

**BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON**

S-200

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD

January 19, 1940



Dear Sir:

There are enclosed a copy of a circular from the Director of the Bureau of the Budget to the heads of executive departments and a copy of a letter from Chairman of the Central Statistical Board to Chairman Eccles concerning the establishment of a quarterly reporting service to provide information on new, revised, or discontinued report forms of Federal agencies. Through this quarterly reporting service it is planned to keep up to date information such as that sent to us in August by the research department of your bank.

The provisions in the circular of the Director of the Bureau of the Budget do not extend to the Federal Reserve System but we feel that the System should cooperate with the Bureau in this project. To facilitate the preparation of a quarterly report to the Bureau of the Budget covering the forms used by the System and also to provide for greater uniformity and value of statistics collected by the Federal Reserve banks, it is requested that hereafter you submit to the Board for advance approval any new or revised report forms proposed for regular use by your bank in obtaining data for statistical or research purposes from banks, individuals, business enterprises, and others, also any proposed discontinuance of regular report forms of a similar character now in use by your bank. Questionnaires intended for a single inquiry in connection with the program for expanding current business information need not have prior approval inasmuch as this might cause undue delay, but copies of such report forms should be sent to the Board. In acknowledging this letter, please advise what, if any, changes in regular report forms of this character were made during the three months ended December 31, 1939.

Very truly yours,

Chester Morrill

Chester Morrill,
Secretary.

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TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS.

C O P Y

S-200-a

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET

Washington, D. C.

Central Statistical Board

November 10, 1939

The Honorable
Marriner S. Eccles, Chairman
Board of Governors of the Federal
Reserve System
Washington, D. C.

My dear Mr. Eccles:

By Budget Bureau Circular No. 351, dated November 1, 1939 the Director of the Budget has directed the Central Statistical Board to establish a quarterly reporting service to provide information on new, revised, or discontinued report forms of Federal agencies. A copy of this circular is attached for your information.

The Director recognizes that the provisions of the circular do not extend to the Board of Governors of the Federal Reserve System, but inasmuch as a number of important reports are collected by several divisions operating under the jurisdiction of the Board of Governors, it would be appreciated if arrangements could be worked out to receive reports on the same basis as those from other agencies.

Mr. Goldenweiser, as your representative on the Central Statistical Board, has been fully informed of our plans for establishing and conducting the quarterly service. I should be most grateful if you would discuss the matter with him and inform me whether it will be possible to work out a reporting service for the various divisions of the Board of Governors.

Sincerely yours,

(Signed) Stuart A. Rice

Stuart A. Rice
Chairman

Enclosure

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON, D.C.

Circular No. 351

November 1, 1939

TO THE HEADS OF EXECUTIVE DEPARTMENTS,
INDEPENDENT ESTABLISHMENTS, AND OTHER
GOVERNMENT AGENCIES, INCLUDING CORPORATIONS:

1. In order to promote more effective coordination of the statistical and report collecting activities of the Federal Government, it is necessary for the Bureau of the Budget to be informed currently on the number and kinds of forms used by Federal agencies in requesting information. The term "forms" will be deemed to include: (a) any application form or other administrative report form and any questionnaire or other request for information sent to or required of individuals, business enterprises, and other non-Federal organizations in the continental United States, including State or local governmental agencies, whether the replies thereto are mailed, filed in person, filled in by a Federal agent or enumerator, or returned by the respondent in any other way; and (b) any questionnaire or report form sent to agencies of the Federal Government, the answers to which may be used to provide statistical compilations of general public interest.

2. To facilitate the securing of this information, the Central Statistical Board in the Bureau of the Budget will establish a quarterly reporting service to provide pertinent summary information.

3. Beginning with the quarter July 1 to September 30, 1939, each agency of the Federal Government making use of forms will supply information on (a) new forms; (b) forms revised; and (c) forms discontinued from active use. Reports rendered in the form attached hereto will be due within thirty days after the close of each quarter, except that the report for the quarter July 1 to September 30, 1939 will be due not later than November 30, 1939.

4. Each such agency of the Government will designate for the agency as a whole or for each appropriate subdivision thereof, an officer who will be responsible for making the reports herein called for. Such officer should also be made responsible, insofar as practicable, for approving all new, revised, and discontinued forms of the agency. The Bureau of the Budget should be promptly notified in writing of such designations.

5. A supply of the forms to be used by the Federal agencies in rendering their reports may be obtained from the Central Statistical Board Room 491, State Department.

HAROLD D. SMITH
Director

(Circular No. 351)