

BOOKS AND CORRESPONDENCE.

1. What are the necessary books to be kept in a militia regiment?

1. General and militia orders.
2. Guard book for letters and memo.'s received.
3. Regimental order book should consist of two parts, one of permanent orders and one of temporary orders.
4. Record of officers' services, showing date of appointment, date of commission qualification, a. of retirement, etc.
5. Letter book containing official letters sent by commanding officer to headquarters and individuals.
6. Return books showing monthly and other returns sent to headquarters or individuals; a guard book is useful for this.
7. Register of letters.
8. Regimental conduct book. Each N. C. O. and man should have a sheet with his name and number
9. Casualty book.
10. Stores ledger, kept by the quartermaster, one for the department, and one for the regiment, with each company shown separately

2. What books should be kept by the company commander?

1. Order book in which are entries from regimental orders and orders issued by the company commander himself affecting the company.
2. Roll book containing the names of N. C. O. and men and in what section or squads they are in