

1914-1915

Head Office:

P. H. Kittles

Auditor

New Orleans Branch

Marcus Walker
G. C. Dunn

Managing Director
Cashier

1918

J. B. Pike	Cashier
M. W. Bell	Assistant Cashier
W. B. Roper	Assistant Cashier
W. R. Patterson	Assistant Cashier
Ward Albertson	Auditor
G. A. Hagan	Assistant Auditor
J. M. Slattery	Secretary, Board of Directors

Birmingham Branch

A. E. Walker	Managing Director
W. C. Sterrett	Cashier

Jacksonville Branch

Geo. R. DeSaussure	Managing Director
J. A. Ormond	Cashier - resigned
D. C. Stiles, Jr.	Cashier (from 9-13-18) - resigned
Wm. G. Wilson	Cashier (from 11-8-18)

New Orleans Branch

Marcus Walker	Managing Director
Joseph Campbell	Assistant Manager - resigned
Wm. H. Black	Assistant Manager (after 11-8-18)
Wm. H. Black	Cashier (until 11-8-18)
Louis Buckner	Cashier (after 11-8-18)
M. F. Harlan	Assistant Cashier (from 11-18-18)
Sterling Armstrong	Cashier (to 5-7-18)

1919

L. C. Adelson	Deputy Governor
M. W. Bell	Cashier
W. R. Patterson	Assistant Cashier
W. B. Roper	Assistant Cashier
R. A. Sims	Assistant Cashier
J. C. Campbell	Assistant Cashier
Creed Taylor	Assistant Cashier
Ward Albertson	General Auditor
J. M. Slattery	Secretary

Birmingham Branch

A. E. Walker	Managing Director
W. C. Sterrett	Cashier

Jacksonville Branch

Geo. R. DeSaussure	Managing Director
Wm. G. Wilson	Cashier

Nashville Branch

Bradley Currey	Managing Director
Jos. B. McNamara	Cashier

New Orleans Branch

Marcus Walker	Managing Director
Wm. H. Black	Assistant Manager
Louis Buckner, Jr.	Cashier (to 3-24-19)
M. F. Harlan	Assistant Cashier (to 6-5-19)
M. F. Harlan	Cashier (from 6-13-19)

Savannah Agency

R. J. Taylor	Manager
Robert N. Groover	Assistant Manager

1920

Ward Albertson	Assistant Federal Reserve Agent
L. C. Adelson	Deputy Governor
J. M. Slattery	Secretary
M. W. Bell	Cashier
R. A. Sims	Assistant Cashier
W. R. Patterson	Assistant Cashier
W. B. Roper	Assistant Cashier
J. L. Campbell	Assistant Cashier
H. F. Conniff	Assistant Cashier
Creed Taylor	General Auditor

Oscar Well	Member, Federal Advisory Council
Birmingham, Alabama	

Birmingham Branch

A. E. Walker	Managing Director
W. C. Sterrett	Cashier

Jacksonville Branch

Geo. R. DeSaussure	Managing Director
Wm. G. Wilson	Cashier
F. M. Sheffield	Cashier (Replaced Wilson 10-1-20)

Nashville Branch

Bradley Currey	Managing Director - resigned
Jos. B. McNamara	Managing Director (Replaced Currey)
Jos. B. McNamara	Cashier
Joel B. Fort, Jr.	Cashier (from 7-9-20)

New Orleans Branch

Marcus Walker	Managing Director
Wm. H. Black	Assistant Manager
M. F. Harlan	Cashier (to 12-9-20) Assistant Cashier (from 12-10-20)
F. C. Vasterling	Assistant Cashier (starting 10-15-20)
James A. Walker	Cashier (from 12-10-20)

Savannah Agency

R. J. Taylor	Manager
Robert N. Groover	Assistant Manager

1921

E. T. Brown	Deputy Chairman
Ward Albertson	Assistant Federal Reserve Agent

L. C. Adelson	Deputy Governor
J. L. Campbell	Deputy Governor
M. W. Bell	Cashier
W. R. Patterson	Assistant Cashier
W. B. Roper	Assistant Cashier
R. A. Sims	Assistant Cashier
J. B. Tutwiler	Assistant Cashier
J. M. Slattery	Secretary
Creed Taylor	General Auditor
<u>Birmingham Branch</u>	
A. E. Walker	Managing Director
W. C. Sterrett	Cashier

Jacksonville Branch

George R. DeSaussure	Managing Director
F. M. Sheffield	Cashier (resigned 9-1-21)
W. S. McLarin, Jr.	Cashier (from 9-1)

Nashville Branch

Jos. B. McNamara	Managing Director
Joel B. Fort, Jr.	Cashier

New Orleans Branch

Marcus Walker	Managing Director
W. H. Black	Assistant Manager
Jas. A. Walker	Cashier
F. C. Vasterling	Assistant Cashier
M. F. Harlan	Assistant Cashier

Savannah Agency

R. J. Taylor	Manager
Robert N. Groover	Assistant Manager

1922

Birmingham Branch

A. E. Walker	Managing Director
W. C. Sterrett	Cashier

Jacksonville Branch

Geo. R. DeSaussure	Managing Director
W. S. McLarin, Jr.	Cashier

Nashville Branch

J. B. McNamara	Managing Director
Joel B. Fort, Jr.	Cashier

New Orleans Branch

Marcus Walker	Managing Director
W. H. Black	Assistant Manager
Jas. A. Walker	Cashier
F. C. Vasterling	Assistant Cashier
M. F. Harlan	Assistant Cashier

Savannah Agency

Robert N. Groover	Acting Manager
D. E. Avery	Acting Assistant Manager

Main Office

H. F. Conniff	Assistant Cashier
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1923

Birmingham Branch

A. E. Walker Managing Director
W. C. Sterrett Cashier

Jacksonville Branch

Geo. R. DeSaussure Managing Director
W. S. McLarin, Jr. Cashier

Nashville Branch

Jos. B. McNamara Managing Director
Joel B. Fort, Jr. Cashier

New Orleans Branch

Marcus Walker Managing Director
W. E. Black Assistant Manager
Jas. A. Walker Cashier
F. C. Vasterling Assistant Cashier
M. F. Harlan Assistant Cashier (to 2-28-23)
Percy J. Prosser Assistant Cashier

Savannah Agency

Robert N. Groover Acting Manager
D. E. Avery Acting Assistant Manager

Havana Agency (Opened 8-1-23)

L. C. Adelson Manager
J. M. Slattery Assistant Manager

1924

Birmingham Branch

A. E. Walker	Managing Director
W. C. Sterrett	Cashier
Homer J. Urquhart	Assistant Cashier

Jacksonville Branch

Geo. R. DeSaussure	Managing Director
W. S. McLarin, Jr.	Cashier

Nashville Branch

Jos. B. McNamara	Managing Director (resigned 11-1-24)
Joel B. Fort, Jr.	Managing Director (from 11-1-24)
Joel B. Fort, Jr.	Cashier (before 11-1-24)
Ellis C. Huggins, Jr.	Cashier (from 11-1-24)

New Orleans Branch

Marcus Walker	Managing Director
W. H. Black	Assistant Manager
Jas. A. Walker	Cashier
F. C. Vasterling	Assistant Cashier

Savannah Agency

Robert N. Groover	Manager
D. E. Avery	Assistant Manager

Havana Agency

L. C. Adelson	Manager
J. M. Slattery	Assistant Manager

1925

W. H. Kettig Deputy Chairman

Birmingham Branch

A. E. Walker Managing Director
Homer J. Urquhart Cashier
T. N. Knowlton Assistant Cashier

Jacksonville Branch

Geo. R. DeSaussure Managing Director
W. S. McLarin, Jr. Cashier
George J. White Assistant Cashier (effective 4-1-25)

Nashville Branch

Joel B. Fort, Jr. Managing Director
Ellis C. Huggins, Jr. Cashier
Leo W. Starr Assistant Cashier (effective 1-15-25)

New Orleans Branch

Marcus Walker Managing Director
W. H. Black Assistant Manager
J. A. Walker Cashier
F. C. Vesterling Assistant Cashier

Savannah Agency

Robert N. Groover Manager
D. E. Avery Assistant Manager

Havana Agency

L. C. Adelson Manager (resigned 3-31-25)
L. L. Magruder Manager (from 4-1-25)
H. C. Frazer Assistant Manager

1926

W. H. Kettig Deputy Chairman

Birmingham Branch

A. E. Walker Managing Director
H. J. Urquhart Cashier
T. N. Knowlton Assistant Cashier

Jacksonville Branch

Geo. R. DeSaussure Managing Director
W. S. McLarin, Jr. Cashier
George J. White Assistant Cashier

Nashville Branch

Jole B. Fort, Jr. Managing Director
Ellis C. Huggins, Jr. Cashier
Leo W. Starr Assistant Cashier

New Orleans Branch

Marcus Walker Managing Director
W. H. Black Assistant Manager
Jas. A. Walker Cashier
F. C. Vasterling Assistant Cashier

Savannah Agency

Robert N. Groover Manager
Frank H. Seiler Acting Manager (replaced Groover)
J. A. Goethe Assistant Manager

Havana Agency

L. L. Magruder Manager
H. C. Frazer Assistant Manager

1927

W. H. Kettig Deputy Chairman

Birmingham Branch

A. E. Walker Managing Director
H. J. Urquhart Cashier
T. N. Knowlton Assistant Cashier

Jacksonville Branch

Geo. R. DeSaussure Managing Director
W. S. McLarin, Jr. Cashier
Geo. J. White Assistant Cashier (resigned 6-7-27)
Miss Mary E. Mahon Assistant Cashier (from 8-12-27)

Nashville Branch

Joel B. Fort, Jr. Managing Director
Ellis C. Huggins, Jr. Cashier
Leo W. Starr Assistant Cashier

New Orleans Branch

Marcus Walker Managing Director
*W. H. Blacke Assistant Manager
**Jas. A. Walker Cashier
F. C. Vasterling Assistant Cashier

* Changed from assistant manager to cashier 8-12-27.
** Changed from cashier to assistant manager 8-12-27.

