

# SANITARY COMMISSION.

No. 53.

## RULES

OF THE

## CENTRAL OFFICE.

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WASHINGTON, *September 22d*, 1862.

The business of this Office is becoming so complicated that the following rules are deemed necessary to secure its efficient control. Rules already in force, and customs established, are to be maintained as far as they can be made to consist with these:

### I.

One of the Associate Secretaries will be constantly in charge of the Office, and will be directly responsible for all the business of the Office, except as follows:

1. Correspondence about supplies and nurses, and the acknowledgment of donations and remittances, which will be referred to the Assistant Secretary.

2. Accounts, and the keeping of supply and document books, which will be referred to the Accountant.

3. Special or individual relief, which will be referred to the Special Relief Agent for Washington.

4. The preparation of statistics, which will be referred to the Actuary.

5. The business of the Hospital Directory, which will be referred to the Directory Clerk.

6. The business of the Special Hospital Inspection, which will be referred to the Chief of Special Hospital Inspection.

Each of the above-named officers will report to the Secretary in charge, so far as may be necessary to enable him to comprehensively supervise the whole business of the Office. He should be promptly made acquainted with any specially important or unusual occurrence within their respective fields of duty.

## II.

All letters arriving on business of the Office should be opened at the desk of the Chief Clerk, and immediately folded and endorsed as follows :

1. Number.
2. Who from.
3. Where written.
4. Date.
5. When received.
6. Brief note or syllabus of contents.
7. (If they require action or answer) to whom referred.

A record of the endorsement on each letter will be made in a book of letters received.

Important letters, and such as do not come within the usual routine of the Office, will be referred to the Secretary in charge.

All letters, after being answered or acted upon, will be returned to the desk of the Chief Clerk, *if answered*, with an indication of the character of the answer, or the page of the Letter Book containing a copy of the answer, and with the name of the person answering; *if not answered*, with the name of the person who has undertaken any duty required by the letter.

A margin on the left is to be given of an inch and a quarter, on cap or letter sheets, and of three quarters of an inch on note sheets, in all official reports, letters, notes, or papers for record, prepared in this Office.

Every letter to be sent out on business of the Commission is to be copied, or a memorandum of its contents is to be copied, in the Press Letter Book, with date, signer's name, and direction.

All telegrams sent are to be copied and recorded, with a note of the time when they were sent.

All telegrams received are to be immediately pasted in a book, with a note of the time when they were received.

### III.

Each Officer will keep a diary of his official duties, with such observations as he may be disposed to add, such being especially requested as will help to form a history of the war, and of the work of the Commission in connection with it. This Diary to be regarded as the property of the Commission.

### IV.

As from the nature of the duty assumed by the Sanitary Commission, much urgent irregular business is liable to arise, it is of great importance that as far as possible all regular business should be transacted methodically and punctually. It is expected that all regular office duties will be performed between the hours of 9 a. m. and 4 p. m. If this is found, as a rule, impracticable in any department, the Secretary in charge should be informed of it, in which case he will engage additional force, or make a new adjustment of duties, as a remedy.

## V.

Expenditures on account of the Commission are authorized to be made only upon the order of a member of the Commission, the Associate and Assistant Secretaries, and the Special Relief Agent, or by the Inspectors and Traveling Agents, subject to the approval of one of the above-named Officers.

All claims upon the Commission, before payment at this Office, must be approved by one of the above-named Officers.

Freight Bills must be certified just and correct by the Transportation Clerk, before they are approved for payment.

Before the fifth day of each month, an account of all claims against the Commission, for goods or services rendered to it during the previous month, will, as far as possible, be collected, approved, and paid, and the accounts of the Office will be audited, by one of the Secretaries, assisted by an expert accountant, or if that is impracticable, by any two of the above-named Officers.

## VI.

As soon as invoices are received, they will be acknowledged, as per printed form A, by the Assistant Secretary, and will then be transferred to the Accountant, who will enter them in detail in the Transit and Invoice Books. The invoices (or copies of them) with any other advices received of goods to arrive, will be transferred to the necessary Storekeeper, to await the arrival of the supplies they indicate.

