

FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO
THE FEDERAL RESERVE BOARD

X-9470

January 29, 1936.

Dear Sir:

In the Board's letter of October 31, 1922 (X-3548), the Federal reserve banks were requested to forward to the Board biographical sketches of Federal reserve bank and branch directors, governors, deputy governors, assistant Federal reserve agents and branch managers. On March 8, 1929, the Board in its letter X-6259 requested the Federal reserve banks to advise it from time to time of any changes in the business affiliations of the bank and branch directors in order that the biographical sketches might be kept up to date.

The biographical information which the Board has received from the reserve banks in accordance with the above requests has been submitted in widely differing form, and in order that the information contained in the Board's files may be complete and of a uniform nature, you are requested to forward to the Board on forms 242 and 243, which should be filled out by typewriter, such information as is called for thereon covering each director and each officer of your bank and branches, if any. Both forms should be filled out for the chairman and Federal reserve agent and for managing directors of branches. It is also requested that the Board be furnished with similar information for each person who becomes a director or officer of the bank in the

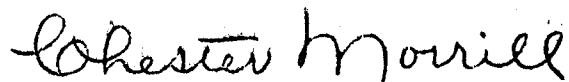
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future and that it be kept currently informed of any changes in the data submitted.

The official signature of the officer concerned should be affixed at the bottom of his biographical sketch on form 243, but this requirement does not apply to biographical sketches of directors and it is assumed that in most cases form 242 can be prepared at your bank from information already contained in its files. Printed copies of forms 242 and 243 are attached and a supply of each is being forwarded to you under separate cover. Additional copies of this form may be obtained upon request.

Very truly yours,



Chester Morrill,
Secretary.

Inclosures.

TO ALL CHAIRMEN