Savannah Agency

J. H. Bowden Manager
J. A. Goethe Assistant Manager

Havana Agency

L. L. Magruder Manager
H. C. Frazer Assistant Manager

1928

W. H. Kettig Deputy Chairman

Birmingham Branch

A. E. Walker Managing Director
H. J. Urquhart Cashier
T. N. Knowlton Assistant Cashier

Jacksonville Branch

Geo. R. DeSaussure Managing Director (died Jan. or Feb. 1928)
W. S. McLarin, Jr. Managing Director (from 2-11-28)
W. S. McLarin, Jr. Cashier (before 2-11-28)
Geo. S. Vardeman Cashier (from 2-20-28)
Miss Mary E. Mahon Assistant Cashier

Nashville Branch

Joel B. Fort, Jr. Managing Director
Ellis C. Huggisn, Jr. Cashier (resigned 2-28-28)
E. R. Harrison Cashier (from 3-1-28)
Leo W. Starr Assistant Cashier

New Orleans Branch

Marcus Walker Managing Director
Jas. A. Walker Assistant Walker
W. H. Black Cashier
F. C. Vasterling Assistant Cashier

Savannah Agency

J. H. Bowden Manager
J. A. Goethe Assistant Manager

Havana Agency

L. L. Magruder Manager
H. C. Frazer Assistant Manager

1929

HEAD OFFICE: J. A. McCrary, Director

OFFICERS OF BRANCHES - 1929

BIRMINGHAM:

A. E. Walker	Managing Director
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

W. S. McLarin, Jr.	Managing Director
George S. Vardeman	Cashier
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
James A. Walker	Assistant Manager
Wm. H. Black	Cashier
F. C. Vasterling	Assistant Cashier

SAVANNAH AGENCY:

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY:

L. L. Magruder	Manager
H. C. Frazer	Assistant Manager

OFFICERS OF BRANCHES - 1930

BIRMINGHAM:

A. E. Walker	Managing Director
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

W. S. McLarin, Jr.	Managing Director
George S. Vardeman	Cashier
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
James A. Walker	Assistant Manager
Wm. H. Black	Cashier
F. C. Vasterling	Assistant Cashier

SAVANNAH AGENCY:

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY:

L. L. Magruder	Manager (Died 7-31-30)
H. C. Frazer	Manager (8-1-30)
H. C. Frazer	Assistant Manager (1-1 to 7-31-30)
A. H. Alston	Assistant Manager (8-1-30)

HEAD OFFICE - OFFICERS - 1931:

Ward Albertson	Assistant Federal Reserve Agent and Secretary of the Board
W. S. Johns	Deputy Governor
H. F. Conniff	Deputy Governor
W. S. McLarin, Jr.	Asst. Deputy Governor
M. W. Bell	Cashier
R. A. Sims	Assistant Cashier
V. K. Bowman	" "
C. R. Camp	" "
P. L. T. Beavers	" "
S. P. Schuessler	" "
L. M. Clark	" "
E. P. Paris	General Auditor
J. W. Honour	Assistant Auditor
Robert S. Parker	General Counsel

Member Federal Advisory Council -- J. P. Butler

SAVANNAH AGENCY:

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

H. C. Frazer	Manager
A. H. Alston	Assistant Manager

OFFICERS OF BRANCHES - 1931

BIRMINGHAM:

A. E. Walker	Managing Director
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

W. S. McLarin, Jr.	Managing Director (Resigned)
Hugh Foster	Managing Director (Effective 1-9-31)
George S. Vardeman	Cashier
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
James A. Walker	Assistant Manager
W. R. Black	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1932

Ward Albertson	Assistant Federal Reserve Agent and Secretary of Board of Directors
W. S. Johns	Deputy Governor
H. F. Conniff	Deputy Governor
W. S. McLarin, Jr.	Asst. Deputy Governor
M. W. Bell	Cashier
R. A. Sims	Assistant Cashier
V. K. Bowman	" "
C. R. Camp	" "
P. L. T. Beavers	" "
S. P. Schuessler	" "
L. M. Clark	" "
E. P. Paris	General Auditor
J. W. Honour	Assistant Auditor
Robert S. Parker	General Counsel

SAVANNAH AGENCY

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

H. C. Frazer	Manager
A. H. Alston	Assistant Manager

OFFICERS OF BRANCHES - 1932

BIRMINGHAM:

A. E. Walker	Managing Director (Died June or July 1932)
John H. Frye	Managing Director (Effective 7-11-32)
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

Hugh Foster	Managing Director
George S. Vardemand, Jr.	Cashier
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
James A. Walker	Assistant Manager
W. R. Black	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1933

Ward Albertson	Assistant Federal Reserve Agent and Secretary of the Board of Directors
E. R. Black*	Governor
W. S. Johns**	Deputy Governor
H. F. Conniff	Deputy Governor
M. W. Bell	Cashier
R. A. Sims	Assistant Cashier
V. K. Bowman	" "
C. R. Camp	" "
P.L.T. Beavers	" "
S. P. Schuessler	" "
L. M. Clark	" "
E. P. Paris	General Auditor
J. W. Honour	Assistant Auditor
W. S. McLarin, Jr.	Assistant Deputy Governor
Robert S. Parker	General Counsel

*Mr. Black resigned in May 1933, resignation to become effective with his appointment to the Federal Reserve Board.

**W. S. Johns elected Deputy Governor, but, when Governor Black's resignation became effective, to assume the duties of Governor and sign as "Acting Governor."

SAVANNAH AGENCY

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

H. C. Frazer	Manager
A. H. Alston	Assistant Manager

OFFICERS OF BRANCHES - 1933

BIRMINGHAM:

John H. Frye	Managing Director
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

Hugh Foster	Managing Director
Georga S. Vardemand, Jr.	Cashier
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
James A. Walker	Assistant Manager
W. R. Black	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1934

L. M. Clark	Assistant Federal Reserve Agent and Secretary of the Board
E. R. Black*	Governor
W. S. Johns**	Acting Governor
H. F. Conniff	Deputy Governor
W. S. McLarin, Jr.	Assistant Deputy Governor
M. W. Bell	Cashier
R. A. Sims	Assistant Cashier
V. K. Bowman	" "
C. R. Camp	" "
P. L. T. Beavers	" "
S. P. Schuessler	" "
E. P. Paris	General Auditor
J. W. Honour	Assistant Auditor
Robert S. Parker	General Counsel

*Mr. Black's resignation from the Federal Reserve Board accepted August 15, 1934. Elected Governor by Board of Directors of Federal Reserve Bank of Atlanta, August 16, 1934. DIED December 19, 1934.

**Mr. Johns resumed his duties as Deputy Governor after Aug. 14, 1934.

SAVANNAH AGENCY:

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

H. C. Frazer	Manager
A. H. Alston	Assistant Manager

OFFICERS OF BRANCHES - 1934

BIRMINGHAM:

John H. Frye	Managing Director
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

Hugh Foster	Managing Director (Died 10-31-34)
George S. Vardeman, Jr.	Managing Director, Acting (Starting 9-17-34)
George S. Vardeman, Jr.	Cashier
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
James A. Walker	Assistant Manager
W. H. Black	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE 1935

L. M. Clark	Assistant Federal Reserve Agent and Secretary of the Board
H. Warner Martin	Deputy Governor
H. F. Conniff	Deputy Governor
W. S. McLarin, Jr.	Assistant Deputy Governor
M. W. Bell	Cashier
R. A. Sims	Assistant Cashier
V. K. Bowman	" "
C. R. Camp	" "
P. L. T. Beavers	" "
S. P. Schuessler	" "
E. P. Paris	General Auditor
J. W. Honour	Assistant Auditor
Robert S. Parker	General Counsel

SAVANNAH AGENCY

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

H. C. Frazer	Manager
A. H. Alston	Assistant Manager

OFFICERS OF BRANCHES - 1935

BIRMINGHAM:

John H. Frye	Managing Director
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

Georga S. Vardeman, Jr.	Managing Director
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
James A. Walker	Assistant Manager
W. H. Black	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1936

H. F. Conniff	Deputy Governor (Jan. 1-Feb. 29, 1936)
	Vice President (March 1-Dec. 31, 1936)
W. S. McLarin, Jr.	Assistant Deputy Governor (Jan. 1-Feb. 29, 1936)
	Assistant Vice President (March 1-Dec. 31, 1936)
M. W. Bell	Cashier (entire year 1936)
R. A. Sims	Assistant Cashier (entire year 1936)
V. K. Bowman	" " "
C. R. Camp	" " "
P. L. T. Beavers	" " "
S. P. Schuessler	" " "
E. P. Paris	General Auditor "
J. W. Honour	Assistant Auditor "
L. M. Clark	Secretary, Board of Directors (entire year 1936)
Robert S. Parker	First Vice President (five-year term) and General Counsel

SAVANNAH AGENCY

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

H. C. Frazer	Manager
A. H. Alston	Assistant Manager

OFFICERS OF BRANCHES - 1936

BIRMINGHAM:

John H. Frye	Managing Director (retired 12-31-36)
H. J. Urquhart	Cashier
T. N. Knowlton	Assistant Cashier

JACKSONVILLE:

George S. Vardemand, Jr.	Managing Director
T. A. Lanford	Cashier
Miss Mary E. Mahon	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier
Leo W. Starr	Assistant Cashier

NEW ORLEANS:

Marcus Walker	Managing Director
*James A. Walker	Assistant Manager
W. H. Black	Cashier
F. C. Vasterling	Assistant Cashier

* Resigned 12-31-36. Position of Assistant Manager abolished 12-31-36.

