

**BOX**

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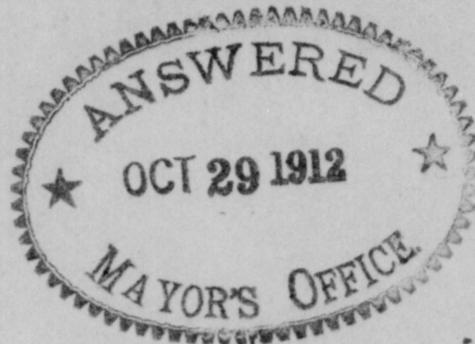
**Permanent Census Board**

**1912-1913**

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS  
GEORGE H. CHATFIELD, SECRETARY



October 28, 1912.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

I beg to submit for your approval, the attached resolutions. The first resolution authorizes the promotion of certain clerks to vacancies now existing. In each case the person promoted is first in seniority and merit. The second authorizes the continuation of the temporary employment of Joseph A. Kehoe until such time as an eligible list for promotion is established by the Municipal Civil Service Commission. The third authorizes the appointment at \$300. per annum, of the first grade clerk standing highest on the eligible list for such position.

Respectfully,

A handwritten signature in cursive script, reading "George H. Chatfield".

Secretary.

Enc.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

November 14, 1912.

Hon. William J. Gaynor,

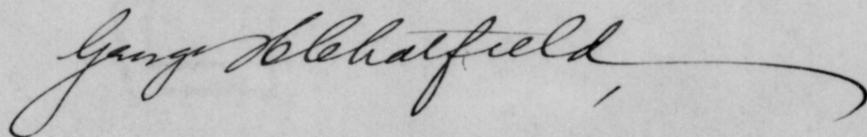
M a y o r ,

The City of New York.

S i r :

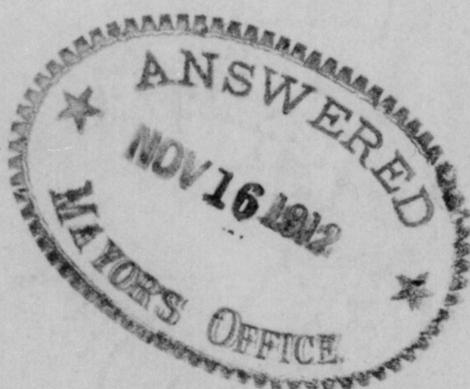
I beg to submit for your approval, the attached resolution authorizing the appointment of a temporary clerk at \$600. per annum, pending the promulgation of a promotion list by the Municipal Civil Service Commission, to fill the vacancy at present existing.

Respectfully,



Secretary.

Resolution attached.



PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

December 12th, 1912.

Hon. William J. Gaynor,

M a y o r,

The City of New York.

Dear Sir:

A meeting of the Permanent Census Board should be held to transact certain routine business for 1912, and to act upon various matters for 1913.

I beg, therefore, to request that you direct such meeting to be called for Wednesday, December 18, 1912, at 12.30 P.M. at City Hall, if you approve of the time and place of meeting.

Respectfully,

*George H. Chatfield*

Secretary.

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

December 28, 1912.

Hon. William J. Gaynor,

M a y o r ,

The City of New York.

S i r :

I beg to submit the following statement in connection with the request of the Mayor of the City of Tokyo to be furnished with the publications relating to the laws and regulations, schedules and working-sheets in connection with the periodical census or investigations of occupations carried on in this city.

The city makes no comprehensive census of occupations for the entire population. The census board gathers statistics of employments of persons between 14 and 18 years of age. I enclose copy of the statistics compiled by the census board in this connection, also copy of an article describing the work of this board, together with samples of the schedules used for that purpose.

The State Department of Labor makes an annual inspection of all the factories in the state and publishes detailed statistics concerning these investigations which in effect are a factory census. The Department of Labor believes that these statistics are comprehensive. That department also publishes similar statistics in

Hon. William J. Gaynor -----2.

regard to mercantile concerns but these statistics cover only the larger establishments. The working sheets and schedules used by the factory inspectors, I have not thus far been able to obtain. However, I think the statistical reports sufficiently indicate the nature of the schedules.

There is also submitted a special report on industrial training--the result of investigations made by Professor Richards of Cooper Union for the State Labor Department, of various groups of industries. This report goes into great detail and is self-explanatory in every respect. It includes the working schedules and instructions issued for carrying on the work, and probably shows the character such an inquiry should assume in order to derive full information.

