

FILING PLAN000. Miscellaneous.000. General.

- 000.0 General folder (containing items not deemed of sufficient importance to justify a separate folder).
- 000.1 Travel information (railroad time tables, fares, etc.)
- 000.2 Hotel reservations.
- 000.3 Maps and charts.
- 000.4
- 000.5 Miscellaneous lists.

001. Quasi-official relations of the Federal Reserve Board.

- 001.01 Acknowledgment of receipt.
- 001.02 Letters of introduction.
- 001.03 Letters of congratulation, Christmas greetings, etc.
 - 001.1 Invitations.
 - 001.2 Photographs.
 - 001.3 Autographs.
 - 001.4 Speeches, addresses, articles, pamphlets, books, etc.
 - 001.5 Bankers association (meetings, etc.)
 - 001.6 Visits of Board members to various reserve districts and Federal Reserve Banks, Itineraries, etc.
 - 001.7 Miscellaneous interview appointments, etc., with individuals. (See also conferences with Board, etc.)

002. Newspapers and periodicals.

- 002.1 Newspaper clippings.
- 002.2 News summaries.

Government Departments.

- 010. War Department.
- 011. Treasury Department.
 - 011.01 War Relief Matters, 1914.
 - 011.02 War Risk Insurance.
 - 011.1 Secretary of the Treasury (and Chief Clerk)
 - 011.11 Announcements and statements for publication.
 - 011.12 Pan-American financial conferences.
 - 011.121 International High Commission.
 - 011.2 Comptroller of the Currency (for reports of condition of National Banks - See file 430.2)
 - 011.21 Miscellaneous statements, announcements and reports.
 - 011.3 Bureau of Engraving and Printing.
 - 011.4 Commissioner of Internal Revenue.
 - 011.5 Director of Mint.
- 012. Post Office Department.
- 013. Department of Agriculture.
 - (For crop statistics, see File 511.1)
 - 013.1 Miscellaneous statements, announcements and reports.
- 014. Department of Commerce.
 - 014.1 Bureau of the Census.
- 015. Department of State.
- 016. Department of Interior.
- 017. Department of Labor.
- 018. Navy Department.
- 019. Department of Justice.
- 020. Government Commission and Independent Bureaus.

- 021. Civil Service Commission (See also under Staff - Federal Reserve Board).
- 022. Government Printing Office (Superintendent of Documents, Public Printer - Also see Ptg. & Stat. F.R.Bd. & F.R. Bulletin).
 - 022.1 Public Documents, List of publications, etc.
- 023. Federal Trade Commission.
 - 023.1 Publications (See also Credit Bureau - F.R. Banks for publication of Fed. Tr. Com).
- 024. Interstate Commerce Commission.
- 025. Federal Farm Loan Board.
- 026. Tariff Commission.
- 027. Bureau of Efficiency (See also under Staff - Fed. Res. Bd.)
- 028. All other bureaus.

100. FEDERAL RESERVE SYSTEM.

100.0 General

- 101. History of the System.
- 102. Publication descriptive of.
 - 102.1 Corporation Trust Company service.
 - 102.2 Charts and maps showing organization of system.
- 103. Inquiries relative to general features, benefits and operations of system.
- 104. Letters of approval and assistance.
- 105. Letters of criticism.

110. Legislation.

- 111. Federal Reserve Act and enacted amendments. (Digest)
 - 111.1 Proposed amendments.

112. Related legislation.

112.1 Proposed

112.2 Enacted

112.21 Trade Commission Act, 1915.

112.22 National Bank Act.

112.23 Aldrich-Vreeland Act. (Act of May 30, 1908)
(Including all papers on National Monetary
Commission, except list of their publica-
tions of the Government Printing Office, 022.1)

112.24 Clayton Anti-Trust Act.

112.25 Federal Farm Loan Act.

112.251 Agricultural & Other Rural Credits Bills.

112.26 War Revenue Act.

112.27 Negotiable instruments law.

120. Reserve Bank Organization Committee

121. Hearings.

122. Decisions.

122.1 (Petitions and Hearings and Decisions on redistricting.
For papers relating to transfers of stock etc., re-
sulting from redistricting decisions, see under Capital
subscriptions Fed. Res. Banks, 302.1)