HEAD OFFICE - 1937

Robert S. Parker	First Vice President and General Counsel
H. F. Conniff	Vice President
W. S. McLarin, Jr.	Vice President and Cashier
V. K. Bowman	Assistant Cashier
C. R. Camp	" "
S. P. Schuessler	" "
E. P. Paris	General Auditor
L. M. Clark	Secretary

SAVANNAH AGENCY

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

H. C. Frazer	Manager
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OFFICERS OF BRANCHES - 1937

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. J. Urquhart	Cashier

JACKSONVILLE:

George S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

Marcus Walker	Managing Director (Retired 12-31-37)
W. H. Black	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1938

J. R. McCravey, Jr.	Assistant Federal Reserve Agent and Secretary of the Board
H. F. Conniff	Vice President
W. S. McLarin, Jr.	Vice President and Cashier
V. K. Bowman	Assistant Cashier
C. R. Camp	" "
S. P. Schuessler	" "
E. P. Paris	General Auditor

SAVANNAH AGENCY

J. H. Bowden	Manager
J. A. Goethe	Assistant Manager

HAVANA AGENCY

OFFICERS OF BRANCHES - 1938

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. J. Urquhart	Cashier

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

L. M. Clark	Managing Director
W. H. Black	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1939

J. R. McCravey, Jr.	Assistant Federal Reserve Agent and Secretary of the Board
Oscar Newton	President (died Feb. 13, 1939)
Robert S. Parker	First Vice President and General Counsel (Elected President Feb. 18, 1939, for unexpired term of Mr. Newton)
W. S. McLarn, Jr.	Vice President and Cashier (appointed First Vice President Oct. 13, 1939, for unexpired term of Mr. Parker)
V. K. Bowman	Assistant Cashier
C. R. Camp	" "
S. P. Schuessler	" "
E. P. Paris	General Auditor

Savannah Agency

J. H. Bowden	Manager
Earle M. Looney	Assistant Manager

OFFICERS OF BRANCHES - 1939

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. J. Urquhart	Cashier

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

L. M. Clark	Managing Director
H. C. Frazer	Assistant Manager
M. L. Shaw	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1940

J. R. McCravey, Jr.	Assistant Federal Reserve Agent and Secretary of the Board
V. K. Bowman	Assistant Vice President
C. R. Camp	Assistant Vice President
S. P. Schuessler	Assistant Vice President
J. E. Denmark	Assistant Vice President
E. P. Paris	General Auditor
Pollard Turman	Counsel

Note: Title of Assistant Cashier changed to Assistant Vice President
1/12/40.

SAVANNAH AGENCY

J. H. Bowden	Manager
Earle M. Looney	Assistant Manager

OFFICERS OF BRANCHES - 1940

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. J. Urquhart	Cashier

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

L. M. Clark	Managing Director
M. L. Shaw	Cashier
F. C. Vasterling	Assistant Cashier
Henry C. Frazer	Assistant Manager (to Jan. 16, 1940)

HEAD OFFICE - 1941

J. R. McCravey, Jr.	Assistant Federal Reserve Agent and Secretary of the Board
Robert S. Parker	President - DIED March 28, 1941
W. S. McLarin, Jr.	First Vice President (Appointed President for unexpired term ending 2-28-46)
Malcolm H. Bryan	Vice President (Appointed First Vice President for unexpired term ending 2-28-46)
V. K. Bowman	Assistant Vice President
S. P. Schuessler	" "
J. E. Denmark	" " (Appointed General Auditor 8-8-41)
E. P. Paris	General Auditor (Managing Director of New Orleans Branch Aug. 15, 1941)
Pollard Turman	Counsel
C. R. Camp	Assistant Vice President

Note: Mr. L. M. Clark was brought back from the New Orleans Branch where he had been serving as Managing Director and appointed Vice President of the Bank Aug. 8, 1941.

SAVANNAH AGENCY

J. H. Bowden	Manager
Earle M. Looney	Assistant Manager

OFFICERS OF BRANCHES - 1941

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. J. Urquhart	Cashier

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier
Winslow E. Pike	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

L. M. Clark	Managing Director (to Aug. 31)
M. L. Shaw	Cashier
F. C. Vasterling	Assistant Cashier
Earle P. Paris	Managing Director (from Sept. 1)

HEAD OFFICE - 1942

J. R. McCravey, Jr.	Assistant Federal Reserve Agent and Secretary of the Board (put under Executive Training Program-temporarily relieved of duties as Secretary); Assistant Vice President
V. K. Bowman	Secretary pro tem (to act during Mr. McCravey's absence) and, Assistant Vice President
C. R. Camp	" "
S. P. Schuessler	" "
J. E. Denmark	General Auditor
Pollard Turman	Counsel

SAVANNAH AGENCY

J. H. Bowden	Manager
Earle M. Looney	Assistant Manager

OFFICERS OF BRANCHES - 1942

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. J. Urquhart	Cashier
L. W. Starr	Assistant Cashier

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier
Winslow E. Pike	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

E. P. Paris	Managing Director
M. L. Shaw	Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1943

V. K. Bowman	Assistant Vice President
C. R. Camp	" "
S. P. Schuessler	" "
J. R. McCravey, Jr.	" "
J. E. Denmark *	General Auditor
Pollard Turman	Counsel, Secretary pro tem

*Mr. J. E. Denmark was called to military service April 15, 1943--
Mr. Winslow E. Pike (Assistant Cashier at Jacksonville Branch)
named "Acting General Auditor".

SAVANNAH AGENCY

J. H. Bowden	Manager
Earle M. Looney	Assistant Manager

OFFICERS OF BRANCHES - 1943

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. J. Urquhart	Cashier
L. W. Starr	Assistant Cashier

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier

NASHVILLE:

Joel B. Fort, Jr.,	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

E. P. Paris	Managing Director
M. L. Shaw	Cashier
W. H. Sewell	Assistant Cashier (from June 1)
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1944

C. R. Camp	Assistant Vice President
S. P. Schuessler	Assistant Vice President
J. R. McCravey, Jr.	" "
J. E. Denmark	General Auditor (Military Leave)
Winslow E. Pike	Acting General Auditor
Pollard Turman	General Counsel

Note: Annual election of officers changed from January to May of each year.

SAVANNAH AGENCY

J. H. Bowden	Manager (Military Leave)
Earle M. Looney	Acting Manager

OFFICERS OF BRANCHES - 1944

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
*L. W. Starr	Assistant Cashier

*On leave - Military Service

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier
T. C. Clark	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
E. R. Harrison	Cashier

NEW ORLEANS:

E. P. Paris	Managing Director
M. L. Shaw	Cashier
W. H. Sewell	Assistant Cashier
F. C. Vasterling	Assistant Cashier
L. Y. Chapman	Assistant Cashier (from June 1)

HEAD OFFICE - 1945

C. R. Camp	Assistant Vice President
J. R. McCravey, Jr.	" "
L. B. Raisty	" "
J. E. Denmark	General Auditor
Pollard Turman	General Counsel, Secretary pro tem

SAVANNAH AGENCY

J. H. Bowden	Manager (Military Leave)
Earle M. Looney	Acting Manager

OFFICERS OF BRANCHES - 1945

BIRMINGHAM:

P. L. T. Beavers	Managing Director
H. C. Frazer	Cashier
*L. W. Starr	Assistant Cashier
H. J. Urquhart	Cashier

*Mr. Starr on leave - military service

JACKSONVILLE:

Geo. S. Vardeman, Jr.	Managing Director
T. A. Lanford	Cashier
T. C. Clark	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Managing Director
W. E. Pike	Assistant Manager
E. R. Harrison	Cashier

NEW ORLEANS:

E. F. Paris	Managing Director
M. L. Shaw	Cashier
W. H. Sewell	Assistant Cashier
L. Y. Chapman	Assistant Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1946

Malcolm H. Bryan	First Vice President (resigned effective 10/18/46)
C. R. Camp	Assistant Vice President
J. R. McCravey, Jr.	" "
J. H. Bowden	" "
J. E. Denmark	General Auditor
Earle L. Rauber	Director of Research
Pollard Turman	General Counsel, Secretary pro tem

Mr. Robert Strickland - Member, Federal Advisory Council

Note: Mr. J. H. Bowden, formerly manager of Savannah Agency,
returned to Bank after 3-1/2 years military service)

OFFICERS OF BRANCHES - 1946

BIRMINGHAM:

P. L. T. Beavers	*Managing Director
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
L. W. Starr	Assistant Cashier

JACKSONVILLE:

**Geo. S. Vardeman, Jr.	*Managing Director
T. A. Lanford	Cashier
T. C. Clark	Assistant Cashier
J. W. Snyder	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	*Managing Director
W. E. Pike	Assistant Manager
E. R. Harrison	Cashier

NEW ORLEANS:

E. P. Paris	*Managing Director
M. L. Shaw	Cashier
W. H. Sewell	Assistant Cashier
L. Y. Chapman	Assistant Cashier
F. C. Vasterling	Assistant Cashier

*Title of first in command at each of the branches
was changed to "Vice President and Manager" effective 1/1/47

**Mr. Vardeman retired effective January 1, 1947. Died 9/30/51.

HEAD OFFICE 1947

H. F. Conniff	Vice President
J. H. Bowden	Assistant Vice President
C. R. Camp	" "
F. H. Martin	" "
L. H. Martin	" "
J. R. McCravey, Jr.	" - Secretary of the Board
E. C. Rainey	" "
W. E. Pike	General Auditor
E. L. Rauber	Director of Research
Harold T. Patterson	Counsel

OFFICERS OF BRANCHES - 1947

BIRMINGHAM:

P. L. T. Beavers	Vice President and Manager
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
L. W. Starr	Assistant Cashier

JACKSONVILLE:

T. A. Lanford	Vice President and Manager
T. C. Clark	Cashier
J. W. Snyder	Assistant Cashier
C. Mason Ford	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Vice President and Manager
E. R. Harrison	Cashier
R. E. Moody, Jr.	Assistant Cashier

NEW ORLEANS:

E. P. Paris	Vice President and Manager
M. L. Shaw	Assistant Manager
W. H. Sewell	Cashier (from June 1)
L. Y. Chapman	Assistant Cashier
F. C. Vasterling	Assistant Cashier
William H. Sewell	Assistant Cashier to June 1

HEAD OFFICE - 1948

J. H. Bowden	Assistant Vice President
C. R. Camp	" "
F. H. Martin	" "
I. H. Martin	" "
J. R. McCravey, Jr.	" " - secretary of the Board
E. C. Rainey	" "
Roy E. Milling	" "
Earle L. Rauber	Director of Research
Winslow E. Pike	General Auditor
Harold T. Patterson	General Counsel

