Prof. O. C. Marsh,
In charge of Division of Vertebrate Paleontology,

Sir:

There has been allotted to the work of the division under your charge for the fiscal year ending June 30, 1889, the sum of Fourteen Thousand dollars ($14,000), which amount shall cover the salaries, traveling and field expenses, purchase of material and all other expenditures of whatever nature connected with your division; and under no circumstances must this sum be exceeded.

In addition to the following stated salaries there will also be charged against your allotment the salaries and expenses of such persons as may be temporarily employed by you from time to time, and the salaries and expenses of such persons as may be detailed to you by the Director.
O. C. Marsh  
Pal. (S.C.P.)  
$4,000

T. A. Bostwick  
Asst. Pal. (S.C.T.)  
1,000

Adam Hermann  
" " (S.C.T.)  
1,000

You are authorized to make such journeys and to order
your assistants upon such journeys as may be necessary in the
prosecution of your work.

By order of the Director:

Yours with respect,

signed
Chief Clerk.
Prof. C.C. Marsh,

New Haven, Conn.

Dear Sir:

I beg to acknowledge the receipt of yours of the 30th ult. in relation to the woodcuts for the Brontotheridae, and to inform you that a requisition for the desired electrotypes has been made and forwarded to the Secretary of the Interior.

By order of the Director:

Respectfully,

Chief Clerk.

No. 1102.
Dear sir:

You are respectfully requested to furnish at your earliest convenience an estimate of the funds necessary for carrying on the work under your charge during the fiscal year 1888-89.

By order of the Director:

Yours with respect,

James E. Dean
Chief Clerk.

Prof. O. C. Marsh.
Dear sir:

You are respectfully requested to furnish at your earliest convenience an estimate of the funds necessary for carrying on the work under your charge during the fiscal year 1888-89.

By order of the Director:

Yours with respect,

Prof. O.C. Marsh.

Chief Clerk.
DEPARTMENT OF THE INTERIOR

UNITED STATES GEOLOGICAL SURVEY

WASHINGTON, D. C., Aug. 6, 1888.

Professor O. C. Marsh,

Yale College.

My dear Sir:

The promotion of your two men, Bostwick and Hermann, will necessitate new oaths on the part of each. Inclosed find blanks which please have them subscribe to, and return to me at your early convenience.

Very truly yours,

[Signature]

Chief Clerk.

Oaths returned Aug. 8, 1888.

[Signature]
DEPARTMENT OF THE INTERIOR
UNITED STATES GEOLOGICAL SURVEY
WASHINGTON, D. C., Sept. 10, 1885

B. F. O. Mowbray,
New Haven,
Conn.

Sir:

Your attention is invited to the fact that your monthly report for August has not been received.

These reports (the nature of which is indicated in Sec. 3, Chap. 6, Regulations of the Geological Survey) are primarily designed to keep the Director advised of the progress of the Survey in all departments, both in the office and in the field. They also enable him to prepare, for the information of the Secretary of the Interior, a monthly report of the operations of the Survey. This report the Director is expected to submit within ten days or two weeks after the close of each month, and it is therefore important that the reports of the chiefs of divisions and heads of independent parties should reach his hands promptly.

By order of the Director:

Very respectfully,

[Signature]

Chief Clerk.
U. S. GEOLOGICAL SURVEY
WASHINGTON D. C.,

Dear Professor, March 7 1888

Please send by return mail if possible a report of the cooperation of this decision for Aug.

Reply: James C. Billing

per cl -
Sir:

It is the intention of the Director to submit his Annual Report for 1888-89 with its accompanying papers to the Hon. the Secretary of the Interior immediately upon the close of the fiscal year, June 30, prox. To facilitate this object you are instructed to submit the administrative report of the operations of your division not later than June 20, prox.

Papers for this volume should be in the Director's hands as early in the present calendar year as possible in order that the text may be edited and the illustrations properly inspected and perhaps redrawn. It is intended to confine the report within 500 pages of printed matter. You will please inform this office whether it is your purpose to prepare a paper for this report, or to offer one prepared by your assistants, and if so, how soon the copy will be placed in the Director's hands.

It will not be possible to include in this report papers received after June 1st.

You will please fill the enclosed blank and return it to this office immediately.

By order of the Director:

James C. [signature]
Chief Clerk.
Sirs:

It is the intention of the Director to submit his Annual Report for 1888-89 with its accompanying papers to the Hon. the Secretary of the Interior immediately upon the close of the fiscal year, June 30, prox. To facilitate this object you are instructed to submit the administrative report of the operations of your division not later than June 20, prox.