130. FEDERAL ADVISORY COUNCIL.

131. Functions and powers, and duties.

132. Personnel

132.1 Election and term.

132.2 Fees

133. Meetings.

134. Communications from Council

134.1 Recommendations.

134.2 Questions and interpellations.

200. FEDERAL RESERVE BOARD.

200.1 Seal design

200.2 Oath of office, members

201. Meetings.

201.1 Dockets.

201.2 Minutes

201.3 Resolutions, etc.

201.4 Orders.

202. Hearings and conferences with the Board.

203. By-laws.

204. Memoranda by offices of the Board. (Envelope for each member and Secretary and Chief Clerk)

205. Members of Federal Reserve Board. (Envelope for each member and Secretary)

210. Functions, powers, and duties.

220. Office management, and practice.

220.1 Budget, assessments for expenses, etc.

221. Expense accounts of members and staff.

222. Staff

222.1 Appointments.

222.11 Applications for appointment, endorsement.

222.12 Examinations.

222.13 List of eligibles for appointment.

- 222.2 Exports (Official reporters, etc.)
- 222.3 Authority, duties, etc. of employees.
- 222.4 Salaries (Also insurance, pensions, etc.)
- 222.5 Leaves of absence. (Sick and annual)
- 222.6 Discipline.

223. Material and supplies.

- 223.1 Bids, price quotations, etc.
- 223.2 Requisitions.
 - 223.21 Bills and vouchers.
- 223.3 Blank form for office use.
- 223.4 Mechanical devices for office use.
- 223.5 Printing and stationery.
 - 223.51 Correspondence with Public Printer and Joint Committee on printing.
- 223.6 Office furniture and fixtures.
- 223.7 Office quarters.

224. Mail.

- 224.2 Postal Regulations. (Franking privilege)
- 224.3 Mailing schedules.

225. Telephone and telegraph service and cablegrams.

- 225.1 Codes and code books.

226. Express service.

227. Bonds for officers and employees.

230. Committees.

- 230.1 Personnel and time of meeting.

230.2 Call of Committees.

231. Reports.

240. Divisions.

240.1 Accounting and other forms used by Federal Reserve Banks in reports to and requests for approval of Board, etc.

241. Division of Audit and Examination.

241.1 Examination of Federal Reserve Banks. (Branch Banks)

241.11 Examination of accounts of Federal Reserve Agents.

241.12 Memos. of Board members on such examinations.

241.2 Examination of Member Banks.

241.21 National Banks (National Bank Examiners)

241.22 State Banks

242. Bureau of credit information.

243. Division of Bank Operations.

243.1 Correspondence re reports of transactions by Federal Reserve Banks, etc.

244. Research & Statistics.

244.1 Bank Debits.

245. Division of Issue and Redemption.

245.1 Federal Reserve Notes. General and Public.

245.101 Shipment and release orders;

245.102 Reports and statements, F.R. notes.

245.103 Issue of notes (for gold and substitutions)

245.104 Notes through Treasury U.S.

- 245.11 Form of Federal reserve notes (Design)
- 245.12 Shipments of Federal Reserve Notes and currency.
 - 245.121 Postage and Insurance Rates.
 - 245.122 Form of packages for sealing etc for Federal reserve notes.
- 245.13 Redemption and destruction of F.R. notes.
 - 245.131 Reports; unfit notes received for destruction.
- 245.14 Laundering of Federal reserve notes.
- 245.15 Cost of issuing Federal reserve notes.
- 245.16 5% redemption fund.
- 245.17 Counterfeit currency.
- 245.2 Federal Reserve Bank notes.
 - 245.31 (Emergency currency)

246. Law Division

- 246.01 Miscellaneous legal opinions re F.R. system.
- 246.1 Opinions of Counsel
 - 246.11 Opinions of Consulting Counsel
- 246.2 Opinions of Attorney General.
- 246.3 Opinions of Postmaster General.
- 246.4 Opinions of Comptroller of the Treasury.
- 246.5 Court Decisions.
- 246.6 Opinions of Commissioner and Solicitor, Internal Rev.
- 246.7 Comptroller General of United States.