OFFICERS OF BRANCHES - 1948

BIRMINGHAM:

P. L. T. Beavers	Vice President and Manager
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
L. W. Starr	Assistant Cashier

JACKSONVILLE:

T. A. Lanford	Vice President and Manager
T. C. Clark	Cashier
J. W. Snyder	Assistant Cashier
C. Mason Ford	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.,	Vice President and Manager
E. R. Harrison	Cashier
R. E. Moody, Jr.	Assistant Cashier

NEW ORLEANS:

E. P. Paris	Vice President and Manager
M. L. Shaw	Assistant Manager
W. H. Sewell	Cashier
L. Y. Chapman	Assistant Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1949

J. H. Bowden	Assistant Vice President
C. R. Camp	" "
F. H. Martin	" "
I. H. Martin	" "
R. E. Milling	" "
J. R. McCravey, Jr.	" "
E. C. Rainey	" "
Earle L. Rauber	Director of Research
Winslow E. Pike	General Auditor
Harold T. Patterson	General Counsel - Secretary of the Board

OFFICERS OF BRANCHES - 1949

BIRMINGHAM:

P. L. T. Beavers	Vice President and Manager
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
L. W. Starr	Assistant Cashier

JACKSONVILLE:

T. A. Lanford	Vice President and Manager
T. C. Clark	Cashier
J. W. Snyder	Assistant Cashier
C. Mason Ford	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Vice President and Manager
E. R. Harrison	Cashier
R. E. Moody, Jr.	Assistant Cashier

NEW ORLEANS:

E. P. Paris	Vice President and Manager
M. L. Shaw	Assistant Manager
W. H. Sewell	Cashier
L. Y. Chapman	Assistant Cashier
F. C. Vasterling	Assistant Cashier

HEAD OFFICE - 1950

J. H. Bowden	Assistant Vice President
C. R. Camp	" "
F. H. Martin	" "
I. H. Martin	" "
E. C. Rainey	" "
Lloyd B. Raisty	" "
R. E. Milling	" "
Earle L. Rauber	Director of Research
DeWitt Adams	General Auditor
Harold T. Patterson	General Counsel & Secretary of the Board

Note: Mr. W. S. McLarin, Jr., retired effective Feb. 28, 1951.

OFFICERS OF BRANCHES - 1950

BIRMINGHAM:

P. L. T. Beavers	Vice President and Manager
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
Leo. W. Starr	Assistant Cashier

JACKSONVILLE:

T. A. Lanford	Vice President and Manager
T. C. Clark	Assistant Manager
J. W. Snyder	Cashier
C. Mason Ford	Assistant Cashier

NASHVILLE:

Joel B. Fort, Jr.	Vice President and Manager
E. R. Harrison	Cashier
R. E. Moody, Jr.	Assistant Cashier

NEW ORLEANS:

E. P. Paris	Vice President and Manager
M. L. Shaw	Assistant Manager
W. H. Sewell	Cashier
L. Y. Chapman	Assistant Cashier
F. C. Vasterling	Assistant Cashier (Retired 12/1/50)

HEAD OFFICE - 1951

Joel B. Fort, Jr.	Vice President DIED Oct. 17, 1951
L. B. Raisty	Assistant Vice President
C. R. Camp	" "
J. H. Bowden	" "
F. H. Martin	" "
I. H. Martin	" "
E. C. Rainey	" "
R. E. Milling	" "
E. L. Rauber	Assistant Vice President
DeWitt Adams	General Auditor
Harold T. Patterson	General Counsel & Secretary of the Board

OFFICERS OF BRANCHES - 1951

BIRMINGHAM:

P. L. T. Beavers	Vice President and Manager
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
*Melvin McIlwain	Assistant Cashier

*Effective 5/1/51

JACKSONVILLE:

T. A. Lanford	Vice President and Manager
T. C. Clark	Assistant Manager
J. W. Snyder	Cashier
C. Mason Ford	Assistant Cashier

NASHVILLE:

*Joel B. Fort	Vice President and Manager
**R. E. Moody, Jr.	Assistant Manager
E. R. Harrison	Cashier
L. W. Starr	Assistant Cashier

*Mr. Fort died Oct. 17, 1951

**Mr. Moody made Vice President & Manager 11/9/51

NEW ORLEANS:

E. P. Paris	Vice President and Manager
M. L. Shaw	Assistant Manager
W. H. Sewell	Cashier
L. Y. Chapman	Assistant Cashier

HEAD OFFICE - 1952

E. C. Rainey	Cashier
J. H. Bowden	Assistant Vice President
C. R. Camp	" "
F. H. Martin	" "
I. H. Martin	" "
R. E. Milling	" "
Charles T. Taylor	" "
J. Emory McCorvey	" "
R. DeWitt Adams	General Auditor
Dowdell Brown, Jr.	Assistant Counsel
R. M. Stephenson	Chief Examiner

OFFICERS OF BRANCHES - 1952

BIRMINGHAM:

P. L. T. Beavers	Vice President and Manager
*John L. Liles, Jr.	Vice President and Manager (Effective 7-1-52)
H. J. Urquhart	Cashier
Melvin McIlwain	Assistant Cashier
H. C. Frazer	Assistant Manager

*Mr. Liles succeeded Mr. P. L. T. Beavers,
who retired 7-1-52.

JACKSONVILLE:

T. A. Lanford	Vice President and Manager
T. C. Clark	Assistant Manager
J. W. Snyder	Cashier
C. Mason Ford	Assistant Cashier

NASHVILLE:

R. E. Moody, Jr.	Vice President and Manager
E. R. Harrison	Assistant Manager
L. W. Starr	Cashier
Stuart H. Magee	Assistant Cashier

NEW ORLEANS:

E. P. Paris	Vice President and Manager
M. L. Shaw	Assistant Manager
W. H. Sewell	Cashier
L. Y. Chapman	Assistant Cashier.

HEAD OFFICE - 1953

E. C. Rainey	Cashier
C. R. Camp	Assistant Vice President
Charles T. Taylor	" "
J. E. McCorvey	" "
J. H. Bowden	" "
F. H. Martin	" "
I. H. Martin	" "
R. E. Milling	Assistant Vice President
DeWitt Adams	General Auditor
Fred I. Breck	Assistant Cashier
Harold T. Patterson	Vice President & General Counsel & Secretary of the Board
Dowdell Brown, Jr.	Assistant Counsel
R. M. Stephenson	Chief Examiner

OFFICERS OF BRANCHES - 1953

BIRMINGHAM:

John L. Liles, Jr.	Vice President and Manager
H. C. Frazer	Assistant Manager
H. J. Urquhart	Cashier
Melvin McIlwain	Assistant Cashier

JACKSONVILLE:

T. A. Lanford	Vice President and Manager
T. C. Clark	Assistant Manager
J. W. Snyder	Cashier
C. Mason Ford	Assistant Cashier

NASHVILLE:

R. E. Moody, Jr.	Vice President and Manager
E. R. Harrison	Assistant Manager
L. W. Starr	Cashier
Stuart H. Magee	Assistant Cashier

NEW ORLEANS:

E. P. Paris	Vice President and Manager
M. L. Shaw	Assistant Manager
W. H. Sewell	Cashier
L. Y. Chapman	Assistant Cashier

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the Federal Reserve System

MANUAL OF OPERATING PROCEDURES
FOR
ADMINISTRATIVE REFERENCE SECTION
FEDERAL RESERVE BANK OF ATLANTA
ATLANTA GEORGIA

Board of Governors of the
Federal Reserve System

April 22, 1952

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PART II

Exhibits

PART III

Correspondence not required in ARSection

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PART V

Miscellaneous Instructions to Bank Personnel

Purpose of the Administrative Reference Section

This Section will operate and set up a file that will contain incoming and outgoing letters, telegrams, office memoranda, contracts, minutes, committee records, legal matters, research, and other material which relates to subjects important and vital to the Bank, or that have historical interest.

Important material would include communications from FRBoard setting up new bank services, amending procedures, precedent cases, and matters submitted to the Board by the Atlanta Bank for approval. In matters originating in the Bank the file should contain material that involves several departments of the Bank or its Branches, policy on a subject, organization matters, and precedent cases.

It is not intended that routine communications from the FRBoard, other FRBanks, Member Banks or others, outgoing letters from the Atlanta Bank, departmental data, or work papers would be included in the Administrative Reference Section.

Responsibilities of ARSection

1. To coordinate subject files, now in many departments of the Bank, into one Subject classification to be filed in ARSection for the convenience of the entire Bank's staff.
2. To search for all requests by the Bank's staff for any correspondence or memoranda, whether or not it is of a subject or routine nature.
3. To control all subject material throughout the Bank, and to follow-up on the material if it is not returned to the ARSection within a given time.
4. To maintain a Date File, set up by individual folders for the President and each Vice President, and that the copies be filed chronologically. Under each Vice President, but in separate folders, maintain a Date File by functions (see Exhibit 1); i.e., filed behind the Date File of Mr. V. K. Bowman would be two files, one containing the correspondence of Assistant Vice President H. Martin and Date File copies relating to Accounting, Card Checks, Telegraph, Treasurer's General Account; and the other would contain the Date File copies of Mr. Wilson and those relating to 13b Loans, Loans, Rediscounts, Acceptances, Failed Banks, H.H.F.A., Regulation V Loans:

5. To supervise Non-Current Records Room. Audit and maintain a control classification, showing location, type of record and year of non-current records. Requests to send records from departmental files of the Bank to the Non-Current Records Room should channel through the ARSection.
6. To handle annual disposition of records, also to initiate schedules and recommend disposition of other records no longer useful.