Finally, I am enclosing the latest bulletin of the federal census bureau with reference to manufactures in New York City--the bulletin on occupations has not yet been published. The federal census bureau, I am sure, will be very glad to receive a request from Your Honor to furnish the Mayor of the City of Tokyo with a copy of this bulletin when printed.

I have delayed in making reply, in order to collect these publications.

Respectfully,

*George H. Chatfield*

Secretary.

Enc.-Letter of Mayor of Tokyo;  
Encs.-Publications.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

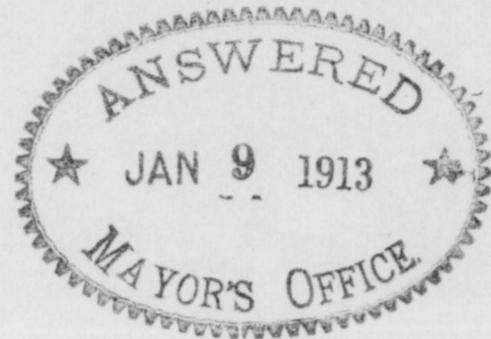
GEORGE H. CHATFIELD, SECRETARY

January 9, 1913.

Hon. William J. Gaynor,

M a y o r ,

The City of New York.



S i r :

The resolution accompanying this letter provides for the appointment of 20 of the 35 civilian enumerators allowed this office for the current year. It is necessary to make these appointments in order to secure an additional certification from the Municipal Civil Service Commission for the remaining 15. As soon as the names of the persons willing to accept appointment are obtained, an additional resolution will be submitted to you for approval.

Very truly yours,

*George H. Chatfield*

Secretary.

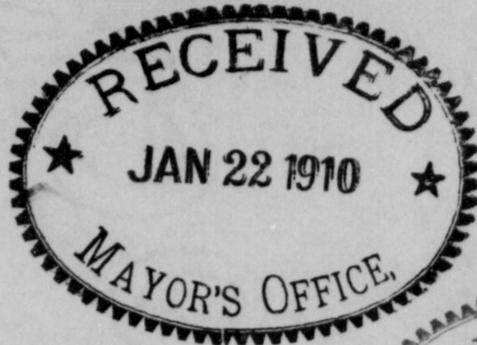
PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

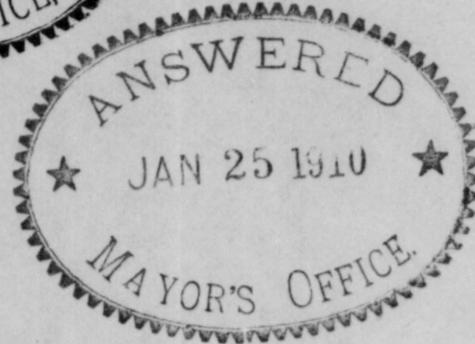
500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY



Jan. 21, 1910.



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

Dear Sir:

It will be necessary to hold a meeting of the Permanent Census Board in the near future. As chairman of the board, will you kindly fix the time and place of meeting, in order that proper notification may be sent to the Police Commissioner and to the City Superintendent of Schools?

Respectfully yours,

*George H. Chatfield*  
Secretary.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

January 27, 1913.

Hon. William J. Gaynor,

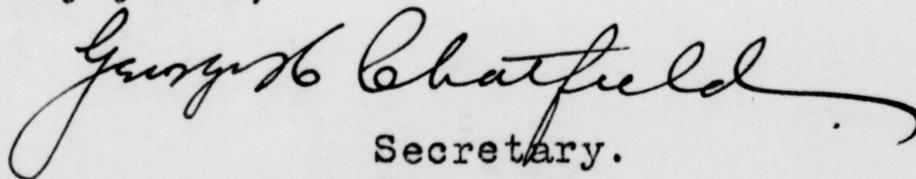
M a y o r,

The City of New York.

S i r :

The resolution accompanying this letter provides for the appointment of nine of the 35 civilian enumerators allowed this office for the current year. This makes the total number appointed thus far, 28--one of the previous batch having resigned. It is necessary to make these appointments in order to secure another certification from the Municipal Civil Service Commission for the remaining seven. As soon as the names of the persons willing to accept are obtained, an additional resolution will be submitted for your approval.

Very truly yours,

  
Secretary.

Enc.