Papers for this volume should be in the Director's hands as early in the present calendar year as possible in order that the text may be edited and the illustrations properly inspected and perhaps redrawn. It is intended to confine the report within 500 pages of printed matter. You will please inform this office whether it is your purpose to prepare a paper for this report, or to offer one prepared by your assistants, and if so, how soon the copy will be placed in the Director's hands.

It will not be possible to include in this report papers received after June 1st.

You will please fill the enclosed blank and return it to this office immediately.

By order of the Director:

[Signature]

Chief Clerk.
DEPARTMENT OF THE INTERIOR
UNITED STATES GEOLOGICAL SURVEY
WASHINGTON, D. C., May 18th, 1889.

Mr. O. C. Marsh,
New Haven, Conn.

Sir:

I would respectfully request that you furnish this office at your earliest convenience a brief outline of the work proposed to be carried on by you during the fiscal year 1889-90, together with an estimate of the funds necessary therefor.

Please include a list of the persons at present employed in your division, giving official designation and salary.

By order of the Director:

Respectfully,

James C. Peirce
Chief Clerk.

Postscript: May 18th, 89
Proposal statement of proposed work for 1889-90.
DEPARTMENT OF THE INTERIOR  
UNITED STATES GEOLOGICAL SURVEY  
WASHINGTON, D. C., May 28, 1889.

Prof. O. C. Marsh,  
Geological Survey.  
Washington, D. C.

Dear Sir:

I beg to call your attention to office letter of May 18th, requesting a statement of plans of work and an estimate of funds, &c., to which no reply has been received. I beg to request that a response be made immediately.

By order of the Director:

Yours, &c.

[Signature]

Chief Clerk.
DEPARTMENT OF THE INTERIOR

UNITED STATES GEOLOGICAL SURVEY

WASHINGTON, D.C., July 1, 1889.

Prof. O. C. Marsh,

In charge Division of Vertebrate Paleontology.

Sir:

There has been allotted to the work of the division under your charge for the fiscal year ending June 30, 1890, the sum of thirteen thousand dollars ($13,000) which amount shall cover the salaries, travelling and field expenses, purchase of material and all other expenses connected with your division, and under no circumstances must this sum be exceeded.

In addition to the following stated salaries there will be charged against your allotment the salaries and expenses of such persons as may be employed from time to time or temporarily assigned to you by the Director:

O. C. Marsh, Paleont. $4000.
T. A. Rostwick, Asst. Paleont. 1000
A. Hermann 1000

You are authorized to make such journeys and to authorize your assistants to make such journeys as may be necessary in the
prosecution of your work.

By order of the Director:

Respectfully,

[Signature]

Chief Clerk.
DEPARTMENT OF THE INTERIOR
UNITED STATES GEOLOGICAL SURVEY
WASHINGTON, D. C., Dec. 26, 1889.

Prof. O.C. Marsh,
New Haven, Conn.

Dear Sir:

Upon Dr. White's recommendation it has been decided to turn over to your division the vertebrate fossils concerning which there has been some correspondence with you. This plan is deemed preferable to the suggestion that they be examined by you here.

By order of the Director:

Yours, with respect,

[Signature]

Chief Clerk.

(2725-1889)
SIR:

I would respectfully request that you furnish this office at your earliest convenience with a brief outline of the work proposed to be carried on by you during the fiscal year 1890-'91, together with an estimate of the funds necessary therefor.

Please include a list of the persons at present employed in your division, giving official designation and salary.

By order of the Director:

Yours, with respect,

[Signature]

Chief Clerk.
May 15, 1890.

Sir:

The Director desires to submit his Eleventh Annual Report (1889-'90) and accompanying papers to the Hon. the Secretary of the Interior immediately upon the close of the fiscal year, and to facilitate this object you are requested to submit the administrative report of the operations of your division, which should be dated June 30, a little before that date.

The scope of these reports should depend upon the fact that they are administrative reports intended for publication.

Being administrative only, they should not be used as vehicles for the communication of the results of research. They should set forth the operations of the several divisions within the year and should fully indicate the character of the scientific work done by them, but should not announce scientific discoveries or new generalizations and inferences.

Being reports for the fiscal year 1889-'90, they should be confined to the work of that year except in so far as it may be necessary to speak of more comprehensive plans in order to show the bearing of the work done. Plans for future work,
proposed to the Director for approval, are there out of place, and should be made the subject of a separate communication.