247. Library

248. Division of files, Office of Secretary.

249. Division of Foreign Exchange.

250. Publications of Federal Reserve Board.

250.01 General requests for publications, circulars, etc.,
of the Board.

250.02 Mailing list.

251. Annual report to Congress.

252. Circulars and regulations, rulings, etc.

252.1 Preliminary drafts.

253. Announcements and statement for publications.

254. Federal Reserve Bulletin.

254.1 Subscriptions (Mailing list, exchange list, etc.,)

254.2 Letters enclosing copy and correspondence with
banks regarding copy.

255. Rulings and decisions of Board (Digest of.)

256. Uniform Accounting

300. FEDERAL RESERVE BANKS (DISTRICTS)

301. Location. Also Location of Branch

301.1 Branches (Also temporary domestic agencies)

301.2 Foreign correspondents and agencies.

302. Organization, capitalization and seal.

302.01 Opinions and data on proper time of opening
the Federal Reserve Banks.

302.02 Execution of organization certificates.

302.1 Capital Stock (Imlay)

302.11 Subscription by public.

303. By-Laws

304. Circulars, regulations, bulletins, and annual reports
of the 12 Federal Reserve Banks.

304.1 Circulars, regulations, etc.

304.2 Annual reports from Banks in circular form.

310. Functions and Powers.

311. As fiscal agents of the United States.

311.1 Government Bonds.

320. Management and organization of force.

321. Personnel.

321.1 Directors (General) A.B.C.

321.101 Class "A" and "B" Directors.

321.101.1 Elections.

321.101.2 Oath of office

321.102 Class "C" Directors.

321.102.1 Application for position of
Class C Director, endorsements.

321.102.2 Appointments and resignation
of Class "C" Directors.

321.102.3 Biographical sketches of Class
"C" Directors.

321.102.4 Oath of office.

321.103 Branch Bank directors (Application
appointments and oaths)

321.11 Meetings of Directors (Minutes)

321.111 Joint Conference of directors.

321.12 Compensation of directors. (Fees)

321.2 Officers and employees.

321.201 Applications for employment with
Reserve banks and branches.

321.21 Office of and duties and powers of officers
and employees.

321.211 Of Federal Reserve Agents, and Deputies.

321.212 Assistants.

321.213 Of Governors and Deputies.

321.22 Salaries of officers and employees.

321.23 Bonding of officers and employees.

321.24 Travel Expense

322. Office Operations and Buildings.

322.1 Vaults and vault space.

322.10 Joint custody

322.2 (Auditing and other departments)

