

**BOX
012
FOLDER
104**

City Record, Board of

**1913, Jan.-
Sept.**

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

January 10th, 1913.

Honorable William J. Gaynor,

Mayor and Chairman of the Board of City Record.

S i r : -

I have the honor to present herewith for your consideration a communication from the Commissioner of Water Supply, Gas and Electricity, requesting the publication in the ENGINEERING RECORD of a notice in relation to the construction of the Jerome Park Filters.

This newspaper was designated for a similar notice on January 6th, but the date of opening of the bids has since been changed.

I am enclosing a resolution covering the request of the Commissioner of Water Supply, Gas and Electricity, for such action as you desire to take.

Respectfully,

David Ferguson
Supervisor of the City Record.

WV/HMF

ENCLOSURE.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

January 13th, 1913.

Honorable William J. Gaynor,

Mayor and Chairman of the Board of City Record.

S i r : -

5
I have the honor to advise you that the Baron Printing Company has addressed a communication to the Board of City Record requesting that the resolution adopted December 27th, 1912, rejecting all bids on the schedules whereon the Baron Printing Company was the lowest bidder, be rescinded, and the contracts awarded to the said Baron Printing Company.

The letter will be presented at the next meeting of the Board of City Record.

Respectfully,

David Ferguson
Supervisor of the City Record.

CM/HMF

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

January 15, 1913.

Hon. William J. Gaynor,
Mayor, City of New York.

S i r :

I have the honor to acknowledge your communication of the 13th instant, relative to the preparation of inventories for the Comptroller, and directing that this work be done by the regular staff.

In reply I beg to say that the clerical force of this office has been engaged to full working capacity since December 1st on the details of the annual contracts and emergency orders for supplies of printing, blank books and stationery required by the departments for the beginning of the new year.

As soon as this vitally important work is finished the inventories desired by the Comptroller shall be prepared and forwarded.

Respectfully,

David Ferguson
Supervisor of the City Record.

CM/EAH.

THE CITY OF NEW YORK
BOARD OF CITY RECORD

OFFICE OF THE SUPERVISOR
13-21 PARK ROW

THE MAYOR
THE CORPORATION COUNSEL
THE COMPTROLLER

DAVID FERGUSON
SUPERVISOR

January 21, 1913

HON. William J. Gaynor,

Mayor and Chairman Board of City Record.

A MEETING OF THE BOARD OF CITY RECORD
WILL BE HELD IN THE OFFICE OF THE MAYOR, CITY HALL,
ON WEDNESDAY the 22nd inst., AT
11 A. M.

BY ORDER OF THE MAYOR.

RESPECTFULLY,



SUPERVISOR OF THE CITY RECORD.

To award Printing of Tax Bills for the year 1913

MEMORANDUM FOR THE MAYOR:

From David Ferguson, Supervisor of the City Record, answering your letter submitting Dock Commissioner Tomkin's request to have the full minutes of his department printed in the City Record. To do this Mr. Ferguson says would be to open the way for renewal of the abuses in the City Record which have been put an end to during your administration. He points out that only by a most strange interpretation of the Charter could the publication of the minutes of the Dock Department giving the details of all their transactions, be warranted. He says further that prior to your administration many of the departments used the City Record to keep their records and to save typewriting. This was done away with soon after your administration started, resulting in a great saving to the city and without injury to the departments. He points out that the Health Department proceedings were formerly printed in the City Record in the most minute detail, saving the clerks and the bookkeepers a great deal of labor, but costing the city a great deal for printing. The same was done in the Fire Department. This was all stopped, as it was in the Dock Department. Commissioner Tomkins seems to be the only Commissioner to continue to insist upon the publication of all of his proceedings in the City Record.

R.A.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

Docks.
1/23/13

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

January 29, 1913.

Honorable William J. Gaynor,
Mayor, City of New York.

S i r :

I beg to acknowledge your communication of the 27th instant, with letter dated January 23d, from the Commissioner of Docks and Ferries relative to the printing of the minutes of that department in the City Record.