**MEMORANDUM FOR THE MAYOR:**

Mr. Ferguson, Supervisor of the City Record, has declined to furnish blanks to the Permanent Census Board to be filled out in the public schools, maintaining that since the information is to be supplied by clerks of the Board of Education, the Board of Education should furnish the blanks. Mr. Chatfield, the Secretary of the Permanent Census Board thinks Mr. Ferguson is wrong, and Dr. Maxwell endorses his contention. He says the information on these blanks is essential to the proper amendment of the census, and that if the reporting is not done by the schools the Census Board will have to send its own clerks to the schools and obtain the information.

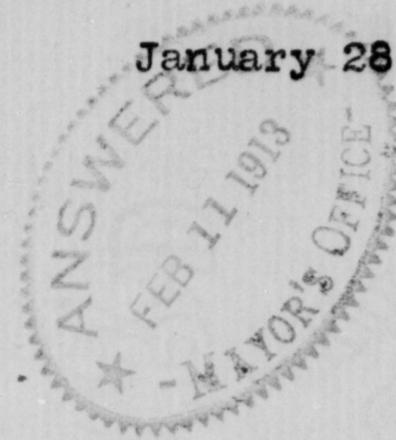
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PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

January 28, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.



S i r :

On January 8, 1913, Mr. Ferguson, Supervisor of the City Record, was asked to cancel seven items in the annual printing contract. The request also stated that a requisition for different forms as substitutes for the canceled items would shortly be made. The items withdrawn were blanks to be used by schools in reporting to this office the names and residences of pupils admitted or discharged. On January 17th, requisition for the new blanks was made upon the City Record. Mr. Ferguson declined to furnish any blanks which are to be filled out in the public schools, maintaining that because the information is to be supplied by clerks who are employees of the Board of Education, the Board of Education should furnish the blanks. He is willing to furnish blanks that are to be filled out in schools not under the control of the Board of Education.

I believe the contention of Mr. Ferguson is essentially unsound and therefore appeal to Your Honor for a review of this ruling.

The information furnished on these blanks is essential to the proper amendment of the census. It is a check upon the work of

the enumerators and enables us to reduce the number of cases reported for the action of the attendance officers. It is a material aid to the work of the enumerators, since in advance of the actual canvass, they are placed in possession of facts which it then becomes unnecessary to ascertain or verify. In an area where a recent canvass has not been made, the information contained in the reports on admissions and discharges enables us to approximate the changes which have taken place therein since the previous canvass. For these reasons, admissions and discharges have been reported from the schools of each borough since the initial canvass was completed. Such reporting is also an essential part of the plans for amending the census in Rochester and Buffalo.

If the reporting is not done by the schools, it will be necessary for this board to send its clerks to the schools to obtain the information. Last year, clerks were sent to a number of the public schools where the pressure of work made it difficult to forward the reports systematically. From this experience, it seems probable that 20 persons would be required to do all the work. Moreover, the City Record would then furnish without question the blanks to be used--the blanks which are now denied.

If the census board is to control the form and manner of reporting, it must furnish the blanks. Otherwise, it must accept the information in whatever form it may be submitted. If reports are not prepared in a uniform manner, they must be re-copied and in this case also, the blanks must be supplied by the City Record for the purpose, in order to refer these reports to the files economically.

Hon. William J. Gaynor-----3.

Re-copying is an unnecessary waste of time and labor. It was tried when the schools forwarded lists of names on foolscap, and proved utterly impracticable.

In order to control its method of reporting, the Municipal Civil Service Commission supplies to all departments--including the Board of Education--blanks for declaration sheets, requests for transfer, quarterly and annual reports, and bound books for entering detailed records. The Department of Finance furnishes forms for open market orders, vouchers of every description, monthly balance sheets, inventory blanks, etc. The Board of Estimate and Apportionment supplies forms for various budget schedules for the annual budget estimate and no question is raised by the City Record as to the propriety of its action, although these blanks are filled out by employees of other departments, including those of the Board of Education. The City Record itself controls its business with other departments in the same way. Each of these instances is a clear recognition of the fact that whenever an expenditure for printing results in a decrease in the amount of clerical help required, the expenditure is justified.

The Board of Estimate and Apportionment has recognized the validity of the point at issue by furnishing postage to send the reports in question to this office from the schools. It is difficult to see why this board may supply the postage to send the blanks but may not furnish the blanks.

Mr. Ferguson insists that the blanks are used by the Board of Education because they are filled out by that board's employees--the school clerks. It is true that the work of the census board is primar-

Hon. William J. Gaynor-----4.

ily for educational purposes, but the schools have made the reports in question solely to enable this office to carry out the provisions of the law. It has been a matter of no small difficulty to develop in the schools the feeling that such reporting is a reasonable demand upon their time and effort. The census board would probably be unable to compel the reporting to be done if the schools made a direct refusal. It is a fully warranted conclusion that if every blank filled out in the schools should be turned over to the Board of Education for its use, it would receive only a partial recompense for the work done for the census board by the schools.

The new plan will serve the schools as well as ourselves and will enable us to co-operate, instead of merely using the time of the school clerks for our own benefit. It will consume no material or blanks that are not required for the work of the census board. The Board of Education will furnish the blanks of direct use to itself. One copy of each report made to the census board will be retained in the schools in order that this office may check up missing reports with the least difficulty for this office and for the school concerned.

Respectfully,

*George H. Chatfield*

Secretary.

APPROVED:

*W. H. Mayhew*

City Superintendent of Schools.



PERMANENT CENSUS BOARD

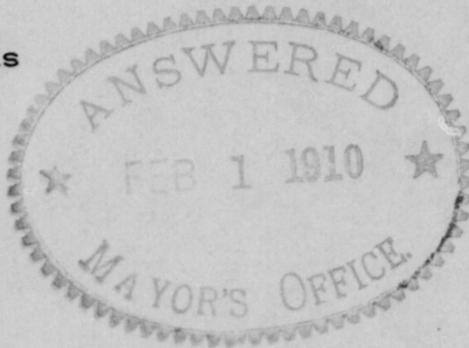
THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

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Adams*

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY



January 29, 1910.

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

Dear Sir:

I beg to acknowledge the receipt of your letter of January 27th enclosing an application from Mrs. Anne F. Hahn for employment with this board. I doubt very much whether her qualifications are such as to make her eligible for appointment. Again, a re-arrangement of the schedules of salaries will probably be asked for, so that, in any event, it is not possible to give a decisive answer at this time.

Very truly yours,

*George H. Chatfield*

Secretary.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

January 31, 1913.

Hon. William J. Gaynor,

M a y o r ,

The City of New York.

S i r :

The Commissioners of the Sinking Fund have provided space for this office in the Grand Central Palace, Lexington avenue 46th to 47th streets. The cost of moving the furniture and equipment now in use or stored at 500 Park avenue, Public School No. 67, 120 West 46th street, and Public School No. 80, 225 West 41st street, will be approximately \$200. while the amount available for truckage in the budget for this year is \$75. For this reason the attached resolution is submitted for your approval.

Respectfully,

*George H. Chatfield*  
Secretary.

Enc.

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

500 PARK AVENUE, THIRD FLOOR

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS  
GEORGE H. CHATFIELD, SECRETARY

February 5, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

A resolution has been adopted by the Permanent Census Board requesting the Board of Estimate and Apportionment to transfer two hundred dollars to the truckage account in order to pay moving expenses. The amount specified in the resolution was based on approximate verbal estimates that the work could be done for about two hundred dollars. The written estimates since received from five reputable persons make the lowest price for this work, three hundred dollars.

In view of this fact, your approval of the accompanying resolution is requested.

Respectfully,

*George H. Chatfield*

Secretary.

Enc.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

~~350 PARK AVENUE, NEW YORK~~

No. 480 Lexington avenue, Fourth Floor.

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

February 11, 1913.

Hon. William J. Gaynor,

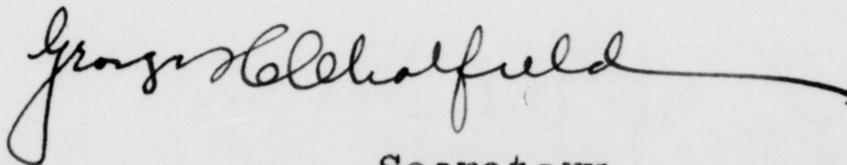
M a y o r ,

The City of New York.

S i r :

I beg to inform you that on and after Thursday, February 13, 1913, the Permanent Census Board will occupy its new office on the fourth floor of the Grand Central Palace, No. 480 Lexington avenue.

Respectfully,



Secretary.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

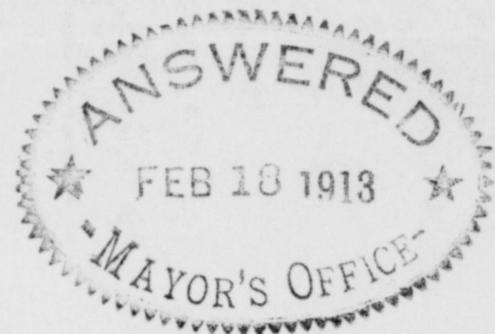
~~500 PARK AVENUE, THIRTEENTH FLOOR~~  
No. 114 East 47th street, Fourth Floor.

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

February 18, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.



S i r :

I beg to submit for your approval the attached resolution authorizing the appointment of a temporary clerk and nine civilian enumerators. The appointment of the nine enumerators specified in this resolution, together with those named in the two previous resolutions, makes a total of 35--the number allowed this office in the budget for the current year.

Very truly yours,

*George H. Chatfield*

Secretary.

Resolution attached.

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

ANSWERED  
MAR 10 1913  
MAYOR'S OFFICE  
March 8, 1913.

Hon. William J. Gaynor,

M a y o r ,

The City of New York.

S i r :

The accompanying resolution authorizing the appointment of one civilian enumerator and eight first grade clerks is submitted for your approval. The four first grade clerks at \$420. per annum and three at \$300. per annum are the additional clerks allowed this office for the current year. The remaining appointment at \$300. is to fill the vacancy created by the promotion of a first grade clerk to \$420. per annum.

Very truly yours,

*George B. Chatfield*

Secretary.

Enc.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47<sup>TH</sup> STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

April 30, 1913.

Hon. William J. Gaynor,

M a y o r ,

The City of New York.

S i r :

Herewith I submit for your approval three resolutions: The first provides for the appointment of several enumerators and clerks to fill existing vacancies and for the promotion of other clerks to positions now temporarily filled--all in accordance with the rules of the Municipal Civil Service Commission and the Permanent Census Board; the second resolution concerns the creation of positions at six hundred dollars per annum and the revision of the salary schedules, to permit the promotion of certain clerks for whom funds were asked in the budget estimate for 1913; the third resolution requests the transfer of sixty-five dollars from the equipment account to the contingencies account to defray certain necessary expenditures for altering furniture and installing several electric outlets.

Very truly yours,

*George H. Chatfield,*

Secretary.

Enc.

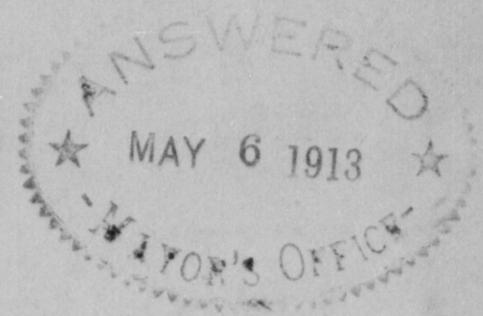
PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47TH STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY



May 5, 1913.

Hon. William J. Gaynor,  
M a y o r,  
The City of New York.

S i r :

I beg to submit for your approval, the attached resolution authorizing the appointment of a temporary clerk to fill the vacancy at present existing in the position of second grade clerk at \$900. per annum, pending the revision of the salary schedule.

Very truly yours,

A handwritten signature in cursive script that reads "George H. Chatfield". The signature is written in dark ink and has a long horizontal flourish extending to the right.

Secretary.

Enc.

PS

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47TH STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

May 13, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

I have the honor to transmit to you a report of the  
work done by the Permanent Census Board for the quarter  
ending March 31, 1913.

Respectfully,

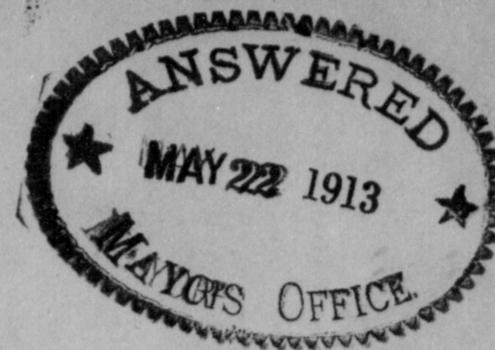
*George H. Chatfield*  
Secretary.

Enc.

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47TH STREET



THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

May 21, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

I beg to submit for your approval, the resolutions accompanying this letter. These resolutions provide for increasing the number of civilian enumerators from thirty-five to forty-five. In its budget estimate for 1913, this board requested that forty-five civilian enumerators be allowed. The Board of Estimate agreed as to the number, but provided that thirty-five should be civilians and ten patrolmen. The patrolmen have not been available and will not be, and are indeed not necessary. The work can be done equally well by civilians without fear of being molested. Such work as the statute requires of the police, can be performed from the precinct station-houses.

