

22. Statement of Contracts for hire of Convicts, with the business, the number of convicts employed by each contractor, the price at which they are hired, the date of the contract and the date of its expiry.

23. Table of the Earnings of Convicts in each description of labor.

24. Nominal list of Convicts to whom Accidents of a serious nature have happened.

25. Statement of Revenue and Expenditure, with the different heads of each.

26. Balance sheet.

27. Statement of debts due to the Penitentiary, with the names of the Debtors, the date when the debt was contracted, and the amount due, opposite to each name.

28. Statement of Claims outstanding against the Institution, with the names of the claimants and the amounts claimed by each.

29. Estimate of the Expenditure for the following year for the Ordinary Expense of Maintenance under the different heads, and for extraordinary Expenses separately.

30. Statement of the number of Volumes in the general Library and in the Protestant and Roman Catholic Libraries respectively, shewing the number of volumes added during the year and the total amount of outlay for each Library, the number of Protestant and Roman Catholic convicts respectively, the number of convicts who have used books in each Library, and the number of volumes issued during the year.

31. Copy of the Inventory in detail made by the Valuers.

DEPUTY WARDEN.

45. The Deputy Warden shall be present at the opening and closing of the Prison, at all meal times, and during religious services in the manner herein provided. He shall also be in the prison night and day during the absence of the Warden. He shall be present at the infliction of all corporal punishments.

46. He shall not be absent from the Prison, at any time during the day, when the convicts are out of their cells, without first obtaining leave from the Warden.

47. He shall give the order for the safety bell to be rung at breakfast, dinner and locking up, but, before doing so, he shall be certain that all the convicts are accounted for, and on the closing of the Prison at night, that all the keys are in the Safety Box.

48. Every evening after the Safety Bell has been rung, and before leaving the Prison, he shall inspect the workshops, the store rooms, stables, drying kiln and other parts of the prison, and see that all is safe. He shall also see that the guards for the night are on duty.

49. He shall visit the Prison, occasionally during the night by surprise, and personally ascertain that the convicts are all secure, and that the officers are alert.

50. Under instructions of the Warden, he shall assign to every officer the duties to be performed by him for the day. He shall keep a Roster,