I respectfully advise you that there is no provision in the Charter which would permit of the publication in the City Record of the kind of matter the Dock Department formerly had published, unless a far-fetched interpretation were given to Section 1546, which reads as follows:

"In every department, office of a borough president or board there shall be kept a record of all its transactions, which shall be accessible to the public, and once a week a brief abstract, omitting formal language shall be made of all transactions, and of all contracts awarded and entered into for work and material of every description, which abstracts shall contain the name or names and residences by street and number, of the party or parties to the contract, and their sureties, if any. A copy of such abstract shall be promptly transmitted to the person designated to prepare the City Record, and shall be published therein. Notice of all appointments and removals from office, and all changes of salaries, shall in like manner, within one week after they are made, be transmitted to and published in the City Record."

This section was very greatly abused in the past. The fact that it specifically provides for "a brief abstract omitting formal language" was ignored and all manner of trivial matter was published in the City Record by several of the departments. For instance, under the old system some of the clerks in the Health Department who had charge of the preparation of

of the matter to be published in the City Record practically used the City Record to keep some of the books. The matter printed in the City Record was simply cut out and pasted in books which should have been kept with pen and ink. Dr. Lederle stopped that early in your administration. The same abuse of the City Record was made by the Fire Department, but it was promptly stopped by the Hon. Rhinelanders Waldo, when he was Commissioner of that department. Many of the departments used the City Record to cut down the work of its typewriting force, although the cost of setting the type and printing the matter in the Record was eight or ten times the cost of hiring typewriters.

In citing these instances of the mis-use of the City Record, I do not mean to imply that the present Dock Commissioner has any such purpose in view, but I merely wish to make clear the danger of putting a wide-open interpretation on Section 1546 because of the careless wording of that provision of the Charter. It provides that once a week a brief abstract omitting formal language shall be made of all transactions. "All transactions" could be taken to mean anything and everything, such, for instance, as recording the receipt of every letter and the answer to every letter. I do not think the framers of the Charter meant that all such trivial and detailed departmental matters of that kind should be abstracted and published in the City Record. For instance, if every department of the city government should send to the City Record for publication each week the briefest kind of an abstract of all the letters received, and also the briefest possible abstract of the action taken on all of those letters, it would treble or quadruple the cost of publishing the City Record. If that were done in the Mayor's office, for instance, a special corps of clerks would be kept busy and several pages of the City Record filled every day. Then, if each department wanted that printed matter printed again in pamphlet form and at

January 29, 1913.

the end of the year have those pamphlets bound in expensive bindings, the cost would be enormous. If all that were done I do not see how the public would gain anything or the efficiency of any of the departments be increased.

The fact that the Dock Department has been better managed, since Mr. Tomkins became Commissioner, than ever before in its history, a fact which I think any citizen will admit, seems to me of itself to prove that the printing of all of these detailed doings of the department in the City Record and in pamphlet form is not a matter vital to the successful administration of the Dock Department.

I am sending you herewith sections of two copies of the City Record of January, 1910, which contain the kind of matter formerly published by the Department of Docks and Ferries. The sections of the City Record transmitted are from the issues of Tuesday, January 18, 1910, and of Wednesday, January 19, 1910. The Dock Department matter in the issue of January 18 begins on page 663 and ends on page 667 and in the issue of January 19, 1910, it begins on page 695 and ends on page 701. An examination of this printed matter shows that it gives details of each day's doings in the Dock Department, even down to the receipt of many letters and the action taken on those communications.

If Section 1546 were interpreted so as to permit of the publication of matters of that sort it will establish a precedent that will cost the city an immense sum of money annually. My understanding of it is that the function of the City Record is to give publicity to municipal matters of public interest, many of which are specifically detailed in the Charter, and that it was never intended to be a book-keeping annex for the recording of the minute details of the departments. In these days of perfected card index systems, filing devices and high efficiency of office management, I cannot see why any department should be dependent upon the City Record for the accurate and convenient recording of department-

Hon. William J. Gaynor

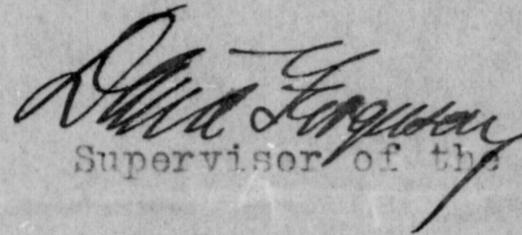
- 4 -

January 29, 1913.

al details.

