, one year.

How long is inactive material kept in the Bank's active space?  
Inactive material immediately transferred to bank's archives or record room.

How often are inactive files removed from active status?  
Generally, once each year.

Where are they put?  
In bank's archives or record room.

How long are inactive files kept in storage space?  
For an indefinite period, with the exception of routine correspondence with banks and the public, which was destroyed from 1914 through 1924.  
What happens to them after that?

Does the Bank have a regular micro-film program for inactive records? No.

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

The Federal Treasury? Yes.

The Presidents' Conference? Yes.

Do these Destruction programs in your opinion and practice affect -

General correspondence? Routine correspondence only.

Legal correspondence? No.

Fiscal Agency correspondence? Routine correspondence only.

Research studies and memoranda? No.

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  
 Originals in vault--copies in reference file.  
 Legal Documents, e.g. contracts, deeds, leases, insurance policies, etc.  
 Originals in vault--briefs of such documents kept in Bookkeeping Dept.

B. MANAGEMENT AND POLICY RECORDS, 1914 TO DATE

Board of Directors - Minutes Retained in safe by Secretary of Board of Directors.  
 - Reports and supporting memoranda -ditto-

Executive Committee - Minutes -ditto-  
 - Reports and memoranda -ditto-

Other Committees -ditto-

Officers

Council - Minutes Retained by Secretary of meetings.

Other Committees - Minutes and Reports Retained by Secretaries of respective committees.

C. OPERATING RECORDS, 1914 TO DATE

Annual Reports

Annual Statement General Files.

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

Report to Stockholders' Meeting (Boston)

Other annual reports peculiar to your Bank General Files.

Supporting Memoranda and reports of Senior Officers General Files.

Circulars to Member Banks, including

Signature Circulars General Files.

Bulletins (Internal) General Files.

Personnel Records Personnel Dept.

Organization Charts Personnel Dept.

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? Yes. If not, for which years?

Statistical Summaries of Bank or Departmental Operations  
General Files.

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

General Files.

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

Reports and Proceedings      Research Dept.

Foreign Missions and Visits to Central Banks

Reports      Research Dept.

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

## Legal Records

Opinions of Counsel on matters of uniform application, where not of a  
strictly confidential nature, are maintained in General Files; otherwise  
"Spike file"      in Legal Dept.

## D. REFERENCE DATA

Biographical Data on Officers and on Directors - 1914 to date  
Retained by Secretary of Board of Directors.

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

## Photographs of:

Bank Buildings - inside and out General Files (except that construction  
progress photographs are retained by Superintendent of Buildings).

Senior officers, Directors, Staff

Administrative Service Dept. files.

Bank Functions

Administrative Service Dept. files.

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

Library.

Clippings from newspapers and magazines on Federal Reserve events  
and personalities

Library.