

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM  
WASHINGTON

S-487

ADDRESS OFFICIAL CORRESPONDENCE  
TO THE BOARD

May 23, 1942



Dear Sir:

In the Board's letter of May 24, 1937, X-9895, (Federal Reserve Loose-leaf Service #3826) it was stated that, effective June 1, 1937, mimeographed communications to the Federal Reserve Banks would be assigned numbers in the S and R series, respectively. S-numbers were to "be assigned to all mimeographed communications sent to all Federal Reserve Banks which contain rulings and interpretations of the statutes and the Board's regulations, and instructions relating to policy or administrative matters", and R-numbers were to "be assigned to all routine mimeographed matters, statements, press releases, etc., sent to all Federal Reserve Banks".

In recent months this procedure has been departed from to some extent in order to avoid the large distribution which R-letters receive. At present we are furnishing the twelve Reserve Banks altogether about 250 copies of every S and R-letter, which gives undue distribution to many letters and entails in the aggregate an excessive handling and consumption of paper. It has frequently happened, for example, that a legislative document was sent to each Federal Reserve Bank with a covering letter, 250 duplicates of which, as R-letters, were distributed without enclosing the document which was the occasion for the letter--the reason being that only twelve copies of the document may have been obtainable. Even more frequently, copies of telegrams or letters embodying instructions of importance only to departments directly concerned are distributed in ten or twenty times the volume necessary.

Accordingly it is planned to discontinue the distribution of mimeographed letters in quantities as a regular practice, and to follow the principle that a mimeographed letter sent to all Federal Reserve Banks is not different from a typed letter sent to any one Bank. Mimeographing avoids the necessity of typing, verifying, and signing twelve original, identical letters and is therefore an economy; we wish to avoid defeating its purpose by making it the occasion for a wasteful duplication.

The procedure we plan to observe is as follows:



1. In the case of letters and telegrams assigned numbers of the S-series in accordance with present procedure, the regular practice will be to send three copies only to each Federal Reserve Bank in addition to the addressed copy sent each President. This provides a copy for files, a copy for the department concerned with the subject of the letter, and a copy for circulation, if necessary. The Board will, of course, continue to include S-letters in the Federal Reserve Loose-leaf Service and in addition will be glad to forward a copy of each S-letter directly to each branch of a Federal Reserve Bank.

2. In the case of other mimeographed letters, one addressed copy only will be sent the President of each Federal Reserve Bank, the procedure being the same as if the letter were not mimeographed.

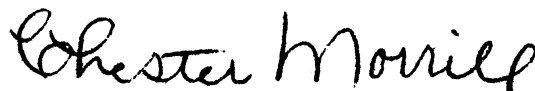
3. The R series of numbers will be discontinued.

4. In case any particular communication obviously calls for wide distribution, a supply may be furnished in anticipation of the need. This applies particularly to interpretations, which can be furnished in quantities as at present.

While the foregoing procedure will on occasion make it necessary for a Reserve Bank to duplicate a communication, for distribution to its own staff, it is believed such occasion will be rare. In formulating this procedure, it is recognized that economies should not be attempted by the Board if they necessitate more than offsetting expenditures at the Banks. But it is also recognized that practices which have been justifiable under normal conditions may be properly subjected to drastic changes under war conditions.

Before changing our procedure in the direction indicated, it will be appreciated if you will advise the Board whether the proposed changes meet with your approval and whether you would see objection to putting them into effect beginning June 1, 1942.

Very truly yours,



Chester Morrill,  
Secretary.

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS