

40. The Warden shall have the official custody of all the Books of the Institution, including the Directors Minute Book and Memorandum Book, with the contents of each of which, he shall make himself acquainted, and shall from time to time take such action as may therein be ordered, or intended.

41. He shall see by personal inspection that all Books are properly and regularly kept, by the respective officers.

42. The Warden shall make such Returns and Reports as the Directors may from time to time require, and particularly at every meeting of the Board a Report of the proceedings at the Prison, from the date of the previous Report, up to midnight of the day preceding the day of their arrival, and of its then actual condition.

43. He shall likewise render before the first day of February, an Annual Report to them as at 31st December of the preceding year, giving a full statement of the condition and progress of the Penitentiary, for the year just elapsed, and of all the proceedings and transactions of interest which have taken place affecting the Prison.

44. The Annual Report shall be accompanied with the following Returns, distinguishing in all cases Males from Females :—

1. A nominal list of Convicts received into the Penitentiary during the year, with statistical details from the Register.

2. Statement of the movement of Convicts during the year, distinguishing the number of insane.

3. Comparative movement for the previous ten years.

4. Nominal list of Convicts pardoned during the year, with the crime and place where convicted.

5. Nominal list of Convicts who have become insane during the year, with their present state.

6. Nominal list of Convicts who have died, with crime and place of conviction.

7. Nominal list of Convicts re-committed and number of re-commitments.

8. Table of crimes and number of Convicts guilty of each crime.

9. Tabular statements shewing length of sentences and number of Convicts sentenced to each period.

10. Ethnology of Convicts.

11. Nationalities and number of convicts of each.

12. Ages.

13. Religious belief.

14. State of Education.

15. Occupations.

16. Civil Condition.

17. Moral Habits.

18. Punishments.

19. Days of Remission of Sentence earned.

20. Employments.

21. The work and the Number of days Work in each employment.