

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM  
WASHINGTON

S-448

ADDRESS OFFICIAL CORRESPONDENCE  
TO THE BOARD



March 6, 1942

Dear Sir:

As indicated in the special notice appearing in the January 1942 Par List, certain changes have been made in the form of the publication and, unless changes are more numerous than in the recent past, it will be printed annually instead of semi-annually.

In view of these changes and in order to standardize the form of the data submitted for the monthly supplements, it will be appreciated if the enclosed revised instructions are followed in reporting data for the Par List. These instructions supersede those contained in letters X-7070 and S-2 (Loose Leaf Service #4383 and #4384, respectively).

Very truly yours,

A handwritten signature in cursive script, appearing to read "E. L. Smead".

E. L. Smead, Chief,  
Division of Bank Operations.

Enclosure

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS.  
(Enclosure with addressed copies only.)

FOR VICTORY



BUY  
UNITED  
STATES  
DEFENSE  
BONDS  
AND  
STAMPS

DATA FOR THE ANNUAL PAR LIST AND  
THE MONTHLY SUPPLEMENTS THERETO  
(Revised March 1942)

ANNUAL PAR LIST

1. Mail preliminary data for annual Par List to Board in time to reach Washington by December 28. Show changes in red (pencil or typewriter) on a copy of the District's portion of current Par List.
2. Wire additional changes through the end of December to Board on the first business day of January. If there are no additional changes, wire "no further changes in Par List".

MONTHLY SUPPLEMENTS

1. Mail preliminary data for monthly supplements to Board in time to reach Washington by the 28th day of each month.
  - a. Submit data for February supplement in form in which changes are to be published; use previous supplements as a style guide.
  - b. Submit data for other supplements on a copy of latest printed supplement; show changes in red (pencil or typewriter) in form in which they are to be published.
2. Wire additional changes through the end of the month to Board on the first business day of following month. If there are no additional changes, wire "no further changes in Par List".
3. Check data submitted to be sure that—
  - a. All necessary symbols (district numbers, etc.) are included.
  - b. Changes are made in State headnotes in cases where additions to or eliminations from the Par List render previous headnotes inappropriate.
  - c. Special attention is called to cases where changes to be made in one supplement reverse or otherwise alter changes in a previous supplement.
4. Only one copy of data for monthly supplements need be sent to the Board.