322.3 Credit information bureau (Credit statements)

322.4 Equipment

322.5 Bonding and Insurance.

322.6 Welfare Clubs and Publications - Pension Plan.

323. Earnings and expenses.

323.1 Dividends of Federal Reserve Banks.

324. Conference of Governors.

325. Conference of Federal Reserve Agents.

326. Membership of banks in Bankers' Association.

326.1 Membership of banks in Associations, etc.

327. Publicity Work (Advertising).

328. Conferences, miscellaneous.

330. Operations of Federal Reserve Banks.

330.1 Correspondence with Federal Reserve Agents (folder for each)

330.2 Condition of Federal Reserve Banks.

330.21 Statement of Federal Reserve Board (Weekly)

330.23 Weekly statements of Federal Reserve Banks.

330.24 Monthly Reports of Federal Reserve Banks.

330.25 Comparative yearly report.

330.26 Condition of F.R. Banks of European
Central Banks of Issue.

330.3 Federal Reserve Bank Reserves.

330.31 Reports of condition of reserves.

331. Deposits.

331.1 Member bank deposits (Reserves general)

331.2 Government deposits, Treasury warrants and checks.
Commissioner of Internal Revenue.

331.3 Deposits of gold etc., for account of foreign banks.

332. Discounts and advances.

332.1 Policy and rates.

332.11 Discount rates and rates on advances of
all F.R. Banks (Tabulated statements).

332.12 Applications for change of rates. (12 folders)

332.13 Total bills discounted and bought of all
Federal Reserve Banks (Jacobson)

332.2 Commercial Paper. Loans and Investments.

332.201 Definition of.

332.21 Bankers' Acceptances.

332.210.1 Applications for permission to accept
up to 100% of capital and surplus.

332.210.2 Weekly and monthly reports.

332.211 Based on importations and exportation
of goods.

332.212 Based on domestic bills.

- 332.22 Agriculture and livestock paper.
- 332.24 Trade Acceptances.
- 332.25 Commodity paper.
- 332.3 Fifteen-day, secured paper of member banks (advances)
- 332.4 Government Bond Paper.
- 332.5 Rediscounting between Federal Reserve Banks.
- 333. Investments. Open Market.
 - 333.1 United States Bonds.
 - 333.101 Investment bulletins, circulars, etc.
 - 333.11 Allotment and conversion of bonds, under Section 18.
 - 333.2 Municipal obligations. (Warrants)
- 334. Exchange.
 - 334.1 Foreign exchange (including Foreign Loans).
 - 334.101 Gold Exchange Fund, 1914.
 - 334.2 Domestic Exchange.
- 335. Clearings and transit operations.
 - 335.1 Definition of "Deposit at Par".
 - 335.2 Board's Regulation on Clearings (Reg. 1, Series, 1916).
 - 335.21 Data collected on clearings, tentative plans.
 - 335.22 Preliminary drafts of circular.
 - 335.3 Operation of Clearing Plan.
 - 335.31 As between Federal Reserve Banks.
 - 335.311 Gold Settlements Fund and Federal Reserve Agents Fund.
 - 335.312 Federal Reserve Exchange.
 - 335.313 Silver and legal fund.
 - 335.32 As between F.R. Banks and their member banks (letters of criticism, approval, etc.)

335.321 Collection of checks through postmaster.

337. Services for member banks.

400. MEMBER BANKS.

401. Distribution of member and non-member banks within districts.

410. Admission to or withdrawal from Federal Reserve System.

410.1 List of member banks.

411. National Banks.

411.1 Granting of charters to national banks and conversion from State Banks.

411.2 Liquidation of national banks and withdrawals from system.

411.3 Suspension (Insolvent)

412. State banks and trust companies.

420. Powers, duties, etc.

421. Branch banks,

421.1 In the United States.

421.2 In foreign countries (including joint stock banks in foreign countries)

421.21 Corporations formed under Edge Act.

422. National banks as trustees, executors, etc.

423. Time and demand deposits.

424. National bank note issues and redemptions (5% Fund)

425. Central reserve and reserve cities.

426. Loans, general.

426.1 Loans on improved city real estate.

426.2 Loans on farm lands.

427. National banks as insurance agents.

429. Fees to officers and employees (Sec. 22)

430. Condition of member banks.

430.1 From reports of Federal Reserve Banks. (Call)

- 430.2 From reports of Comptroller of the Currency. (Call)
- 431. Government depositaries.
- 450. Other banking and credit institutions (foreign banks in this country).
- 460. Interest rates charged.

500. ECONOMIC CONDITIONS.

- 501. General
 - 501.1 Reports on business and financial conditions in the United States.
 - 501.11 Trade and financial letters.
 - 501.12 Weekly statements of clearing houses.
 - 501.2 Reports on business conditions in foreign countries.
 - 501.3 Moratorium - moratoria.
- 505. German American War.
- 510. Agriculture.
 - 511. Crops - food.
 - 511.1 Crop estimates, Department of Agriculture.
 - 511.2 Crop moving.
 - 511.21 Cotton
 - 511.211 Cotton Loan Fund, 1914.
 - 512. Livestock
- 520. Mining
- 530. Manufacturing.
- 540. Transportation and Communications.
- 550. Monetary Stock (Gold)
 - 550.1 Weekly and other reports of gold imports and exports.
- 551. Silver Coin
 - 551.1 Import & Export
 - 551.2 Silver and Minor Coin

552. All Coin General

560. Foreign Trade (Imports and exports)

600. Foreign Banks.

November 1, 1923.