

April 28, 1919.

Mr. Ernest P. Walker,
Inspector, Alaska Fisheries Service,
Wrangell, Alaska.

Primarily for the purpose of assembling information for use at this office in connection with the preparation of the annual publication in regard to the Alaska fisheries and fur industries, each field representative of the Bureau in charge of a district is being instructed as follows:

1. Place in the mail not later than October 1 of each year a complete list of persons and companies engaged in preparing fishery products in Alaska, showing the location of the place of business and the post office address of individual or company concerned. The permanent post office address is desired rather than a temporary one where the business may be carried on. The home office also should be given if practicable.

2. In preparing the list mention is not to be made of supposed or doubtful operators, but only those known to have been actually doing business. The Bureau expects that the list will be full and complete and that in the case of supposed or doubtful operators information will be developed which will definitely determine whether or not such operators should be listed.

3. Where a list shows a number of operators as salmon picklers, for instance, who may also have been mild-curers, it is not necessary to repeat their names in both categories unless a location not previously covered is involved. There is no particular value to a list which classifies operators according to the business in which they are engaged if it simply means a repetition of names under each head.

4. These lists are highly useful to the Bureau in a number of ways including that of enabling it to supply each operator with a blank for a statistical report of operations in accordance with law. Field agents of the Bureau will also distribute such blanks through the season, especially to the smaller operators who have no home office in the states. If it is felt that operators are not likely to submit reports promptly, a receipt should be taken when the blanks are issued. Blanks and return envelopes will be supplied by this office upon requisition. A supply estimated to be adequate for your needs this season is being forwarded under another cover.

5. The annual report of each field agent must be received by this office not later than January 31, following the year for which it is made.

Mr. Ernest P. Walker. - 2.

This report is very necessary for use in preparing the general report for publication, and unless the information it contains is received on or before that time, the work of compilation in this office is greatly hindered.

6. In the preparation of the annual report each agent will follow the general arrangement of the published report and discuss each topic therein appearing concerning which he has information. This is in addition to any special reports covering in detail the same items which may have been submitted from time to time during the season.

7. At the same time the annual report is forwarded there should be submitted a set of Coast and Geodetic Survey charts showing by appropriate designations all fishery establishments and fish traps operated in each agent's district.

You and any regular employees of the Bureau serving in the field under your immediate direction will be governed each season by the above instructions.

E. F. Moore,

Acting Commissioner.

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