

C174

FEDERAL RESERVE BOARD  
WASHINGTON

X-3429

June 3, 1922.

SUBJECT: Business Reporting Conference.

Dear Sir:

In confirmation of my telegram of this date, you are advised that the Board has called a conference, to be held in Washington on June 13th to 15th, to consider methods of promoting greater economy and efficiency in the statistical work and business reporting of the Federal Reserve Banks. You are requested to have your bank represented at this conference by some one directly in charge of or affiliated with the preparation of your monthly reports.

A copy of the program for this conference is enclosed herewith for your information and that of your representative.

Very truly yours,

G o v e r n o r .

(Enclosure)

TO AGENTS OF ALL F. R. BANKS.

## BUSINESS REPORTING CONFERENCE

WASHINGTON, JUNE 13-15, 1922.

I. Joint Session with Federal Reserve Board

1. Opening address; - Board's views as to problems of reporting service.
2. Progress since last conference. H. P. Willis
3. Present position of district reports; interest of the banking and business community in the service. Results of special surveys made by Federal Reserve Banks.

II. Scope of Business Conditions Work

4. Ways and means of improving the business reporting service.
  - a. Interchange of data between districts
  - b. Development of data for specific industries. Relation to other reporting services, and furnishing data to them.
5. Centralization or division of special studies into given topics in order to avoid duplication.

III. Organization of the Service.

6. Organization of the statistical and reporting work within the Federal Reserve Banks.
7. Relation of the library service to the statistical service. Question of centralizing the reading and cataloging of current books, periodicals, etc. in order to avoid possible duplication by having the same work done in the several banks.
8. Information service in each bank. Scope and relation to other departments of the bank.
9. Distribution of the monthly business reviews, including -
  - a. Number issued
  - b. Size desired
  - c. Charge to be made, if any, for the report
10. Cost of the service.

IV. Editing and Supervision.

11. Central editing of business conditions reviews. How far needed and how long to be continued.

- 2 -

12. Correlation of the Federal Reserve Board's service with that of the individual Federal Reserve Banks.
  - a. Dates of publication, both of Bulletin and of Board's indexes.
  - b. Service rendered by the present telegraphic summary of business conditions.
  
13. Federal Reserve Bulletin.
  - a. Sections in Federal Reserve Bulletin which banks and their members have found particularly useful. Furnishing of Board's figures to the banks.
  - b. Adequacy of the present foreign service.