

ADDRESS REPLY TO THE
SECRETARY, DEPT. OF INDIAN AFFAIRS,
OTTAWA.



IN YOUR REPLY REFER TO

No. 125800-25
ALSO TO THE 60779-125 LETTER.
PLEASE WRITE ON ONLY ONE SUBJECT
IN EACH LETTER.

DEPARTMENT OF INDIAN AFFAIRS
CANADA

March 8th., 1919.

Sir,-

The necessary forms for the preparation of the statistics for the Annual Report have been mailed to you. I shall be glad if you will advise me immediately if through any error they have not been received at your office.

You will observe that they are similar to those used last year. I would ask you to give immediate attention to the work of preparing the statistics, in order that they may be in the hands of the Department as soon after the close of the fiscal year as possible. It is absolutely essential that they reach Headquarters not later than the last week in April, and any returns outstanding after that date cause serious delay in the publication of the Report. You will be kind enough to give particular attention to this matter, and make every effort to have your statistics completed and returned to the Department at the very earliest possible moment.

Neatness and accuracy are essential. Where possible type the tables. Make all additions except the last two columns of table 6. Use last year's report as a basis, and explain in the "Remarks" column all large increases and decreases.

Should you desire a further supply of forms, or require further information as to the preparation of your returns, kindly advise the Department at once.

I would point out that these forms are printed and cut for use in loose leaf binders, and I would request you to leave a margin of one or two inches at the left hand side of each page.

It is especially desirable that the Report be ready for publication as soon as possible, and I shall be glad if you will cooperate by sending in your statistics, carefully completed, as soon as you can possibly do so.

Your obedient servant,

Lowell
Asst. Deputy and Secretary.

Indian Affairs. Letterbook Index,
28 February 1919 - 17 March 1919, (R.G. 10, Volume 5752)

Poor.
Copy.

PUBLIC ARCHIVES
ARCHIVES PUBLIQUES
CANADA