Control of Incoming Communications

Each morning the Administrative Reference Clerk, along with the Administrative Assistant to the President, will review the incoming mail received by the President and First Vice President. Any correspondence ARSection deems "Subject mail" will be given directly to the clerk, along with a Transmission Slip listing in numerical sequence the officers who will need to review it. Upon receipt of the mail, the following steps must be performed as quickly as possible:

1. Prepare a Summary Sheet in duplicate (see Exhibit 2), and a Transmission Slip in duplicate (see Exhibit 3).
2. Stamp correspondence with "Recorded in A.R.S." stamp in upper right-hand corner (see Exhibit 4), and stamp with "Please Initial" stamp (see Exhibit 5).
3. Attach original copy of Transmission Slip to correspondence, and send the material to the first officer listed.
4. Classify both copies of the Summary Sheet in upper right-hand corner to the given subject; attach duplicate Transmission Slip to original Summary Sheet.
5. File original Summary Sheet with its attached Transmission Slip in date order in file marked Summary Sheets.
6. File duplicate of Summary Sheet in date order in Subject File previously indicated in upper right-hand corner. These copies will remain in their given place until the correspondence is returned to ARSection.

Upon return of incoming correspondence that has been routed under the stamp "Recorded in ARSection", first, check the Summary Sheet file and pull the original, second, pull the duplicate from the Subject File. Transfer the correct Subject caption to the upper right-hand corner of the correspondence, and file in date order in the Subject File. When all steps are completed, destroy original and duplicate of Summary Sheet.

Precedent Handling of Important Correspondence

Some types of correspondence received by the Bank require immediate action, such as telegrams from the FRBoard that must be answered in a short time, and offerings of securities that must be relayed to the member banks within a few hours. In order that complete record control may be in the hands of ARSection, the office receiving such correspondence should call ARSection to have it recorded immediately, before taking it in person to the officer in charge of the department for action. In the event of further routing of the correspondence, this department should call ARSection to change the names on the Summary Sheet before taking it in person to the other office, or should have the ARSection transmit it. In no event should this material be placed in the hands of messengers (see Exhibit 6).

Control of Outgoing Communications

All correspondence prepared by the Bank, other than the types shown in Part III of the manual, should have a "Date File" (see Exhibit 7). The date copies are to be sent to ARSection daily. The clerk in the Section sorts by department, checks for dates, dictator's and stenographer's initials, and reviews for subject material. The copies not requiring a "Record Copy" are then filed in their given Date File, by year, month and day (see Exhibit 8). When the material needs a "Record Copy" the originating office is requested to send it and related matter to ARSection.

Handling of Confidential Material

Certain material such as reports of FRBank Examiners, correspondence relating to a given member of the staff, Federal Open Market Committee, Presidents' Conference material, and information from the Board or outside agencies is sometimes classified as "Confidential." ARSection will receive most of this type of material. Exceptions will be made, not upon the confidential nature, but upon the administrative desirability of maintaining the material in other places. (See Mr. Clark's memo to Personnel Concerned - filed Part V.) All correspondence classified "Confidential" is to be marked with the stamp

Confidential

For release by: -----

----- (see Exhibit 9).

On the blank line the person originating the confidential material will put, first, his own initials, and second, if he is a junior officer or a department head, the initials of the senior officer to whom he reports. Senior officers will put, first, their own initials, and second, the initials of the President, First Vice President or General Counsel. If the First Vice President or General Counsel originates confidential material, such material is not to be released except at their direction or the direction of the President. The President, First Vice President, and General Counsel will have unlimited access directly or upon their order to all material in the ARSection, regardless of confidential classification. Each other officer shall have access to material marked confidential by his subordinate or subordinates, if such officer is in the direct line of supervision as shown on the organization chart. Otherwise, confidential material can be released only by the President, First Vice President or General Counsel, or by the personnel originally responsible for the confidential designation.

The President has authorized the supervisor of ARSection to stamp and initial any correspondence "Confidential" that was overlooked by another department and to limit its release. If in doubt, it would be well to bring it to the attention of the President or First Vice President.

Confidential material being sent out of ARSection or to the Section by the Bank's personnel should be enclosed in the "Confidential" transmission envelopes; as instructed on the face of the envelope, it should be sealed and initialed (see Exhibit 10).

At no time should confidential, or any other material, received in the Section be considered a subject of conversation either inside or outside of the Bank.

Subject Classification

Material that is to remain in ARSection is to be reviewed for all necessary components such as incoming or outgoing correspondence and attachments. When all the material has been gathered together, the classifier arranges it in date order, working up from the earliest date to the most current, and staples it in the upper right-hand corner.

As neat and orderly files are an asset to any section, it is desirable to fold all large pieces of correspondence to the size of the Bank's stationery and to mount small pieces on letter-size white paper. This procedure eliminates the chance of overlooking a piece of correspondence that may have slipped to the bottom of the file.

Correspondence should be read to determine subject classification. In many cases the first or last paragraph of a letter or memorandum will contain the subject. A seasoned classifier who has full knowledge of the operations of each department of the Bank, the special duties assigned to individuals within each department, the active and current topics under discussion, past requests for similar correspondence, and the style of composition of letters of individuals, will readily spot many of the subjects without reading word for word each piece of mail. In the event the material is extremely technical or very vague, it may be necessary for the classifier to reread it several times, and in some instances to consult with the originating office for more information before determining the proper caption. Many letters may contain more than one subject. The correspondence is classified to the most important subject and a cross reference should be filed under the less important subject classifications. Cross reference only when necessary.

There are several types of cross references--photostating, extra typed copies, cross-reference sheets, and excerpts (see Exhibits 11, 12, 13 and 14). Photostats provide a true facsimile of a record. Extra typed copies may be used, but should be checked for accuracy. Cross-reference sheets may be used, but care should be taken to summarize the correspondence well. This will aid the reader to determine whether the original correspondence is of interest. Excerpts are advisable when cross references are being made to minutes of meetings of committees where many topics are under discussion. The original set of minutes is most valuable in the committee file. The second copy of the minutes should be segregated by subject and the excerpts so classified (see Exhibit 15).

To record a cross reference, the classifier should note the classification of the cross reference in the lower left-hand corner of the original and should note on the cross-reference sheet where the original can be located.

All the classifications should be written in green pencil in the upper right-hand corner of the top piece of correspondence. If a Date File copy accompanies any of the material, the same classification should be written in the identical position (see Exhibits 16 and 17).

Subject Control

A subject control list is a necessity to ARSection. As more and more material is incorporated into the Section, the list will be growing rapidly. Each time a new file is set up, the supervisor should amend the current list. It is suggested that this be done in longhand at the time the file is set up, and that the list be retyped when necessary. A printed list is not advisable until the Section has been in operation for a year or more.

A card index of all files in ARSection is to be compiled and kept up-to-date. When a new Subject File is made it is necessary to type a 3 by 5 card exactly as the label is written (see Exhibit 18). The cards are filed in alphabetical order in the card index, In the event there is a sub-subject a second index card is prepared, disregarding the main subject and filed alphabetically in the Relative Index (see Exhibit 19).

Departmental Control List

At the time the ARSection was established, the departmental files of the Bank were reviewed and "Departmental Control Lists" were compiled. An audit of the departmental files should be made by the ARSection periodically. This audit will assure the ARSection that the departments of the Bank have not re-established Subject Files that have been previously co-ordinated in the ARSubject Files, and will also reveal new subject titles not included on the previous list (see Exhibit 20).

Numerical Control of Mimeographed Letters

Copies of all mimeographed letters sent to the Bank by the Board are to be filed in numerical sequence in the ARSection. It is necessary to have two copies of these letters; one is to be classified to the Subject File and the other to be classified to the Mimeographed Letter file. The copy filed in the Mimeographed Letter file should have a notation in the lower left-hand corner as to where the copy in the Subject File can be located (see Exhibit 21).

ADMINISTRATIVE REFERENCE SECTION

SUBJECT CONTROL

Addresses and Telephone Numbers

Advertising

Agriculture

Annual Report to Directors

Auditing Procedures

Audit Reports

Bank Changes

Bankers Association Meetings

Bank Examination Supervision

Bank Holding Companies

Banking Hours

Bank and Public Relations

"Know Your Bank Week"

Lindsey Jake W M/Sgt

General

Books and Pamphlets

Budgets

Branches

General

Buildings

Atlanta

80-84 Marietta Street
Portrait of Mr. McLarin
Purchase of Property West Side of Bank
Silvey Building (Federal Reserve Annex)
General

Birmingham Branch

Outside Space
General

Jacksonville Branch

New Building
Bids
Building Blueprints
Weekly Inspection Report

Insurance

Furniture and Equipment
Outside Space
Sale of Old Building and Lot
General

Nashville Branch

New Building
Outside Space
General

New Orleans Branch

Outside Space
Furniture and Equipment
General

Insurance

General

Check Collection

Air Transportation
Check Routing Symbols
Committee on Collections
Air Transportation Conference
Reports

Correspondence

Photographing of Checks
Postal Money Orders
Protests
General

Clearing House Association

Coins

Committees

Better Business Bureau
Current Business Developments
Economic Developments
Economic Report
Reserve City Bankers
General

Commodity Credit Corporation

Condition of Member Banks

Conferences

American Bankers Association
Branches
Fiscal Agency
Head Office and Branches
General

Consumer Credit

Appraisal Guides
Enforcement
Reports
Leasing Arrangements
Trade-Ins
General

Contributions

Welfare, Education and Membership

Cooperation with Outside Agencies

Currency

Shipment
Absorption of Cost
Armored Car Service
Atlanta
Birmingham Branch
Jacksonville Branch
Nashville Branch
New Orleans Branch
General

