

for misconduct, with the date according to the Report Book, and the initial letters of the punishment ordered.

343. The Chief Keeper shall keep the "Convicts Report" Book, in which shall be entered every report of misconduct on the part of a convict, which shall be laid before the Warden every day. Opposite to such report the Warden shall write the substance of the proof adduced, and the punishment ordered by him to be inflicted, and shall affix his initials thereto.

344. The "Convicts Report" Book of the Female Department shall be kept by the Matron.

345. There shall be a "General Stock" Book kept by the Storekeeper, in which an account shall be opened for every article of whatever kind, purchased for the use of the Institution, or passing into his store, in which shall be entered the name of the party, the price of the article, daily quantity or number received, with the name of the party from whom received the quantity or number issued with the name of the party to whom, and department to which issued, and the daily balance on hand.

246. The Steward shall keep the following Books :

1. A "Provision" Book, in which shall be entered, with the name of the party from whom received, the amounts, and kinds of articles of food, each under its respective head, shewing daily the quantity received, the quantity consumed and the balance on hand.

2. A "Rations Register" shewing the daily number of convicts in the Penitentiary, the number on sick diet, the number on bread and water diet, and the number on full rations. According to the numbers he shall accurately weigh out and expend the stores necessary for consumption at every meal.

A "Waste Book," in which shall be entered daily under separate heads the weight of the kind of bread left by the convicts.

4. A "Supplies in Use" Book, shewing the name and number of every convict in alphabetical order, the number of his cell, the number and description of every article served out to him, the date when served out and the date when returned as unserviceable.

5. A "Prisoners Effects" Book, in which shall be entered the date of the reception of every convict into the Prison ; his number on the Register, name, kind and number of articles taken from him, whether disposed of by the convict and how ; if not disposed of, whether ordered to be preserved or destroyed. The entry shall be signed by the officer making it and by the convict, if he can write, or by a witnessing officer also if he cannot. Should any money be found upon him the Warden shall deposit the same in the Government Savings Bank, in his corporate name in trust for the convict until his discharge, or until disposal of the amount with the Warden's consent.

247. A "Department Stock" Book shall be kept by every officer in charge of a department, in which shall be entered daily the quantity or number of each article received from the Storekeeper, with the price, the quantity given out for consumption, and the balance on hand.

348. On the first day in every month, every officer in charge of a depart-