

**CIRCULARS OF THE  
DEPARTMENT OF  
COMMERCE IN  
EFFECT JULY 1, 1917**

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Circulars of the Department of Commerce in Effect July 1, 1917 by Various

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**VARIOUS**

**CIRCULARS OF THE  
DEPARTMENT OF  
COMMERCE IN  
EFFECT JULY 1, 1917**



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DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY

**CIRCULARS** *C 7*  
OF THE  
**DEPARTMENT OF COMMERCE**

IN EFFECT JULY 1, 1917

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## LETTER OF TRANSMITTAL.

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OFFICE OF THE SOLICITOR,  
DEPARTMENT OF COMMERCE,  
*Washington, July 3, 1917.*

SIR: In accordance with your request, I have the honor to transmit herewith a compilation of the circulars of the Department of Commerce in effect July 1, 1917. Owing to the change of designation of the Department made by the act of March 4, 1913, creating the Department of Labor, circulars issued prior to that date have been modified to conform to the new designation. All other deviations from the text of circulars as originally issued made necessary by changes in statutes, or for other reasons, are fully explained by appropriate footnotes. Circulars relating to particular bureaus of the Department have been submitted to the officers of the bureau interested and have received their verification.

In addition to the circulars in effect, modified as above indicated, there is also submitted a list of inoperative circulars, with a brief abstract of each, which it is believed should accompany this compilation in order to make it complete. These circulars have become inoperative by reason of change in conditions, or fulfillment of purpose, or because they have been superseded by other circulars or relate to branches of the Government service no longer subject to the jurisdiction of this Department.

The compilation is the work of Mr. D. J. Richardson, of this office, assisted by Mr. J. H. Collier, of the Bureau of Foreign and Domestic Commerce.

Very respectfully,

A. L. THURMAN,  
*Solicitor.*

To Hon. WILLIAM C. REDFIELD,  
*Secretary of Commerce.*



## CIRCULARS OF THE DEPARTMENT OF COMMERCE IN EFFECT JULY 1, 1917.

### No. 2.—REGULATIONS GOVERNING USE OF SEAL.

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
Washington, July 1, 1903.

*To whom it may concern:*

The seal of the Department of Commerce shall be in the custody and charge of the Secretary of the Department, and shall be affixed only for the authentication of such papers, records, or documents as may be authorized or required by law, or directed by the Secretary.

Bureaus under this Department whose duties include the certification or authentication of official papers, in cases other than where the great seal of the Department is required, shall hereafter use an official seal of the same device as that seal, with the exception that the legend "Department of Commerce, U. S. A.," shall appear in the upper arc of the circle, and the name of the bureau, thus "Bureau of ———," in the lower arc of the circle. The size of such bureau seals shall be  $1\frac{1}{2}$  inches in outside diameter.

Upon the title-page of all book and pamphlet publications of the Department there shall appear a printed copy of the seal of the Department, said copy to be  $1\frac{5}{8}$  inches in outside diameter.

Upon the charts to be issued by the Coast and Geodetic Survey there shall appear a printed copy of the seal of the Department, said copy to be 1 inch in outside diameter.

No impression, copy, or use of said seal shall be made for any purpose other than herein ordered.

GEO. B. CORTELYOU, *Secretary.*

### No. 3.—AN ORDER TRANSFERRING FROM THE BUREAU OF LABOR TO THE BUREAU OF THE CENSUS CERTAIN STATISTICS OF CITIES.

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
Washington, July 1, 1903.

*To whom it may concern:*

Under the authority given by section 4 of the act to establish the Department of Commerce, approved February 14, 1903, and upon the



recommendation of the Commissioner of Labor and the Director of the Census,

*It is hereby ordered* That from and after July 1, 1903, the work hitherto performed by the Bureau of Labor in the compilation of the statistics of cities of the United States of 30,000 population or over, authorized by act of Congress approved July 1, 1898, shall be taken up and continued by the Bureau of the Census.

GEO. B. CORTELYOU, *Secretary.*

**No. 11 (Bureau of Navigation).—LICENSED OFFICERS OF SAIL VESSELS OF OVER 700 TONS.<sup>1</sup>**

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
*Washington, August 3, 1903.*

*To collectors and other chief officers of customs, supervising and local inspectors of steam vessels, shipping commissioners, and others:*

The following regulations, for your guidance, relating to the clearance of sail vessels of over 700 gross tons, and to licensed officers of such vessels, are hereby promulgated:

1. Before granting clearance to a sail vessel of over 700 gross tons, the collector of customs shall ascertain whether the master and chief mate are duly licensed. If either has not been duly licensed, the collector shall promptly notify the local inspectors and also advise the master that the unlicensed master or mate should at once make application to the local inspectors for examination and license. The collector is not authorized to refuse clearance if the parties interested have failed to secure the license prescribed by law.

2. Inspectors will conduct examinations and issue licenses to qualified applicants in such cases as promptly as practicable.

3. On the entry of a sail vessel of over 700 gross tons, the collector or other chief officer of customs shall satisfy himself that the master and chief mate are duly licensed, by examination of their licenses or by other competent evidence. When the master or chief mate, or both, is not duly licensed, the collector shall impose the penalty of \$100 for each offense on the person employing said unlicensed officer and on the unlicensed officer so employed, as prescribed by section 4438, Revised Statutes, as amended by the act of December 21, 1898.<sup>2</sup>

4. The shipping commissioner shall also follow, as far as applicable, the instructions above prescribed for the collector of customs.