For these reasons I respectfully recommend that the request of the Commissioner of Docks and Ferries be not granted.

Respectfully,



Supervisor of the City Record.

DF/EAH.

Enclosures:

Letter of Commissioner of Docks, January 23, 1913.
Clipping from City Record, January 18, 1910,
Clipping from City Record, January 19, 1910.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor



February 14, 1913.

Hon. Robert Adamson,

Secretary, Office of the Mayor.

S i r :

I beg to acknowledge your communication of the 11th instant, suggesting that it will be in the interest of economy to amend the law requiring the publication of the Annual Report of the Public Administrator of New York County.

Pursuant to the provisions of section 27, Chapter 230 of the Laws of 1898, this very voluminous annual statement of the Public Administrator of New York County is published ten times in the City Record, once as part of the minutes of the Board of Aldermen and nine times, as per the provision that it be published three times each week, for three weeks in the City Record. Brief notices referring to such publications are also published for a like period and time in three daily newspapers designated by the Board of City Record. All these publications are mandatory.

It is my belief that every reasonable purpose would be served if the law were amended to provide for one publication of the Annual Report in the City Record and one brief publication in three daily newspapers calling attention to the detailed statement in the City Record.

Respectfully,

David Ferguson
Supervisor of the City Record.

DF/EAH

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

February 21, 1913.

Hon. Robert Adamson,
 Chairman, Committee on Efficiency Exhibit,
 City Hall, New York City.

Dear Sir:

In the matter of your communication of February 18, relative to the advisability of holding an efficiency exhibit during the present year, I respectfully advise you that this office could make such an exhibit, largely with the aid of charts.

Briefly such an exhibit would show:

| <u>Prior to 1910</u> | <u>Since 1910</u> | <u>Remarks</u> |
|--|---|---|
| Non-competitive bidding on open market orders for supplies. | Competitive bidding on open market orders for supplies. | Saving of \$700,000. per annum. |
| Useless advertising | Necessary advertising | Saving of \$190,000 per annum. |
| Quality of supplies not scientifically graded to uses required of them. | Quality of supplies scientifically graded. | |
| Bills for supplies formerly paid on an average of four and a half months after delivery. | Bills for supplies now paid on an average of twenty-five days after delivery. | Speedy payment of bills of contractors reduce cost of supplies. |
| Bills for supplies not audited in the Supervisor's office before payment. | All bills now thoroughly audited before vouchered for payment. | |
| Delays in delivering supplies to the departments. | Thorough checking system by which deliveries are made with great rapidity. | |

| <u>Prior to 1910</u> | <u>Since 1910</u> | <u>Remarks.</u> |
|---|---|-----------------|
| Slack examination of supplies delivered by contractors. | Thorough inspection of all supplies as to quantity and quality before acceptance. | |

It will probably take a month or six weeks to prepare such an exhibit. The cost of preparation would be probably about \$200. The approximate amount of floor space required will be 20 x 30 feet, or about 600 square feet.

Respectfully,

David Ferguson
Supervisor of the City Record.

DF-RM

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

February 27, 1913

Hon. Robert Adamson,
Secretary to the Mayor.

Dear Sir:

In the matter of your communication of the 24th inst., asking for copies of the annual reports for 1912 of eighteen boards, courts, institutions, etc., I beg to advise you that up to the present time none of the 1912 reports of the boards, etc., on your list have as yet been printed, and only two of them have been received at this office. The Court of Special Sessions submitted its report on February 21, through the Mayor's office, and it is being held here pending the receipt of a requisition for the printing of it in pamphlet form. The report of the Board of Parole was received through the Mayor's office on February 26, and I am informed that it will not be printed until the annual report of the Department of Correction is ready for printing. It will then be made a part of that report. The Bronx Parkway Commission is a State board and this office does not print its reports. This office has never printed the reports of the New York Public Library, the Metropolitan Museum of Art, the Brooklyn Public Library, and several other of the institutions you name.

The making of annual reports is not mandatory except in the case of a few city departments such as the Finance, Tenement House, Docks & Ferries, etc. The Mayor, however, has under the charter the power to call for reports from any of the city departments. I think the quickest way to get the information you desire would be to request the heads of the various institutions and boards on your list to forward the data required. If it will be of any service, I will be glad to send you the reports of the Board of Parole and the Court of Special Sessions which are now in this office.

Respectfully,

David Ferguson
Supervisor of the City Record

DF-RM

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

March 11, 1913.

Robert Adamson, Esq.,
Secretary to the Mayor.

S i r :

Replying to your letter of the 7th instant, conveying the Mayor's request that Mr. David Montt, Special Commissioner of the Chilean Government, 233 Union Street, Schenectady, N. Y., be supplied with copies of the annual reports of the departments of Police, Health, Fire and of the Commissioner of Public Works of Manhattan, I beg to say that as I have only one copy of the reports on file in this office, the respective departments have been notified to send their reports to Mr. Montt.

Respectfully,

David Ferguson
Supervisor of the City Record.

CM/EAH.

THE CITY OF NEW YORK
BOARD OF CITY RECORD

THE MAYOR
THE CORPORATION COUNSEL
THE COMPTROLLER
DAVID FERGUSON
SUPERVISOR

OFFICE OF THE SUPERVISOR
13-21 PARK ROW

March 17, 1913.

Honorable William J. Gaynor,

Mayor, The City of New York.

Dear Sir:-

In making requisition on this office for supplies of printed forms, blank books, and stationery, furnished by the Board of City Record, you are requested to state on each requisition the

PLACE OF DELIVERY

giving the Borough, Street Number and Room Number.

Your compliance with this request will enable the expressman to deliver supplies to correct address without loss of time.

Respectfully,

David Ferguson
Supervisor of the City Record.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

March 24th, 1913.

Honorable William J. Gaynor,

Mayor and Chairman, Board of City Record.

S i r : -

I have the honor to present for your consideration a communication from Hon. William A. Prendergast, Comptroller, requesting the authorization by the Board of City Record of several newspapers in which to publish a "Notice to Taxpayers", in accordance with the provisions of Section 914 of the Charter as amended by Chapter 455, Laws of 1911.

The law requires this notice to be published "for at least five days in the CITY RECORD and in such newspaper or newspapers published in the several boroughs as may be designated by the Board of City Record."

Will you kindly designate on the enclosed form of resolution, the newspapers in which you desire this notice to be published?

Respectfully,

David Ferguson
Supervisor of the City Record.

WV/HMF

ENCLOSURE

THE CITY OF NEW YORK
BOARD OF CITY RECORD

THE MAYOR
THE CORPORATION COUNSEL
THE COMPTROLLER
DAVID FERGUSON
SUPERVISOR

OFFICE OF THE SUPERVISOR
13-21 PARK ROW

MAYOR'S OFFICE.

No. 5 City Hall, 9 a. m. to 5 p. m.; Saturday
9 a. m. to 12 m.
Telephone, 8020 Cortlandt.
William J. Gaynor, Mayor.
Robert Adamson, Secretary.
James Matthews, Executive Secretary.
John J. Glennon, Chief Clerk and Bond and
Warrant Clerk.

April 5, 1913.

To the Head of the Department, Bureau or Court addressed:

S i r:

Section 1528 of the Charter of The City of New York provides that the Supervisor of the City Record shall "cause to be printed in each issue of said CITY RECORD a separate statement of hours during which all public offices in the City are open for business and at which each court regularly opens and adjourns, as well as the places where such offices are kept and such courts are held."

I enclose the present notice relative to your office printed in the Official Directory of the CITY RECORD, which you will kindly return with any correction or revision that may be necessary. Also please notify this office immediately when any change of location, etc., is made in the future.

Respectfully,

David Ferguson

Supervisor of the City Record.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

April 7th, 1913.

Honorable William J. Gaynor,
Mayor and Chairman, Board of City Record.

S i r : -

I have the honor to present herewith for your consideration, a communication from Dr. William H. Maxwell, City Superintendent of Schools, requesting the publication in two newspapers in each of the counties comprising The City of New York, and in the publication called "School", of a notice of a proposed examination for State Scholarships in Cornell University, to be held June 7th, 1913.

It is mandatory to publish this notice in two newspapers in each county, but it may be published in more newspapers. You will note that the publication "School" is requested in addition to the mandatory requirement.

In 1912 the following newspapers were designated for the publication of a similar notice:

NEW YORK COUNTY: "Evening Mail", "School".

KINGS COUNTY: "Brooklyn Standard Union", "Brooklyn Citizen".

QUEENS COUNTY: "Long Island Star", "Flushing Evening Journal".

RICHMOND COUNTY: "Staten Islander", "Staten Island World".

Will you kindly designate on the enclosed form of resolution the newspapers in which you desire this notice to be published?

Respectfully submitted,

David Ferguson
Supervisor of the City Record.

WV/HMF
ENCLOSURE

Mr. Maxwell

W. J. Gaynor

Robert

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

April 14th, 1913.

Hon. Robert Adamson,
Secretary to the Mayor.

S i r : -

I beg to acknowledge your communication of the 11th inst., enclosing postal card from Frank C. Perkins, Consulting Engineer of Buffalo, N. Y., relative to the Assessed Valuation Supplements to the CITY RECORD.

I am writing Mr. Perkins, giving him the information he desires.

Respectfully,

David Ferguson

Supervisor of the City Record.

DF/HMF

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

April 14th, 1913.

Hon. Robert Adamson,
Secretary to the Mayor.

S i r :

I beg to acknowledge your communication of the 12th inst., enclosing a letter from the Hon. Newton D. Baker, Mayor of The City of Cleveland, who wishes to be placed on the list to receive the CITY RECORD.

Mayor Baker states that he desires the CITY RECORD for the reference library of The City of Cleveland. It has been the practice to furnish the municipal libraries of the important cities, when application is made, with a free copy of the CITY RECORD. The public libraries of this city receive about 100 copies of the RECORD daily. There is ^{also} a provision in the Charter by which each newspaper receives gratis two copies of the CITY RECORD. I have given directions that the Mayor of Cleveland, Ohio, be placed on the complimentary list of the CITY RECORD.

The daily edition of the CITY RECORD is 2,500. They are disposed of as follows:--

| | |
|--|------|
| Paid Subscribers..... | 835 |
| Public Libraries..... | 100 |
| Newspapers..... | 55 |
| For Sale over the counter to cash customers..... | 220 |
| Reserve for binding in monthly volumes..... | 90 |
| City Departments, Boards, Bureaus, Commissions,..... | |
| Courts & County Offices..... | 1200 |

Respectfully,

David Ferguson
Supervisor of the City Record.

DF/HMF
Enclosure

CLEVELAND

NEWTON D. BAKER, MAYOR

W.J. MURPHY
SECRETARY

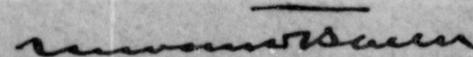
April 10th, 1913.

The Honorable, The Mayor,
New York City, N. Y.

My dear Mr. Mayor:-

The City of Cleveland is very anxious to secure a copy of The City Record of the City of New York for its reference library. I do not know whether this record is distributed free to your sister cities, or whether some charge is made for it, but if there is a charge or free circulating list would it be possible to have the City of Cleveland placed thereon. If it cannot be secured in that way will you kindly have your Secretary advise me how the City can secure a copy.

Very sincerely yours,



Mayor.

THE CITY OF NEW YORK
BOARD OF CITY RECORD

THE MAYOR
THE CORPORATION COUNSEL
THE COMPTROLLER
DAVID FERGUSON
SUPERVISOR

OFFICE OF THE SUPERVISOR
13-21 PARK ROW

April 22, 1913.

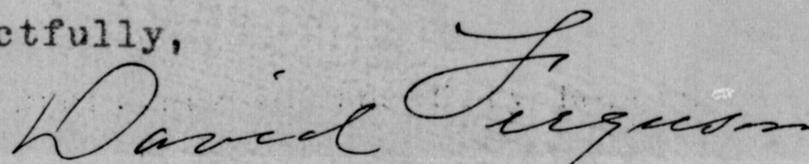
Hon. Robert Adamson,
Secretary, Mayor's office, Manhattan.

