

Blacksburg, Virginia.
October 12, 1922.

Mr. F. A. Buchanan,
Mr. J. P. Keen,
Miss Eldona Oliver,
Mr. G. S. Ralston,
Mr. W. D. Saunders,
Mr. C. E. Seitz,

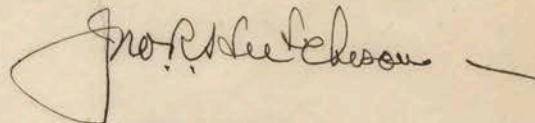
Mr. A. G. Smith,
Mr. A. F. Treakle,
Miss Lula V. Walker,
Mr. G. P. Warber,
Mr. W. G. Wysor.

I wrote you a few days ago in regard to your annual report. I now find that it will be necessary for me to have this report in my hands by November 15th, so am asking that you start to work on the report for your department as soon as possible. I am sending you herewith a general outline to be used in making out this report.

When you have your report compiled have your stenographer make three copies, send me two of them and keep one for your files. Let the data in your report cover the period from July 1st, 1921, to November 1st, 1922.

Thanking you for your immediate attention to this matter, I am

Yours very truly,



Director.

JRH/MD
Enclosure.