The resolutions provide, therefore, for utilizing the money appropriated for the salaries of the ten patrolmen to pay the salaries of ten civilians. A balance of five thousand dollars will remain.

Hon. William J. Gaynor-----2.

The Permanent Census Board has been requested by the Board of Education, by the City Superintendent of Schools, and by other educational agencies to furnish information in connection with the development of vocational and industrial schools. It is desired to use the balance of \$5,000. to establish four positions for enumerators of higher grade, who will be employed in collecting such information, and to increase the compensation of the very efficient supervising enumerator from \$1500. to \$1800.

Respectfully,

*George H. Blatfield*

Secretary.

PERMANENT CENSUS BOARD

THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47TH STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY



June 5, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

Two resolutions are herewith submitted for your approval. The first requests the Board of Estimate and Apportionment to authorize the transfer of one hundred dollars from two accounts to contingencies account, in order to pay for repairs upon the five motorcycles which are owned by the census board and to defray other contingent expenses, the amount available in this fund now being but \$1.95. The transfer of fifty dollars to the carfare account is to replenish this fund which, with outstanding bills still to be drawn on it, is now exhausted.

The second resolution provides for the appointment of an enumerator to fill the vacancy caused by the resignation of Festus O'Meara.

Respectfully,

*George H. Chatfield*

Secretary.

Enc.

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47TH STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

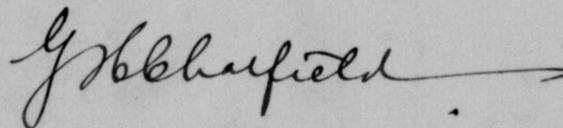
June 12, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

I submit herewith for your approval, resolution authorizing the appointment of Thomas J. Ryan, as an enumerator in the office of this board at a salary of \$900. per annum, to fill the vacancy caused by the resignation of Thomas F. Mulvey, jr.

Respectfully,



Secretary.

Enc.

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47TH STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

July 2, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

The enclosed resolution is submitted for your approval, in order that it may be possible for the three clerks mentioned therein--Andrew G. Hess, Michael J. Roche, and Louis Siegel--to be promoted to the positions for which their transfer has been requested by other departments. Without these promotions, the transfers cannot be made under the rules of the Municipal Civil Service Commission. This method of making promotions--to take effect the day the transfer is made--is, I understand, a common practice. All the young men mentioned have served this board faithfully for three years, and inasmuch as there is no prospect of their salaries being raised by this board, I venture to ask your approval of the resolution.

Respectfully,

*G. H. Chatfield*

Enc.

Secretary.

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

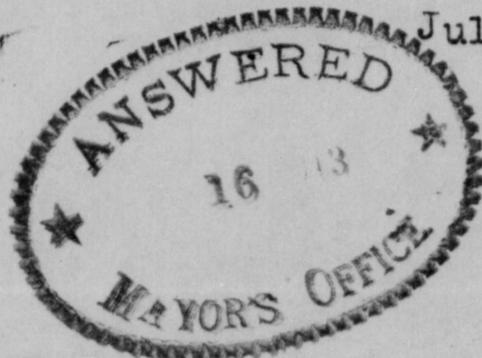
GRAND CENTRAL PALACE

114 EAST 47TH STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

July 15, 1913.



Hon. William J. Gaynor,  
M a y o r,  
The City of New York.

S i r :

It will be necessary to hold a meeting of the Permanent Census Board to consider the budget estimates for the ensuing year and to act upon other routine matters. I therefore respectfully request that you authorize me to call such meeting for Wednesday, July 23, 1913, at 12:30 P.M., at City Hall, provided you approve of the time and place.

Respectfully,

*G. H. Chatfield*

Secretary.

*5-5-6 X*

PERMANENT CENSUS BOARD  
THE CITY OF NEW YORK

GRAND CENTRAL PALACE

114 EAST 47TH STREET

THE MAYOR  
THE POLICE COMMISSIONER  
THE CITY SUPERINTENDENT OF SCHOOLS

GEORGE H. CHATFIELD, SECRETARY

July 17, 1913.

Hon. William J. Gaynor,  
M a y o r ,  
The City of New York.

S i r :

By direction of the Mayor, a meeting of the Permanent Census Board will be held in the Mayor's office, City Hall, on Wednesday, July 23, 1913, at 12:30 P. M.

Respectfully,

*George H. Chatfield*

Secretary.

