DEPARTMENT OF THE INTERIOR
UNITED STATES GEOLOGICAL SURVEY
WASHINGTON, D. C.,

July 7, 1891.

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, 1892, the sum of eleven thousand five hundred dollars ($11,500) 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 should this sum be exceeded.

In addition to the following stated salaries therewith 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>O. C. Marsh</td>
<td>$4,000</td>
</tr>
<tr>
<td>A. Herrmann</td>
<td>$1,000</td>
</tr>
<tr>
<td>T. A. Bostwick</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

All contemplated appointments of temporary or field assistants at a salary exceeding two dollars per day or sixty
dollars per month, are to be referred to this office for approval.

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

Dear Sir:

In answer to your inquiry of 10th inst. I beg to say the restriction imposed on the chiefs of Division relative to the employment of temporary field assistants is to apply only to future appointments.

By order of the Director:

Yours with respect,

H.C. Rizer
Chief Clerk.
Prof. O. C. Marsh,
New Haven, Conn.

Dear Sir:

In answer to your inquiry of 10th inst. I beg to say the restriction imposed on the chiefs of Division relative to the employment of temporary field assistants is to apply only to future appointments.

By order of the Director:

Yours with respect,

(1566-1891.)

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

Dear Sir:

Complying with your requests contained in your recent letter we have ordered of the printer two lots of labels as per samples submitted.

In the absence and by order of the Director:

Yours with respect,

H. Frizel
Chief Clerk.

(2043-1891.)
To Chiefs of Divisions:

Many articles have been issued on requisition to employes in this bureau for which there has not been a proper accounting. Frequent losses are reported and requisitions are made for duplication. A ruler is as much the property of the Government as is a horse. An employe has no more right to appropriate to personal use the one than the other.

Hereafter chiefs of divisions will be charged with all articles drawn for the use of employes under their direction. No duplication will be permitted until a proper accounting is made of the previously drawn article. If an article is worn out in the service it can be turned in. If the employe to whom it was issued cannot account for it he can replace it by paying its cost.

Chiefs are requested to take an inventory of all instruments, implements and utensils in their respective divisions, charge them to the employes to whom they have been issued and report promptly to the Chief Clerk each loss that occurs.

Prof. O.C. Marsh, 
Chief Division of Vertebrates, 
New Haven, Ct.

By order of the Director: 

Chief Clerk.
Aug. 9, 1897

Dear Prof. Marsh;

Will you kindly have Messrs. Boetticher & Hermann file a new oath of office, as the department requires such before the honorary appointments can go into effect.

(over)
Enclosed find blanks for the purpose.

Yours with respect,

[Signature]

Chief Clerk
Dear Sir:

The estimates for the Geological Survey for the fiscal year 1893-'94 have been submitted to the Hon. the Secretary of the Interior. These estimates are based upon certain modifications of the former plan of work. The organization of the work in accordance with this plan will involve changes and, (in order that the necessary changes may be made) it is necessary that the Director should be fully advised concerning the present state of work in view of the existing conditions.

Will you oblige by stating at an early date, and at such length as you may deem advisable, what field and office work has been undertaken in your division, and what remains uncompleted at the present date, and what time and force will be required to complete such work.

Respectfully yours,

[Signature]

Acting Director.

Prof. O. C. Marsh.
Dear Prof. Marsh

WASHINGTON D. C., April 22, 1893

Supt. Mendenhall telephones has not yet seen Mr. Harris and will not be able to see him before Monday. When he does see him he will write you the result of the interview.

Yours,

[Signature]

Chief Clerk.
DEPARTMENT OF THE INTERIOR

UNITED STATES GEOLOGICAL SURVEY

WASHINGTON, D. C., March 30, 1893.

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

Dear Sir:

I have the honor to state that your letter of March 16th has been placed on file with other papers relating to the work for the fiscal year 1893-94, for the purpose of reference when the Director takes up the plan of operations.

Yours respectfully,

H. Riger
Chief Clerk.

(434-1893)
United States Geological Survey,
Washington, D.C., June 14, 1893.

Dear Sir:

Fearing that you may have overlooked the matter, I write to recall to your mind the Director’s desire to have your administrative report for the closing year in hand, if possible, some considerable time before the first of July. I beg to inquire how soon you expect to be able to submit it.

Yours, very truly,

[Signature]

Chief Clerk

Prof. O.C. Marsh.
DEPARTMENT OF THE INTERIOR
UNITED STATES GEOLOGICAL SURVEY
WASHINGTON, D. C., July 1st, 1893.

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

Dear Sir:

For the special vertebrate paleontologic work under your charge there has been allotted, for the fiscal year ending June 30, 1894, the sum of Two Thousand dollars ($2,000), against which allotment will be charged all salaries and all expenses of every kind whatsoever that may be incurred in the prosecution of the work.

In the conduct of your work you are authorized to employ such assistance, professional and other, as may be necessary, provided that, for periods of service exceeding one week, the rate of pay shall not be greater than $60 per month or $2 per day, without special permission.

Your special work will be the continuation of the preparation of monographs on the vertebrate fossils now in your charge.

By order of the Director:

Yours with respect,

Chief Clerk.
WASHINGTON, D. C., Nov. 27, 1893.

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

Dear Sir:

Will you please submit on the first of December next a full report of the progress of the work under your charge during the past five months, that is, since July 1st? We will also be glad if you will hereafter furnish a report of your work at the close of each month, as in former years.

By order of the Director:

Yours with respect,

[Signature]
Chief Clerk.
Prof. O. C. Marsh,
New Haven, Conn.

Dear Sir:

Will you please submit on the first of December next a full report of the progress of the work under your charge during the past five months, that is, since July 1st? We will also be glad if you will hereafter furnish a report of your work at the close of each month, as in former years.

By order of the Director:

Yours with respect,

[Signature]

Chief Clerk.
To Paleontologists and Assistant Paleontologists,
Geologists and Assistant Geologists:

All communications addressed to the Director should come through the geologist in charge of geology and paleontology. It is the desire of the Director that the geologist in charge should be thoroughly informed and have well in hand all transactions pertaining to geology, and for this purpose he should be advised of all official communications from gentlemen engaged in that branch of scientific work.

H. W. Rizer
Chief Clerk.

February 13, 1894.