

## FEDERAL RESERVE BOARD

WASHINGTON

December 11, 1920.

X-2089

Subject: List of Officers and Employees of Federal Reserve Banks as of January 1, 1921.

Dear Sir:

Since several of the Federal Reserve Banks have discontinued the plan of adjusting salaries of officers and employees as of January 1 and July 1 of each year, the Board will not prescribe a uniform method for submitting recommendations as of January 1, 1921, but desires that those banks which still continue to adjust salaries semi-annually follow the form as outlined in the Board's letter of December 2, 1919, X-1739.

It is the Board's desire, however, that all Federal Reserve Banks submit a statement as of January 1, 1921, giving the following information:

Department

<u>Date of</u> <u>Employment</u>	<u>Name</u>	<u>Position</u>	<u>Present Annual</u> <u>Salary</u>
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This list should show all employees of each department, including the War Savings Organization and the Fiscal Agency Department, and employees not assigned to any particular department. In those cases where salaries are reimbursable, either in whole or in part, by the Treasury Department, it is requested that note be made to this effect.

Also, please show on a separate sheet a recapitulation by departments, giving the following information:

<u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Total Annual</u> <u>Salary</u>
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This recapitulation should be footed and show grand totals.

In addition to the foregoing information the Board desires that you submit an additional memorandum covering the duties assigned to each officer of the Bank and the departments which are operated under his general supervision or immediate direction; also a description of the duties of employæes receiving salaries of \$3,000 or more per annum, who are engaged in special work for the Bank but who are not assigned to any particular department, stating the rate of compensation, and whether or not the employee devotes his entire time to the work of the Reserve Bank.

The Board desires further that the memorandum include a brief description covering the scope of the work of each department, its subdivisions, the name of the officer or employee in charge of each department or subdivision, the names of his principal assistants, and the name of the officer of the Bank who has general supervision of the operation of the department. To secure uniformity, it is suggested that this information be furnished in accordance with the attached form.

Very truly yours,

Enclosure.  
(X-1561a)

Governor.

To Chairmen of all F.R. Banks.

X-1561a

DEPARTMENT: Discount Department

SCOPE: General, but brief description of the work of the department.

GENERAL SUPERVISION:

\_\_\_\_\_  
Deputy Governor.

IMMEDIATE SUPERVISION:

\_\_\_\_\_  
Assistant Cashier.

MANAGER:

ASSISTANT MANAGER:

<u>DIVISIONS:</u>	<u>In Charge</u>	<u>Assistant</u>
Loans to member banks, unsecured	_____	_____
Loans to member banks, Government collateral	_____	_____
Member bank promissory notes	_____	_____
Acceptances purchased	_____	_____
Rediscounts with or for other Federal Reserve Banks	_____	_____
Custody of collateral	_____	_____
Records	_____	_____