5. Treasury Department Circular No. 96, of July 17, 1899 (Treasury Department decision No. 21391), is hereby modified so far as it conflicts with these regulations, made pursuant to section 4462, Revised Statutes, as amended by the act approved February 14, 1903.

These regulations shall take effect on and after September 1, 1903.

GEO. B. CORTELYOU, *Secretary.*

<sup>1</sup> See also No. 85 (July 17, 1905) and No. 232 (July 27, 1911).

<sup>2</sup> Section 4438, Revised Statutes, amended January 25, 1907 (34 Stat. L., 864), whereby chief mates of sailing vessels are omitted from its terms. The amendment of May 28, 1908 (35 Stat. L., 425), appears to be unimportant in this connection.

**No. 14.—ORDER CREATING A BOARD TO EXAMINE INTO CHARGES AGAINST EMPLOYEES.**

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
Washington, August 15, 1903.

*To whom it may concern:*

It is hereby ordered that, until otherwise provided, the Chief Clerk of the Department, the Appointment Clerk of the Department, and the chief of the bureau in which any case may arise, shall constitute a board to which questions involving irregular or improper conduct on the part of an employee can be referred by the Secretary for recommendation.

GEO. B. CORTELYOU, *Secretary.*

**No. 22, second edition.<sup>1</sup>—DUTIES OF THE CHIEF CLERK.**

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
Washington, May 27, 1916.

*To whom it may concern:*

It is hereby ordered that the duties of the Chief Clerk of the Department, under the immediate direction of the Secretary, shall be as follows:

The general supervision of the clerks and employees of the Department; the enforcement of the general regulations of the Department; the superintendency of all buildings occupied by the Department in the District of Columbia other than those occupied by the Bureau of Fisheries, the Bureau of Standards, and the Coast and Geodetic Survey; the direction of the watchmen, engineers, mechanics, firemen, laborers, and other employees connected with the care and protection of the Department's buildings other than those of the bureaus above mentioned; the supervision of the library and the stock and shipping section of the Department; the care of the horses and all vehicles employed; the general supervision of all expenditures from the appropriations for contingent expenses and rent; the receipt, distribution, and transmission of the mail; the custody of the records and files of the Secretary's Office; the answering of calls from Congress and elsewhere for copies of papers and records; and the discharge of all business of the Secretary's Office not otherwise assigned.

WILLIAM C. REDFIELD, *Secretary.*

**No. 28, second edition.<sup>2</sup>—CHANGE IN HOURS OF LABOR.**

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
Washington, May 27, 1916.

*To whom it may concern:*

The act of Congress of March 15, 1898, provides as follows:

That \* \* \* it shall be the duty of the heads of the several Executive Departments, in the interest of the public service, to require of all clerks and

<sup>1</sup> The first edition of this circular was issued November 1, 1903.

<sup>2</sup> The first edition of this circular was issued January 8, 1904.

other employees, of whatever grade or class, in their respective Departments, not less than seven hours of labor each day, except Sundays and days declared public holidays by law or Executive order: *Provided*, That the heads of the Departments may, by special order, stating the reason, further extend the hours of any clerk or employee in their Departments, respectively; but in case of an extension it shall be without additional compensation.

In order more effectually to comply with the above provision of law, it is hereby ordered:

1. On and after July 1, 1914, the hours of labor for all clerks and other employees in this Department, except as otherwise specially ordered, shall be as follows:

For Bureau of the Census: 8.45 a. m. to 4.15 p. m., with a half hour for luncheon between 12 m. and 12.30 p. m.

For all other bureaus and offices: 9 a. m. to 4.30 p. m., with a half hour for luncheon between 12.40 p. m. and 1.10 p. m.

2. This order will also apply to Saturdays, except from June 15 to September 15 of each year, during which period the hours of labor, unless otherwise ordered, shall be as follows, without intermission for luncheon:

For Bureau of the Census: 8.45 a. m. to 12.45 p. m.

For all other bureaus and offices: 9 a. m. to 1 p. m.

WILLIAM C. REDFIELD, *Secretary*.

**No. 28.—TRANSFER FROM TREASURY DEPARTMENT TO DEPARTMENT OF COMMERCE OF AUTHORITY TO LEASE CERTAIN ALASKAN ISLANDS.**

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
*Washington, February 5, 1904.*

*To whom it may concern:*

The following Executive Order, issued by the President under date of February 2, 1904, is published for the information of those interested.

GEO. B. CORTELYOU, *Secretary*.

**EXECUTIVE ORDER.**

Under the authority given by Section 12 of the Act to establish the Department of Commerce and Labor, approved February 14, 1903, and upon the recommendation of the Secretary of the Treasury and the Secretary of Commerce and Labor,

*It is hereby ordered* That the authority of the Secretary of the Treasury to lease certain islands in Alaska for the propagation of foxes, and all duties and powers pertaining thereto, shall be transferred to and vested in the Secretary of Commerce and Labor, this order to take effect February 2, 1904.

THEODORE ROOSEVELT.

WHITE HOUSE, *February 2, 1904.*

**No. 47.—MONTHLY REPORTS OF THE CONDITION OF PUBLIC BUSINESS.**

DEPARTMENT OF COMMERCE,  
OFFICE OF THE SECRETARY,  
*Washington, July 26, 1904.*

*To chiefs of bureaus or offices in the Department of Commerce:*

Your attention is directed to section 7 of the act of March 15, 1898 (ch. 68, 30 Stat., 316), which is as follows:

Hereafter it shall be the duty of the head of each Executive Department to require monthly reports to be made to him as to the condition of public business