Dear Sir:

Referring to requisition from your department
dated April 3, 1913, City Record Order No 1666-1913
awarded to CLARENCE S. NATHAN
April 14, 1913. ~~XXXX~~

Kindly sign and return to this office enclosed
requisition covering changes and alterations desired by
you.

Respectfully,



Supervisor of the City Record.



Enclosures:
Requisition blanks
Letter from contractor.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

April 24, 1913.

Robert Adamson, Esq.,

Secretary to the Mayor.

Dear Sir:

I beg to acknowledge your letter of the 23rd inst., enclosing a note from Mr. Herbert R. Sands of the Bureau of Municipal Research in reference to bill of \$6.00 for rebinding some foreign reports and asking if this charge is a proper one against the City how it can be paid.

Inasmuch as the work was done in connection with the matter of standardizing departmental reports for the Mayor, it seems to me a proper charge against appropriations made to this office for blank books and binding.

If you will fill out and sign the enclosed requisition covering the matter, and return it to me, the charge can then be entered on our ledgers and the claim vouchered for payment.

Yours truly,

David Ferguson
Supervisor of the City Record.

CM-RM

Enclosure

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

May 21, 1913

Hon. Robert Adamson,

Secretary to the Mayor,

City Hall, New York City.

Dear Sir:

I beg to enclose herewith copy of the
signs on the eight trucks in the City Record
Division ~~of~~ the City Day parade of May 17.

Respectfully,

David Ferguson
Supervisor of the City Record.

DF--RM

Enclosure.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

June 12, 1913

Hon. William J. Gaynor,

Mayor of the City of New York, and

Chairman of the Board of City Record.

S i r :

I respectfully and earnestly ask you to consider the subject of increasing the salary of the position of Deputy Supervisor of the City Record now, and for a considerable number of years, held by me. The present annual salary of \$2,500 was fixed twelve years ago and in the interval the work and responsibilities have greatly increased.

I will not take up your time, Mr. Mayor, with the rehearsal of the reasons that seem to me to support this request. If you will consider the subject with the Supervisor of the City Record, I will be content.

Respectfully,

Henry Mc Miller

Deputy Supervisor of the City Record.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

June 26, 1913.

Honorable William J. Gaynor,

Mayor and Chairman Board of City Record.

S i r :

I have the honor to present herewith for your consideration a communication from the Commissioner of Public Charities, requesting the publication in certain magazines and newspapers of a notice for Pupil Nurses.

This advertising is not mandatory but is permissible pursuant to the provisions of Section 1526 of the Charter as amended by Chapter 686 of the Laws of 1913.

The aggregate cost of this advertising would be about \$488.50.

I am enclosing a form of resolution in which the names of the magazines and newspapers have not been filled in, for such action as you may desire to take in the matter.

Respectfully submitted,

David Ferguson
Supervisor of the City Record.

WV-RM
(enclosure)

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller

David Ferguson
Supervisor

June 26th, 1913.

S i r :

I beg to acknowledge your communication of the 20th inst. referring to this office request from the Des Moines Public Library, for copies of a large number of publications to be sent regularly to said library.

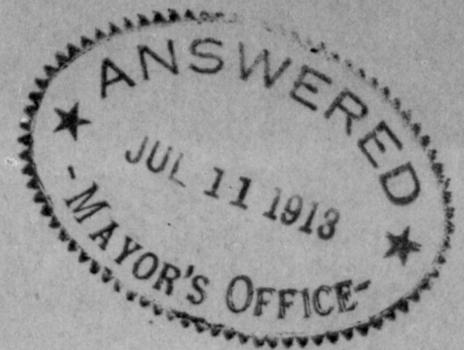
I have written to Miss Griffiths, the librarian, enclosing a copy of the official directory of the Municipal Departments and Offices, and informing her that direct application should be made to the heads of the respective departments for copies of the annual reports.

Respectfully,

David Ferguson
Supervisor of the City Record.