Department Stores

Directors

Meetings
General

Discount and Advances

Discount Rates

Open Market

General

Douglas Questionnaire

Earnings and Dividends

Economic Cooperation Administration

Advisory Committees on Fiscal and Monetary Problems

Emergency Measures

Examination

Federal Reserve Bank of Atlanta

Branches

Confidential

Exchange Charges

Absorption

Executive Training Program

Expenses

Coleman Committee

Reimbursable

General

Federal Deposit Insurance Corporation

Federal Reserve Board of Governors

Clayton Lawrence

Eccles Marriner S

Martin Wm Mc Jr

McCabe Thos B

Norton Edward L

Powell Oliver S

Ransom Roland

Szymczak M S

Federal Reserve Board

Publications

Annual Report

Federal Reserve Bulletin

General

Federal Reserve Notes
Federal Reserve System
Fiscal Agency
 Expenses
 Operations
Foreign Accounts
Foreign Assets Control
Foreign Exchange
Foreign Funds Control
 Foreign Exchange Circulars
 General Licences
 Amendments
 Executive Orders
 Documents and Amendments
 Press Releases
 General
Foreign Missions
Functional Expense
Gold
Government Checks
Government Deposits
Government Securities
Gray Gordon Committee
Holidays
Housing Conditions
Indebtedness & Outside Business Affiliations
Inflation
Insurance
 Government Losses in Shipment Act
 Loss Sharing Agreement
 General

Interdistrict Settlement Fund

International Training Program

Leased Wires

Loans

 Small Business

 13-b Loans

 V-Loans

 Assignment of Claims

 General

Mail

Mailing Lists

Membership

National Banks

National Securities Exchange Act

Office Operations

Open Market

Operating Ratios

Operational Survey

Operations Report

Organization Charts

Par Clearance

Patman Committee

Personnel

 Insurance

 Group Life

 Retirement

 Books and Pamphlets

 Monthly Investment Report

Personnel (Continued)

Salaries

Job Evaluation Plan (Confidential)

Officers (Confidential)

Officers

Other Federals (Confidential)

Wages & Hours

Fair Labor Standards Act

Travel

Confidential

General

Presidents Conferences

Publications

Distribution

Banking School of the South

Real Estate Credit

Records

Disposition

Manual

Subject Control

General

Research and Statistics

Confidential

Reserves

Reserve Requirements

Reserve Cities

Security

Services to Member Banks

Services to Nonmember Banks

Signatures

Authorized

Speeches and Articles

State of the Union Message

Summary Sheets

Taxation

Florida Sales Tax

Georgia Sales Tax

Unofficial Correspondence

Mr. Bryan

General

United States Savings Bonds

Voluntary Credit Restraint Committee

General

Filing of Subject Material

Material ready to be placed in the folders is rough sorted in alphabetic groups according to main subject, then re-sorted alphabetically by sub-subject, and finally in date order. Care must be taken to preserve proper chronologic order. It is suggested that the file clerk check the date of the correspondence preceding and following the place the material is to be inserted, and also recheck the subject caption.

ARSection subject folders are in strict alphabetic order. In the event a General file is used, it is filed at the end of a classification. For example:

Personnel

Retirement

Expenses

Rules & Regulations

General

Travel

General

The "Personnel-General" folder contains two types of material. First, material not sufficiently voluminous to necessitate an individual file. This material is filed alphabetically by sub-subject, in date order within that group. Second, miscellaneous material having the true classification of "Personnel-General", which is filed in strict date order in the back of the folder.

There is also a "General" folder filed at the very end of the alphabetic Subject File. This folder contains correspondence having less than seven pieces of material with the same caption. The material is filed alphabetically by subject within the folder and in chronologic order within the captioned groups.

Label and Folder Procedures

Grey pressboard, correspondence size, one inch expansion, all in one position, off center, folders are used for Subject Files. Kraft folders are used for Date Files. Manila labels are used for all folders.

Folders with uniform and neat labels are an asset to any Records Section. The following procedure for making labels is recommended:

1. Place strip in typewriter and release spacing lever.
2. Type label as follows:
 - a. Start the first line of typing as near the scored mark as possible and two spaces in from the left edge.
 - b. On Subject File labels, type ARS on the first line, at the extreme right side, ending two spaces from the edge.
 - c. When it is necessary to have a second line, use block form, starting one space below the first line.
 - d. In Subject Files it is sometimes necessary to have folders broken down by dates. Type the date on the same line as the last line of the title, ending two spaces from the right edge. Enclose dates in parentheses. Place the figure "one" after the date on the first folder to indicate that it is the beginning of the subject. Do not number subsequent folders, but give the month and the year on every folder.
 - e. Date Files and Subject Files labels should be made in the same manner, but on the Date File label the word Date is substituted for ARS and the year and month is typed directly below.
3. Use capital and small letters.
4. Use no punctuation.
5. Tear off label at perforated line.

6. Fold label at scored mark, but be careful not to crease too harshly as it will weaken the label.
7. Mark folder tab with "label guide" provided for uniform spacing.
8. Moisten label well and place it carefully on the tab of the folder so that the top edge of the tab fits in the crease of the label.
9. Press smoothly on the folder and be sure all the corners are securely pasted down (see Exhibit 22).

Requests for Records

The ability to locate subject requests will always be used as an argument for or against the efficiency of the ARSection; therefore, it is very important that the reference clerk receiving the request get all the information known by the person placing the request. Essential information normally required to fill a request includes:

1. Name and office of the person requesting the material. In the event it is to be given to someone else, the name of the person and the office to whom it is to be charged will also be required.
2. Subject of correspondence, memorandum, or report.
3. Date or approximate date.
4. Name of the originator of the material, if known.
5. Addressee, individual or company.

All requests should be written in a Request book under the date of their receipt. If material is not located, a list of the folders searched should be recorded. This information will expedite service if the same request is received by the Section at a later date.

Finding of Records

When subject classification and subject filing has been performed efficiently, the finding of records should be a simple operation. Be sure to check the following places:

1. The subject folder.
2. Classified, unfiled mail in the sorting tray.
3. The file of "Summary Sheets" for incoming communications.
4. The incoming mail tray.
5. The Date File if the material requested is an outgoing letter or an interoffice memorandum.

6. Relative Index Cards to be sure the material is not filed under another caption.
7. Cross Reference Sheets and Out Cards in the Subject File, in the event the material has been sent out of the Section at an earlier date.

Searching for Records

As it is the duty of the ARSection to locate all correspondence in the Bank, whether it is in the section or departmental files, the lists of "Records held in Departmental Files" will aid in the search. Knowledge of the functions of each department is very helpful.

When records are not located under the routine finding procedures, searching operations are necessary. The following suggestions may be helpful in the search:

1. Check alphabetic sequence before and after the Subject File in which the material should be located.
2. Check the Departmental Control lists and departmental files in the event the material has not been sent to the Section.
3. Search for the transposition of letters or the misspelling of titles.
4. Similar letters of the alphabet appear to be the same when written in longhand, and could be misread when filed: examples would be a for o, e for i, ee for ie or u, h for k, m for n, etc.
5. The preceding or following year or month should be searched when a given date is known.
6. Check messenger service in the event the material has left one office but not received by the Section.
7. Check the "General" folder under the subject as well as the "General" folder at the end of the Subject File.

8. Search "Unofficial Correspondence" folder for personal or semipersonal correspondence.

Transmitting of ARSection Records

As a general rule the regular messenger service should be used to send records from the Section. Exceptions to this rule would be the transmission of "Important Correspondence" (as described in Section ---- of the Manual), and material classified "Confidential" (as described in Page ----- of the Manual).

Refiling of Records

Upon return of charged-out records to the ARSection, the file clerk should insert the material in the Subject File, and remove the Out Card. The information that had been noted on the Out Card at the time the record was charged out should be crossed out.

Charge Out Procedures

When material is to be withdrawn from ARSection, the clerk will fill out an "Out Card" giving the type of correspondence, a brief summary of contents, the date of the correspondence, to whom issued, and date issued (see Exhibit 23). If the person who receives the material gives any other information, such as "that it is to be held by Mr. ----- until after the Director's meeting", this information should be added to the Out Card, and this need not be followed up until after that date.

Follow-Up and Suspense Procedures

ARSection has two records for follow-up purposes; namely, the "Summary Sheet" and the "Out Card."

The supervisor should review the "Summary Sheet" file weekly. When correspondence has been outstanding for a reasonable length of time, the department to which it has been charged should be requested by telephone or personal visit to return the material. In the event the material is still in use, an attempt should be made to find out when the Section can expect to receive it, and the information obtained should be noted on the Summary Sheet. Normally correspondence should be returned to ARSection within a week. Known exceptions to this general rule should be noted on the Summary Sheet when it is prepared, and there should be no follow-up until the date then indicated.

The supervisor should review weekly all file drawers for "Out Cards", and follow-up in the same manner as the Summary Sheet. Our experience has shown that most material charged out is back within twenty-four hours.

When a member of the Bank's staff wishes to review a particular communication at a future date, it has been the practice for him to send the material to ARSection for classification and filing, with a request at the bottom of the Routing Slip that the material be brought to his attention at a given date (see Exhibit 24). When such material is received by ARSection, a Summary Sheet marked "Suspense" is prepared in duplicate. The original is attached to the material and filed in the Subject File (see Exhibit 25), and the second copy is placed in a file marked "Suspense" under the date the material is to be brought forward. The supervisor should review daily the Suspense File and pull all correspondence that is to be re-routed. A regular Out Card is placed in the Subject File and the follow-up will be the same as for any other material charged out.

Disposition and Transfer of Records

As the volume of records received by ARSection increases it will be necessary to survey the material in the Section in order to dispose of useless records and transfer inactive records.

Records of the Bank fall into the following groups:

1. Policy Records

These records which establish the organization, policies, and procedures of the Bank and the Branches should be retained permanently for historical purposes.

2. Operating Records

Routine internal bank data, inter-office records, work sheets, transmittal letters, and personal correspondence are usually of temporary value, and this should be kept in mind when initiating the schedule for destruction.

3. Functional Records

Records compiled to carry out a given function, transaction, or study should be evaluated individually, bearing in mind the possible legal significance and research interest.

4. Federal Reserve Agents Records

These records may be destroyed only with the approval of the Board of Governors.

5. Fiscal Agency Records

These records are maintained by the Banks, as fiscal agents, custodians, and depositaries of the United States, or of agencies of the United States; such as, Treasury Department, Reconstruction Finance Corporation, the Commodity Credit Corporation, etc. The procedure for submitting these records is set forth in the report of the Committee on Destruction of Records, dated May 24, 1945, and subsequent "S" Letters from the Board of Governors.

