

## FEDERAL RESERVE BOARD

Office Correspondence.

July 24, 1919.

X-1626

Subject: Leased Wire Telegrams.

To the Staff, Federal Reserve Board:

Your attention is directed to the Report of the Governors of the Federal Reserve Banks covering recommendations for improvement in service of the Federal Reserve Leased Wire System, with particular reference to paragraphs (c) and (d), quoted below:

- (c) The custom of using the words 'quote', 'stop', 'period', etc., should be discontinued through the use of ordinary punctuation in preparing copy, for which symbols are understood by all operators, .
- (d) Brevity should be observed in wording telegrams, and in no case should the wire be used when the mails would serve the same purpose. Each office should arrange for a careful censorship of all messages sent, with a view of eliminating unimportant telegrams and unnecessary words.

In sending messages, punctuation should be used exactly as in letters. If the words 'stop', 'quote', 'period', etc., are used, it is necessary for the operator to spell out these words, whereas the symbols covering punctuation require very much less time.

Paragraph (d) is self-explanatory.

Your cooperation is requested.

Yours truly,

Assistant Secretary.