Hon. Robert Adamson,
Secretary to the Mayor,
City Hall, New York.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row



The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

July 10, 1913.

Hon. William J. Gaynor,
Mayor and Chairman of the Board of City Record.

S i r :

I have the honor to present herewith a communication from the Department of Taxes and Assessments requesting the Board of City Record to designate at least one newspaper in each borough in which to publish notices required by sections 36 and 39 of the Tax Law in relation to completion of assessments upon share-holders of banks, etc.

The Corporation Counsel in an opinion dated July 12, 1910, advised this office that every consideration of prudence demands that these notices should be published at least once in one newspaper in each borough.

The newspapers designated in 1912 for a similar notice were:

| | |
|-----------------|----------------------|
| Manhattan..... | New York Press, |
| The Bronx,,,,,, | Bronx Star, |
| Brooklyn..... | Standard Union, |
| Queens..... | Long Island Star, |
| Richmond..... | Staten Island World. |

Will you kindly designate on the enclosed form of resolution the newspapers in which you desire this notice to be published?

Respectfully submitted,

Henry M. Miller
Deputy and Acting Supervisor.

WV/EAH.

Enclosures.

PRIVATE MAILING CARD.

AUTHORIZED BY ACT OF CONGRESS OF MAY 19, 1898.



Maynalty
Cody Hall.
N.Y.C.

OFFICE OF
The City Record
13-21 PARK ROW

2387-13-3000 (C)

Dear Sir:

Your requisition dated July 23, 1913
the first item being 1000 Copies Bill board Advertising Com.
was approved by the Board of City Record Aug 1, 1913
Contract awarded, to M. B. Brown Co 49 Park Pl.
City Record Order No. 3066

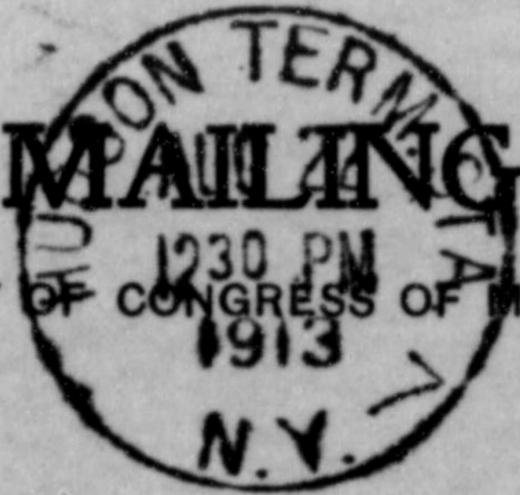
Respectfully,

DAVID FERGUSON,

Supervisor City Record.

PRIVATE MAILING CARD.

AUTHORIZED BY ACT OF CONGRESS OF MAY 19, 1898.



Mayoralty
City Hall
N.Y.C.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

August 15, 1913.

Hon. William J. Gaynor,

Mayor and Chairman, Board of City Record.

Sir:

I have the honor to present herewith for your consideration, communication from the Acting Corporation Counsel in Charge, in the Borough of Brooklyn, requesting the publication in two public newspapers published in the City of New York, and in two public newspapers published in Nassau County, of a notice of motion to confirm the Commissioners' Report in the matter of acquiring real estate in Nassau County for water supply purposes.

The Charter requires such publication in two newspapers published in New York City, and in two newspapers published in Nassau County, once in each week for four weeks.

The newspapers designated ^{in 1910} to publish a notice in the same proceeding were:

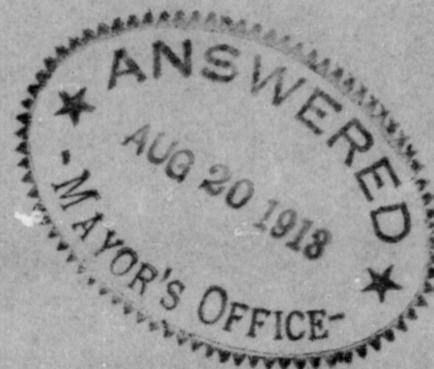
New York Press
New York Times
North Hempstead Record, Great Neck, L.I.
Oyster Bay Pilot, Oyster Bay, L.I.