6. Bank Examinations Department Records

Prior to the transfer to the Federal Reserve Banks of the nonstatutory duties formerly performed by the Federal Reserve Agents, records of the Bank Examinations Department were records of the Board of Governors which could be destroyed only pursuant to Governmental authority. Since such transfer records accumulated in the Bank Examinations Department (with exception of reports of examinations of State member banks and their affiliates made by examiners appointed by the Federal Reserve Banks with approval of the Board) are not Board records, but may be disposed of only with the approval of the Board of Governors. This would not apply to examiners' working papers.

7. Auditing Records

These records may be destroyed at the discretion of the auditor under appropriate authority of the board of directors. If any such records are on Treasury or other Governmental forms their destruction is governed accordingly.

Before the supervisor submits a disposal list or schedule to the officer in charge of the disposition of records of the Bank, the report of the Committee on Destruction of Records dated May 24, 1945, and subsequent "S" Letters from the Board of Governors should be thoroughly reviewed.

The transfer of records from ARSection to the Non-Current Records room will be necessary when the Section's files become so overcrowded that it is difficult to file or find records with ease, or when all available equipment is filled. Great care should be taken when surveying the material for subject files to be sent to the Non-Current Records room. It is illogical to transfer any subject that is referred to frequently. When the files have been physically transferred from the Section, a permanent cross reference guide should be placed in the current files. Information on the guide should include full title of the folder, dates covered within individual files, and location of material in the Non-Current Records room. A designated section of the Non-Current Records room should be set aside for all ARSection material.

Requests for records in the "ARSection Non-Current Records" should be filled by a reference clerk from the ARSection, and when returned should be refiled by a clerk from the ARSection.

File Statistics

The basic value of daily work reports and monthly production reports is that they depict the efficiency and progress of the Section. Production figures are gaining in popularity but lose their value if so detailed that it takes a clerk more than a few minutes each day to compile them. In designing the "Daily Work Report" an attempt has been made to make it as concise as possible, yet from it the supervisor can readily watch the increase or decrease of production by the Section in any routine operation (see Exhibit 26).

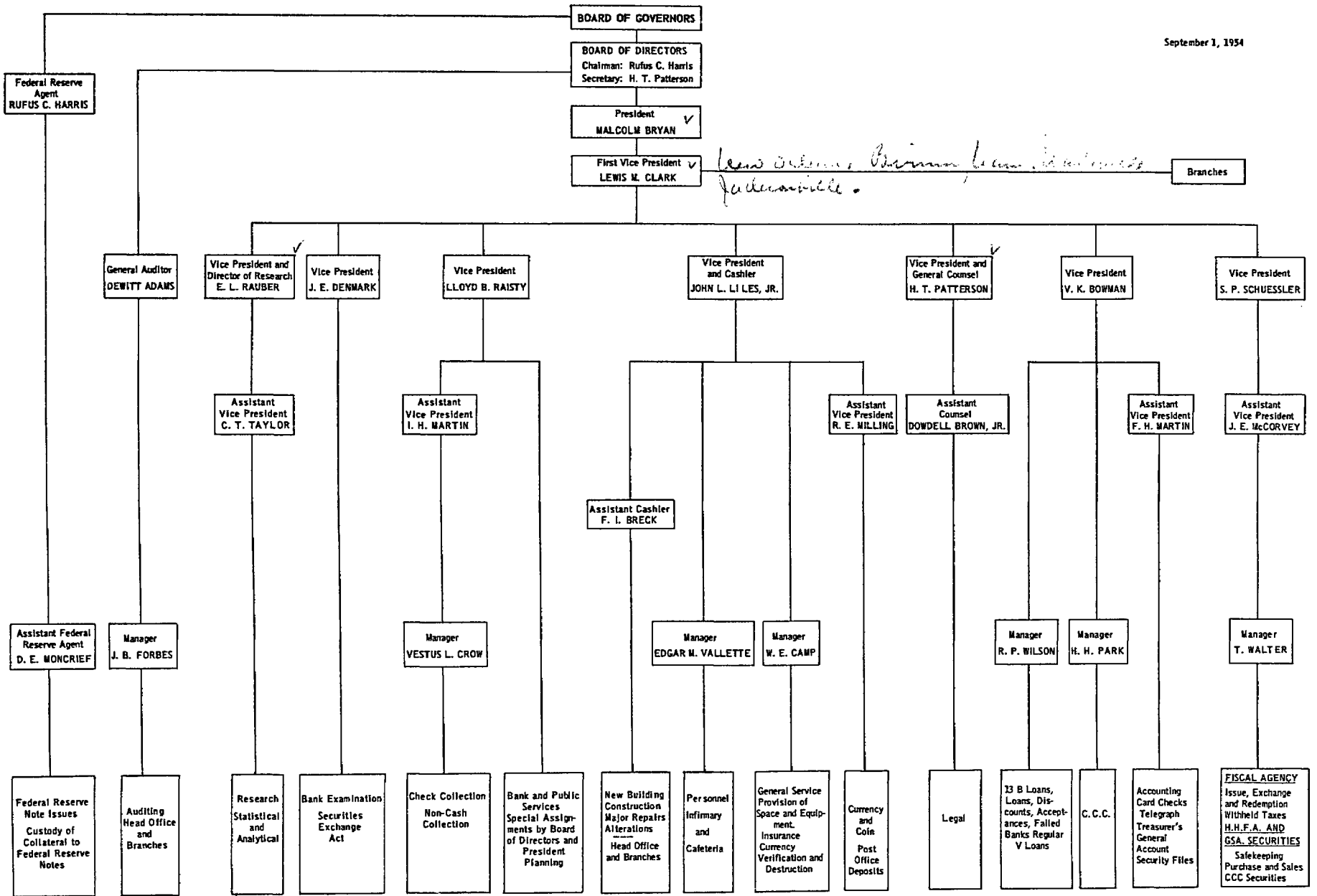
In some instances the time recorded against an operation may only be an approximation, which is the case when listing "subject request" time. The space titled "Remarks" is used to list any unusual operation, such as, special typing jobs, difficult and lengthy research requests, coordinating or breaking down of current subject files, making of folders, transferring of records to the Non-Current Records room, supervision, training and discussion, conferences with personnel of the Bank re procedures, meetings (such as Bank Clubs), and leave.

When a new procedure is adopted or a new subject set up, the supervisor should note it on her report. This is a ready reference, if called upon to verify when the Section's responsibility started. The reports of the clerks are filed in chronologic order in the folder marked "Daily Work Report."

The Monthly Production Report summarizes the statistics of the combined Daily Reports, by type and date. This report shows concisely the increase or decrease of the volume of records received in ARSection, as well as the increase or decrease of subject references received by the Section (see Exhibit 27). When called upon to show cause for requests for increased personnel, or need for more space or equipment, this report is invaluable.

FEDERAL RESERVE BANK OF ATLANTA

September 1, 1954



Branches: Louisville, Birmingham, Jacksonville

Tom. Johnson

Atlanta

RECEIVED

MAR 10 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

HISTORY OF BANKING
in The States of
THE SIXTH FEDERAL RESERVE DISTRICT

ALABAMA

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175p. (Typewritten) University of Florida.

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History of Banking in Florida, 1828-1954, by J. E.
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MISSISSIPPI

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Carlisle Alexander. University of Mississippi,
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TENNESSEE

- 1938-1948.
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- The contribution of Tennessee banks to the ration banking
plan, by Orra Irene Allen. University of Tennessee,
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Charles R. Curtis. University of Tennessee, Master's
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SERVICES TO BANKS
SIXTH FEDERAL RESERVE DISTRICT
BY
FEDERAL RESERVE BANK
OF ATLANTA

Prepared by
James H. Bowden
Assistant Vice President
Bank and Public Relations Officer

1947

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Accounting Department	4
Fiscal Agency	5
Supervisory	6
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April 28, 1947
Federal Reserve Bank of Atlanta

S E R V I C E S T O B A N K S

S I X T H F E D E R A L R E S E R V E D I S T R I C T

LOAN AND DISCOUNT DEPARTMENT

1. Rediscounts and Advances.

(a) This department of the bank rediscounts for member banks eligible, commercial, agricultural, and industrial paper; bankers acceptances; and various other specified types of assets.

(b) It makes advances upon the security of Government obligations to member and nonmember banks. It makes advances to member banks against various other eligible collateral and, under Section 10b, upon the security of any acceptable assets.

2. Purchases.

(a) The bank purchases and resells through this department Treasury Bills from and to member and nonmember banks under a repurchase option agreement.

(b) It also purchases bills of exchange, trade acceptances, and bankers acceptances of the kinds and maturities made eligible by the act, and tax anticipation warrants.

3. Industrial Loans.

(a) The bank discounts obligations for, purchases obligations from, and makes loans or advances on the security of such obligations, entered into for the purpose of obtaining working capital for an established industrial or commercial business in accordance with the terms of Section 13b of the Federal Reserve Act, direct to any commercial bank operating in its district, and makes commitments with regard to such discounts, purchases and advances.

4. Miscellaneous.

(a) Upon request this department furnishes, without charge, corporation, partnership, individual, and farmer financial statement forms for use by member banks in obtaining credit information from their customers.

(b) Upon the request of member banks this department analyzes, classifies, copies, and returns to such member banks financial statements and auditors reports submitted in anticipation of rediscount, discount, and war loan offerings.

MONEY DEPARTMENT

1. Currency and Coin.

(a) Upon request this bank forwards to its member banks currency and coin, charging the amount of the shipments to the respective reserve accounts. It absorbs the cost of shipments received from and forwarded to member banks.

(b) Subject to the terms of this bank's operating circular No. 17, this bank will assume all risks incident to the transportation of shipments of currency by registered mail from the time such shipments leave the office of the sending bank until delivered at the office of the addressee bank.

(c) Requests for shipments of currency or coin may be made by telegraph at the expense of the Federal Reserve Bank in cases of emergency requiring the use of the telegraph.

2. Special Services.

(a) This bank accepts deposits of money from any non-member bank, shipped at its own expense, for credit to the reserve account of a designated member bank.

