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Report of Committee in regard to

CIRCULARS, REGULATIONS AND MEMORANDA

First:

It is recommended that all circulars, when in permanent form, shall be printed and that regulations, if any, shall be appended or attached thereto. The circular portion shall be in the form of a letter dealing with principles and shall bear the signatures of the Governor and Secretary of the Board.

Second:

A standard size of page, style of heading and of the type to be used shall be prepared and the form selected strictly adhered to, embodying the following ideas:

- (a) In the upper right hand corner the number of the circular shall appear;
- (b) The name of the Federal Reserve Board shall appear in the center;
- (c) To the right of and below this, the date of the circular;
- (d) Below this (in the center) the title or subject matter; and,
- (e) Lastly, the body of the circular, with appended regulations, if any, using a different size or style of type for the circular and the regulation.

Third:

Some less formal matters may be handled in mimeographed "memoranda." Furthermore, regulations or circulars may be mimeographed or printed as "tentative circulars" or "tentative regulations" with the idea of printing them after they have been adopted in final form. These "memoranda" or "tentative documents" shall be identified by numbers, keeping a separate series for "memoranda", for "circulars" and for "regulations." So far as possible, the mimeographed memoranda shall follow a definite form and style, to be agreed upon in advance; the circular in open spacing, the regulation in closer spacing or smaller type.

Fourth:

It is suggested that it may be desirable that at least some of the circulars and regulations already issued shall be re-issued so as to keep our files complete, making such

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corrections in the re-issue as may be found desirable; at the same time beginning the numbering in the new series. It may also be advisable to issue circulars in a new series each year thus, Series of 1915, but these suggestions should be the subject of future decision by the Board. It is probable that many of the circulars are only of passing interest or importance and that in the interest of compact and intelligent codification of all regulations, etc., previous rulings, shall be reconsidered and such as are still valid and pertinent, reenacted. This might be effectively done by annual revision and reenactment.

Respectfully submitted by  
the Committee:

(Signed) F. A. Delano.

(Signed) H. Parker Willis.

Presented to the Federal Reserve Board at its meeting of  
December \_\_\_\_\_ 1914 and adopted.