

1. A "Day Book" on the left hand side of which shall be copied item by item in detail, the particulars of every account or bill of parcels, and on the right hand side a "Journal" double entry of the same and opposite thereto, naming the Ledger Account, or Accounts with which the sum or sums comprising the bill are to be debited or credited.

2. A "Ledger" containing the accounts to which the posting from the Journal side of the Day Book shall be made.

3. An "Official Checks" Book with counterfoil. Official checks only shall be used. All checks shall be signed by the Warden and countersigned by the Accountant.

4. A "Tenders" Book into which shall be copied the calculations of the particulars of every Tender for supplies sent to the Warden.

5. A "Revenue and Expenditure Statements" Book into which shall be copied every statement of Revenue and Expenditure transmitted to the Auditor of Accounts, and at the foot thereof the oath set forth in the eighth clause of the "Penitentiary Act of 1868."

The following Books shall be kept by the Clerk:

1. The "Directors Minute Book" with the index thereto, and the latter shall be written up immediately after every meeting of the Board.

2. A "Register" in which the name of every convict shall be entered with a full detail of his civil and criminal state, and a description of his person, and such other particulars as the Directors may from time to time direct. When a convict is committed and again when discharged he shall be weighed in the presence of the Clerk, and his weight shall be entered in the register.

3. An alphabetical "Index" to the above. convict, the name, the crime, the place where sentenced, the date of commitment, and the date of expiry of the sentence, with a column for remarks.

4. A "Discharge Ledger" in which every month of every year in advance, shall have a page for itself, and when a convict is committed, his Prison number and name shall be entered in the page for the month and year in which according to his sentence he is to be discharged.

5. A Register of all letters and documents received.

6. A Letter Book, into which all letters sent away shall be copied,
7. An "Orders Book," in which all orders given by the Directors for the guidance of the officers, and all orders given by the Warden for the management or discipline of the Prison shall be entered, and which shall be accessible at all times to the officers.

8. An "Officers Default" Book to be left in the orderly room, at all times free for perusal by the officers, in which shall be entered the date of the reported default, the name of the officer or servant in default, a short statement of the circumstances of the default, and the acquittal, censure, reprimand, fine, suspension, or dismissal of the officer or servant, and whether such has been ordered by the Directors or by the Warden.

9. A "Convict Offenders" Book, in which shall be entered alphabetically, the number and name of every convict who has been punished