

4. In writing up the index to letter book refer not only to the folio but also to the subject of each letter.

Correspondence received

1. All letters received from the Dept. and official documents of every kind will be filed without being folded in less superficies than a sheet of foolscap. Each file to be covered with a paper cloth bag on which will be endorsed the Register number of the file - the date and subject of the initial letter - a memorandum of each subsequent letter referring thereto and the action, if any, taken in each case.
2. Each letter received shall be entered in the Register provided for that purpose - the entry to consist of the number and date of the letter - the name of the writer - the subject of the communication and the action, if any, which has been taken.
3. All letters on the same subject shall be on the same file, so that each file may afford, as far as possible, a complete history, in itself, of the matters respecting which correspondence was begun and to this end a rough draft of the reply to each letter should be