Being intended for publication, the reports should avoid various things which might otherwise with propriety be included. They should especially avoid all complaint or criticism of officers or divisions of the Survey or of other departments of the Government.

The "accompanying papers" for this volume should be in the Director's hands by June 15th in order that they may be edited and that any illustrations they contain may be properly inspected, revised, and perhaps redrawn. It is intended to limit the report to 600 pages, and of these, 400 pages are already provided for. You will please fill the accompanying blank and return it to this office immediately.

Yours, with respect, [Signature]

Chief Clerk.
Circular Concerning Oaths of Office.

To Chiefs of Divisions and of Independent Field Parties:—

The oaths of office prepared and subscribed elsewhere than in the Washington office are commonly found to be defective and informal as regards Department regulations, in the omission of either the christian name or the legal residence, (state and congressional district), or both. This data should be given in all cases, the full name appearing in both the body of the oath and the signature.

In the oaths of field men employed temporarily without appointment—a large class—the above information should also be given, for the reason that in those cases it is upon the oath that the office relies largely, and often exclusively, for the data necessary for its appointment records; and in that class an additional item of information is desired, viz., the person’s title and division connection.

Chiefs of divisions and of independent parties are respectfully requested to see that the above requirements are met.

By order of the Director:

James C. Pillin
Chief Clerk.
Sir:

Your attention is invited to the fact that your monthly report for August has not been received.

These reports (the nature of which is indicated in Sec. 3, Chap. 6, Regulations of the Geological Survey) are primarily designed to keep the Director advised of the progress of the Survey in all departments, both in the office and in the field. They also enable him to prepare, for the information of the Secretary of the Interior, a monthly report of the operations of the Survey. This report the Director is expected to submit within ten days or two weeks after the close of each month, and it is therefore important that the reports of the chiefs of divisions and heads of independent parties should reach his hands promptly.

By order of the Director:

Very respectfully,

[Signature]

Chief Clerk.
Nov. 20, 1890.

James C. Fillmore, Chief Clerk,
U. S. S. Nash, D. C.

Sir:

I return herewith the papers in regard to charges for storage etc. on boxes of fossils at Ft. Scott, Kansas. From all the information I have, I think the charges just and proper.

Mr. Martin, who collected the fossils, and left them at Ft. Scott, was called away suddenly to Oregon, by the serious dangerous illness of his father; and hence did not leave the boxes at the railroad station for shipment as he should have done.

Yours very truly,

O. C. Marsh

Paleontologist, U. S. G. S.
Copy of letter to J.C. Peiling,
in regard to shipping
Martin's boxes from St. Scott, Me.

Nov. 20, 1890.
DEPARTMENT OF THE INTERIOR

UNITED STATES GEOLOGICAL SURVEY

WASHINGTON, D. C., Dec. 1, 1890.

Prof. O. C. Marsh,

In charge of

Division of Vertebrates.

New Haven, Conn.

Sir:

There has been allotted to the work of the division under your charge for the fiscal year ending June 30, 1891, the sum of eleven thousand five hundred dollars ($11,500) which amount shall cover the salaries, traveling and field expenses, purchase of material and all other expenses connected with your division, and under no circumstances must this sum be exceeded.

In addition to the following stated salaries there will be charged against your allotment the salaries and expenses of such persons as may be employed from time to time or temporarily assigned by the Director:

O. C. Marsh, Paleont. $4,000
A. Hermann, Asst. Paleont. 1,000
T. A. Bostwick, 1,000
You are authorized to make such journeys and to authorize your assistants to make such journeys as may be necessary in the prosecution of your work.

You are also authorized to employ such field assistants and laborers as may be necessary to the proper conduct of your work, having due regard for economy. You will employ such persons by the month or day as circumstances require, but will not pay a greater salary than sixty (60) dollars per month or two (2) dollars per day, without special permission from this office.

By order of the Director;

Respectfully,

[Signature]

Chief Clerk.
Professor O.C. Marsh,

U.S. Geological Survey,

New Haven, Conn.

Sir:

I enclose herewith for your signature and return, receipts in duplicate for one Hammond type writer No. 13590 purchased for your Division during the past quarter.

By order of the Director,

Very respectfully,

[Signature]

Chief Clerk.

(2 Enclosures.)

Receipt indorsed on back for one Hammond typewriter
No. 13590.
Dated Dec 31st 1890.
Signed: [Signature]

[Handwritten note on the back of the letter]