(b) This bank makes shipments of money to nonmember banks at the request and expense of a member bank.

(c) It redeems for all banks mutilated or torn notes and also secures the redemption value of burned currency from the Treasury Department.

(d) It replaces mutilated notes for nonmember banks at their expense.

CHECK COLLECTION DEPARTMENT

1. Cash Items.

(a) This bank receives checks and other cash items payable at par at any bank in the United States from any member bank for clearance or collection. It collects cash items payable in Arabi, Gretna and Metairie, Louisiana, New Orleans zone, through the clearing house.

(b) It gives credit to the reserve account of member banks on par items in accordance with the availability schedules, or average availability, which generally is a shorter period than actual collection time.

(c) It furnishes without charge addressed stamped envelopes to banks for their convenience in remitting for our daily cash letters.

(d) It permits member banks in this district to forward direct to other Federal Reserve Banks or Branches cash items payable in their respective areas. This reduces deferred time one day over that provided in the availability schedules. Credit is given the member banks upon receipt of a duly filled in direct sending stub form. We also furnish our member banks with cash letter forms, city and country, without charge, for sending to us or branches, as well as other Federal Reserve Banks. Should the member bank desire to use its own cash letter form, we will furnish without charge a direct sending stub form for use in connection with these direct sent cash letters.

2. Special Clearing Arrangements.

(a) The Head Office, Birmingham Branch and New Orleans Branch act as city clearing house for local banks without charge. Debits and credits are made to the account of the local member banks covering clearing house exchanges, both in the morning session and in the afternoon go-back session.

3. Noncash Collection Items.

(a) We handle drafts, coupons and other non-cash items from member banks for collection and do not charge for this service. Deductions are made only for charges imposed by collecting banks and for major transportation costs. We collect directly coupons clipped from securities held in custody instead of sending them to the owner banks. We also permit our member banks to forward collection items direct to the Federal Reserve Banks or Branches in which district the item is payable for credit to us for account of the sending bank.

4. Special Services.

(a) The Federal Reserve Bank of Atlanta includes in pouches to its various branches cash letters received from local member banks, containing checks payable in branch zones: In like manner our branches include cash letters from their local members in pouches to Head Office and other branches in the 6th District. All transportation charges absorbed by the Federal Reserve Bank.

(b) Checks drawn by member banks of the 6th Federal Reserve District on their reserve accounts are acceptable for immediate availability at any of our offices.

(c) The member banks located in Atlanta Head Office zone may use the facility of our branches in connection with Check Collection; likewise the member banks located in our branch zones may use the Head Office or other branch facilities. We encourage direct sendings to our branches and to other Federal Reserve Banks.

(d) Our Birmingham Branch now sends cash letters direct to all par banks in the State of Alabama, although the Par List shows Alabama divided into three zones. We permit member banks of this district, other Federal Reserve Banks and their direct sending members to forward to our Birmingham Branch all Alabama par items for collection.

(e) When the Head Office or any of its branches are closed in observance of some holiday, banks remaining open in the zone are permitted to use the facilities of the nearest branch bank and/or head office. To illustrate; our New Orleans Branch zone comprises parts of the States of Alabama and Mississippi. In observance of some Louisiana holidays, our New Orleans Branch may be closed when Mississippi and Alabama banks do not observe those holidays. When this situation occurs member banks in Mississippi and Alabama are permitted and requested to use the facilities of Birmingham Branch or the parent bank in Atlanta. Likewise when the parent bank begins closing on Saturdays under authority of a recent Georgia law, member banks in the State of Georgia are advised to use the facilities, if needed, of the nearest branch bank.

ACCOUNTING DEPARTMENT

(a) This bank maintains reserve accounts for member banks as required by the Federal Reserve Act.

1. Telegraphic Transfers of Funds.

(a) Telegraphic transfers of bank balances will be made for member banks without charge if in multiples of \$1,000.00. Member banks may send telegraphic requests "collect".

(b) Telegraphic transfers not in multiples of \$1,000.00 or for use of an individual, firm, corporation, or nonmember bank will be made but the request if by telegraph must be "prepaid" and a charge will be made which will approximate but not exceed the commercial wire rate for the telegram involved in the transfer.

2. Federal Reserve Exchange Drafts.

(a) Member banks may make application for permission to issue Federal Reserve Exchange Drafts. The drafts will be furnished to member banks desiring to avail themselves of this privilege.

FISCAL AGENCY

(a) This bank acts as Fiscal Agent of the United States Treasury Department and certain subsidiary corporations, such as Farm Credit Administration, Home Owners Loan Corporation, etc. In the capacity as Fiscal Agent it handles new issues of securities, exchanges, redemptions, refunding operations and the payment of coupons.

(b) It handles with the Treasury Accounting Department and the Chief Disbursing Officer transactions involving lost, stolen, and mutilated Treasury checks issued by this office and the replacement thereof.

(c) It publishes and distributes circular letters to banking institutions and other interested concerns in the Sixth Federal Reserve District pertaining to Treasury regulations, policies, and announcements concerning the public debt.

(d) It maintains war loan deposit accounts of qualified depository banks.

(e) It maintains consignment accounts for qualified issuing agents of Series E Bonds.

(f) It maintains time deposit accounts for 2% Depository Bonds purchased with Treasury balances.

(g) It pays over the window cash for U. S. Savings Bonds of Series A through E presented for payment by the owners.

1. Securities.

(a) This bank holds in custody for member banks without charge bank owned securities. Our safekeeping service for member banks includes Government, municipal, industrial, and any other type of security or certificate. The service also includes the custody of securities pledged as collateral to deposits of public funds, bankruptcy funds, uninvested trust funds, and other deposits for the account of Government, municipal and state officials.

(b) As a special service during the war we extended safekeeping facilities to nonmember banks to the extent that we would hold without charge Government securities having less than one year to run to maturity.

(c) It also holds in custody securities owned by nonmember banks pledged to secure deposits of bankruptcy funds, making a nominal charge prescribed by the Board of Governors for this service.

(d) By special reciprocal agreement with the Federal Reserve Bank of St. Louis, we will hold in custody at this bank or any of its branches securities deposited by a bank located in the St. Louis District for the purpose of securing war loan deposits.

(e) It collects and credits the proceeds from called or maturing securities.

(f) The Fiscal Agency representatives of this bank consult with and assist officers of member banks in working out investment policies and procedures, have similar contacts with the public, and assist the War Savings Bond Division in the promotion of sales campaigns.

2. Buying, Selling, and Exchanging.

(a) This bank purchases and sells Government securities in the open market for the account of member banks in accordance with their orders.

(b) It also accepts and delivers Government securities on contracts executed directly by member banks with the brokers.

(c) It exchanges temporary for definitive bonds, makes transfers by wire of short-term Government securities involved in sales contracts.

SUPERVISORY.

(a) This bank examines without charge state member banks and banks applying for membership, usually in cooperation with state bank supervisory authority.

(b) It assists banks in the interpretation and application of rules and regulations affecting bank operations and policies.

(c) In addition to discharging its direct supervisory duties, it provides assistance to member banks in developing desirable capital readjustment programs, in formulating sound loan and investment policies, and in improving operating procedures in both the commercial and trust fields.

(d) Upon request, it assists the banks of the district in obtaining qualified personnel, principally at the executive level.

BANK AND PUBLIC RELATIONS

1. Research and Statistics.

(a) This bank provides information on economic conditions and developments in this district and in the country. It makes

current analyses and studies of fundamental business, banking and credit conditions. It analyzes earnings and expenses of member banks and makes surveys of deposits and loans. It makes periodic studies of bank assets to assist in developing banking and credit policies. It also makes regular surveys of changes and trends in production, employment, trade and prices on the basis of reports obtained largely from establishments in this district. The results of such surveys, analyses, and studies are made available through the monthly bulletin, special releases and the annual reports. It also answers direct inquiries, and participates in meetings of bankers and businessmen.

2. Library.

(a) This bank maintains for banks and others a reference library containing 4,500 volumes and technical periodicals.

3. Allied Activities.

(a) Members of the staff participate in meetings and conferences of banking, business, civic, and educational organizations - the Committee for Economic Development, Treasury Savings Bond Program, welfare organizations, professional associations - and teach at Universities, and the American Institute of Banking.

4. Bank Relations.

(a) The bank's bank relations program is carried on by an Assistant Vice President who makes planned visits to member and nonmember banks, attends State Bankers' Association conventions and other meetings. He is aided in this work from time to time by other officers of the bank. Officers at the branches are responsible for their respective zones. However, they are frequently accompanied on visitations and when attending meetings, by our bank's public relations officer and/or other officers from the parent bank.

RFC-CCC CUSTODY DEPARTMENT

1. RFC Unit.

(a) In accordance with instructions of the Reconstruction Finance Corporation this bank as Custodian for RFC handles collections and disbursements on RFC participation loans made by banks or RFC to business enterprises. Remittances are also received from banks in payment of statements prepared by the Custodian for participation charges on deferred participation loans, and for payments due RFC on issues of preferred stocks and debentures.

(b) At the request of the RFC the Custodian also purchases from banks FHA insured mortgages and home loan mortgages guaranteed by the Veterans Administration. After date of purchase collections on such mortgages are made by banks as Servicing Institutions and are remitted to Custodian for application on the mortgages.

2. CCC Unit.

(a) This bank as Fiscal Agent for the Commodity Credit Corporation purchases from banks acting as lending agencies for CCC, cotton loans approved by the CCC. Payment for the Loans purchased is made by crediting the reserve account of member banks or by issuing checks to nonmember banks. In lieu of cash payment banks may elect to receive CCC Certificates of Interest which bear interest at $1\frac{1}{2}\%$ per annum. Principal payments are made on these certificates each month on a pro-rata basis as cotton is redeemed from the loan. The certificates, the originals of which are held by this bank for the account of lending banks, are redeemable on demand.

(b) At the request of producers or equity purchasers cotton notes and supporting warehouse receipts are forwarded to banks for collection.

(c) Cash letters received from banks covering drafts drawn by field representatives of the Department of Agriculture are also paid by this office for the account of CCC.