The Transportation Clerk will visit the railroad stations and river landings daily, or as often as may be necessary, and will collect the way-bills, and take such other measures as may be required, to inform himself of the arrival of goods.

On their arrival at the station or landing, he will give receipts for the parcels. He will then see that they are moved as rapidly as may be convenient to the Receiving Storehouse; and will especially endeavor to prevent any unnecessary accumulation at the stations and landings, or elsewhere. When packages have arrived, marked so as to be identified as corresponding to invoices received, these should be preferred to be left, if the accumulation is so great that some must be left away from the Receiving Storehouse. But as far as possible, all packages are to be conveyed at once to the Receiving Storehouse. As soon as goods have arrived, they will be acknowledged by the Assistant Secretary, as per printed form B, said acknowledgements having been prepared by the Accountant. When packages are addressed to individual regiments, companies, or persons, in care of the Commission, they will be sent at once, with the corresponding invoices, to the Local Storekeeper, who will receipt to the Receiving Storekeeper for them, and notify the Assistant Secretary of their arrival. The Assistant Secretary will then apprise the parties to whom they are addressed, as per printed form C.

The Receiving Storekeeper will call daily upon the Accountant, for invoices or other memoranda. As soon as packages are received at the Receiving Storehouse, he will open them, assort, and count or measure their contents, compare them with the invoices or memoranda which will have been given him, endorse these according to the facts ascertained, and return them to the Accountant. The Receiving Storekeeper will store away the articles received in cases, each sort by itself. He will deliver articles only upon a requisition approved by one of the Secretaries, the Assistant Secretary, or the Chief Clerk. He will keep an account of all goods received, (whether with or without invoices, or with or without

numbers or marks of identity,) and of all delivered, and will every morning, before nine o'clock, hand to the Assistant Secretary his report of the stock on hand, up to the previous evening, as per printed form D.

The Local Storekeeper will keep a full supply of all sorts of goods received by the Commission, making requisition upon the Receiving Storekeeper for this purpose, (this requisition being ordinarily submitted for approval to the Assistant Secretary.) He will deliver on requisitions in manuscript, or as per printed forms E and F, signed or approved by any Secretary, the Assistant Secretary, or the Chief Clerk; or, in the absence of these Officers, he will meet immediate and urgent calls with the written approval of any Inspector of the Commission, reporting such cases as soon as practicable afterwards to one of these Officers, who will then endorse his approval. He will take receipts from all parties to whom he issues. When such parties are at a distance he will send by mail, or other safe conveyance, the invoice, as per printed form G, which should be returned to him receipted. He will every morning, before 9 o'clock, hand to the Assistant Secretary a report, as per printed form D, of the stock on hand in his storehouse the preceding evening, and will also furnish a tri-monthly report of the supplies he has issued, and to whom. He will keep a Requisition Book, in which will be entered, every evening, copies of the requisitions which have been met during the day. The book will then be transferred to the Accountant until required next day by the Local Storekeeper.

Punctual entries will be made by the Accountant in the columns of the Transit Book, under the several heads following:

- (1.) Invoice, date of receipt of.
- (2.) Consignment number.
- (3.) Consigner, name of.
- (4.) Shipment, place of.
- (5.) Shipment, date of.
- (6.) Folio of Invoice Book.
- (7.) Number of package.
- (8.) Date of arrival.

Column 7 refers to the number or mark inscribed on each individual package, as per invoice; not to the collective number of many or several packages mentioned in one invoice.

The Accountant will also keep an Invoice Book and a Requisition Ledger. In the former exact copies in detail of each invoice will be entered as soon as it is received, and an entry of the page on which each invoice is commenced will be made in column 6 of the transit book. The Requisition Ledger will be posted up from the Local Storekeeper's Requisition Book daily, and will show the current issues to all hospitals or individuals.

FRED. LAW OLMSTED,  
*General Secretary.*

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