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OFFICE OF
Indian Affairs,
Rec. NOV 4

1897

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Indian Industrial School,

Carlisle, Pa. Nov. 3. 1897

Pratt, R. H.,

Captain 10th Cav'y, Supt.

Rec'd transfer of
Miss Cummins,
clerk and request
evy. her place be
filled.

Do Carter Nov. 5/97

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Department of the Interior,
INDIAN SCHOOL SERVICE,

Carlisle, Pa., Nov. 3rd, 1897.

To the Honorable,

The Commissioner of Indian Affairs,

Washington, D.C.

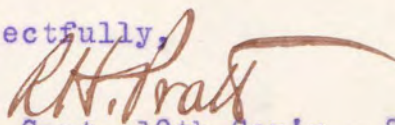
Sir:

Miss Bessie H. Cummins showed me her transfer from the position of clerk at this school to that of copyist in your Office, and left today for Washington to enter upon her new duties. It will be necessary to supply the place made vacant by Miss Cummins transfer at once, as the work in that department is extremely heavy.

The work to be done is correspondence with our pupils and patrons, and those who apply for pupils; the keeping up of the reports and records, and the records of applicants and the testimony in regard to them. The person should have the same qualities as Miss Cummins had. A useful knowledge of shorthand and typewriting, be at least a fair penman and correct, and have a knowledge of accounts, as this department has charge of the Outing accounts. The salary is \$600 per year. I should add that it is necessary that the person be industrious, and ought to have superior judgment and excellent character, dealing as she does by correspondence with a very large number of our young people.

I request that I may have from the Civil Service a proper person to fill this vacancy.

Very respectfully,



Capt. 10th Cav'y., Supt.

(Dictated) Mc