

of Cape Breton County. You should see that he visits your Indians when necessary.

Any case of destitution that comes to your notice should be reported to the Department, when, the circumstances warrant it, an amount for the purchase of necessaries will be sent you, and the amount therefor should be accounted for as soon as expended and on the forms furnished for that purpose.

All accounts transmitted to the Department should be made out on, or attached to, the forms supplied for the purpose and should be in duplicate and certified by you. No expenditure, however, should be incurred that has not first been authorized by the Department, unless under exceptional circumstances.

You will be called upon to furnish communication as soon as possible after the 31st of March in each year an annual report on affairs in regard to your Indians. You will also be required as soon as possible after the 31st of March in each year to take a census of your Indians, and to furnish other statistics in regard to the agency, on the forms which will be sent you.

In your correspondence you will be good enough to observe the following regulations:-

All letters should be written on paper of foolscap size and should be signed by you with your official designation, i. e., Indian Agent.

If there has been previous correspondence, the Department's file number must invariably be stated in the upper left-hand corner of the letter.

You should confine yourself to one subject in each letter.

Yours

Dept. of Indian & Northern Affairs, Letterbook,
27 January 1911 - 10 February 1911, (R.G. 10, Volume 5328)

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