

Chief Clerk. }
1880. }

CIRCULAR No. 57.

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, D. C., November 11, 1880.

The UNITED STATES INDIAN AGENT,

-----*Agency.*

SIR:

The attention of Agents is invited to the requirements of Section 10, of Office Circular No. 9, dated March 1, 1878, in relation to the manner of forwarding communications to this Office.

In many instances it is observed that Agents forward by the same mail single communications in separate envelopes. This is deemed a useless waste of stationery; therefore the practice will be discontinued.

When more than one communication is to be transmitted by the same mail, they should be placed in one envelope, so far as the same may be done without endangering the package, thus not only curtailing the expenditure of stationery, but lessening the liability of loss of communications through the mail.

Attention is also called to the practice of clerks and other employés at agencies in signing official mail matter. This *must* be discontinued, except in the absence of the Agent from his post under authority from this Office, of which due written notice must be sent by the first mail for the information of the Office, and which should also give the name and position of the employé authorized to act for, and on behalf of, the Agent, during his temporary absence.

Emmable

Acting Commissioner.

~~Nov 5~~ Nov 11
1880

Important

Place ~~any~~ communication
in one envelope as possible
and avoid waste of envelopes
etc