Will you kindly designate on the enclosed form of resolution the newspapers in which you desire this publication to be made?

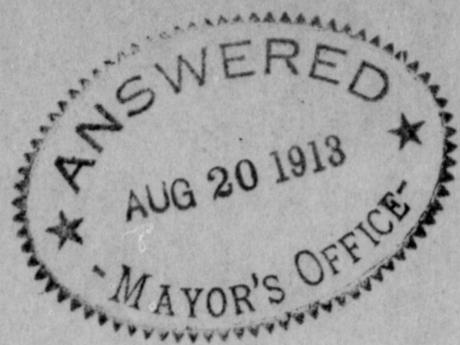
Respectfully submitted,

David Ferguson
Supervisor of the City Record.

WV/GEW



The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row



The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

August 19, 1915.

James Matthews, Esq.,

Executive Secretary to the Mayor,
City Hall, New York City.

Dear Sir:

Will you please sign and return the enclosed requisition, in duplicate, to cover the additional cost in printing the second edition of the Municipal Year Book? This expense was made necessary because of the errors in the first edition.

Respectfully,

David Ferguson
Supervisor of the City Record.

DF-RM

Enclosure.

HUDSON TERM. STATION
AUG 25
1:30 PM
1913

PRIVATE MAILING CARD.

AUTHORIZED BY ACT OF CONGRESS OF MAY 19, 1898.



Mayoralty,
City Hall,
Wash. C.

OFFICE OF
The City Record
13-21 PARK ROW

2387-13-3000 (C)

Dear Sir:

Your requisition dated Aug. 18, 1913.
the first item being 1000 manila envelopes.
was approved by the Board of City Record Aug. 21, 1913.
Contract awarded to Wm. Bratter, Co. 2 Duane St.
City Record Order No. 3343.

Respectfully,

DAVID FERGUSON

Supervisor City Record.

The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

August 26th, 1913.

Honorable William J. Gaynor,

Mayor and Chairman, Board of City Record.

Sir: -

I have the honor to present herewith for your consideration, a resolution amending a former resolution in relation to acquiring certain real estate in the town of Hempstead, Nassau County, for water supply purposes.

This amended resolution is required for the reason that the date on which the notice is intended to be presented to the Court for confirmation has been changed from September 25th to September 29th.

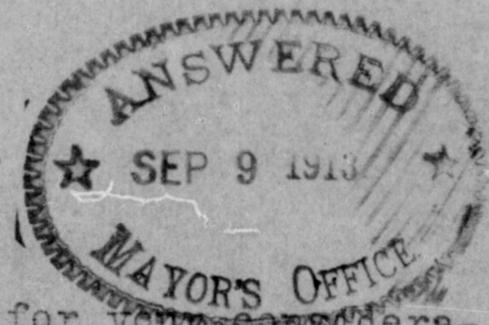
The newspapers on this amended resolution are the same as those designated by the Board of City Record on August 15th, 1913, for this purpose.

Respectfully submitted,

David Ferguson
Supervisor of the City Record.

WV/HMF

ENCLOSURE



The City of New York
Board of City Record
Office of the Supervisor
13-21 Park Row

The Mayor
The Corporation Counsel
The Comptroller
David Ferguson
Supervisor

September 5th, 1913.

Mr. Robert Adamson,
Secretary to the Mayor.

Dear Sir:-

I beg to acknowledge your communication of the 4th inst., and respectfully advise you that directions have been given to send the copies of the Municipal Year Book, as per your request.

In the matter of the request for 175 envelopes in which to mail the books previously sent, to Mr. Walter D. Willis, Secretary, Queens Borough Chamber of Commerce, only 1,000 envelopes were ordered at the time the Year Book was printed, and these envelopes were all delivered to the office of the Mayor, so that the 1,000 cloth bound copies of the book could be mailed. No envelopes were ordered for the paper bound copies and I am therefore unable to comply with Mr. Willis's request. I am returning herewith the letter of Mr. Willis.

Respectfully,

David Ferguson
Supervisor of the City Record.

DF/HMF

ENCLOSURE