

Indian Industrial School,

CARLISLE, PA. Agency

Dec 20, 1904

I hereby certify that the within descriptive statement correctly shows all changes in the school employe force under my charge which have not previously been reported; and that the employes herein shown as appointed actually entered on duty on the dates indicated.

W. A. Mercer

~~Agent or Supt.~~
Capt. 7th Cavy. Supt.

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OFFICE OF
89259 Indian Affairs
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1904

Indian Industrial School, Agency,
CARLISLE, PA.

Dec 20, 1904

W. A. Mercer

~~Capt. 7th Cavy. Supt. Agent or Superintendent,~~

REPORTS CHANGES IN SCHOOL EMPLOYEES.

Approved: Dec 31, 1904

18-9-10

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SCHOOL EMPLOYEES.

Department of the Interior,

OFFICE OF INDIAN AFFAIRS.

TO AGENTS AND BONDED SUPERINTENDENTS :

All appointments, transfers, removals, and promotions in the Indian School Service are made by order of the Commissioner of Indian Affairs.

Upon the within "Descriptive statement," immediately after instructions, you will submit all such changes in your school employee force for approval. Do not report changes in *Agency* positions on this blank, nor changes in school positions paying \$96 or less per annum.

Every column must be properly filled out, and you will refer to the file number and date of the office letter directing the change. In case of an emergency you may fill a vacancy temporarily, but such temporary appointment must be immediately reported to this office with full and explicit reasons therefor.

No appointment or relief should be reported until the employee has *actually* entered on duty, or terminated service; but changes must be reported as soon as they occur.

In the column designated "Legal residence" show the State and Congressional district legally claimed by the employee, and in that of "Date of original appointment" state the time the employee first entered the Indian Service.

In the descriptive statement the *SEX* may be designated by the letter M for male and F for female; the *RACE* by W for white, N for Negro, I for Indian, H for half-breed, C for Chinese, etc.; the correct *AGE* is to be given when known—when it is estimated, a line should be drawn under the figures; S designates single, M married, and W widow.

Indian Industrial School,

DESCRIPTIVE STATEMENT of changes in School Employees at

CARLISLE, PA:

submitted

Dec. 20, 1904, by

W. A. Mercer, *Capt. 7th Cav. Regt.*, Agent or Superintendent.

APPOINTED: NAME IN FULL.	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE ENTERING ON DUTY UNDER THIS APPOINTMENT.	SEX.	RACE.	AGE.	Single, married, or widowed.	BIRTHPLACE.	LEGAL RESIDENCE.		PREVIOUS OCCUPATION.	DATE OF ORIGINAL APPOINTMENT.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
										STATE.	CONG. DIST.			
Stacy Mattack ✓	asst. Disciplinarian	\$600-y	Carlisle	Dec. 13, 1904	M	I	35	M	Neb.	O.T.	—	Issue Clerk Aug. 5, 1891	Sept. 23, 1904	"Ed. 60647-1904"
Effie Moul ✓	asst. matron	600-	"	" 20. "	F.	W.	33	A.	Pa	Pa	19	Teacher	Feb. 14, 1901	Via Mimmie L. Ferree, transferred
Ella Mattack ✓	asst. matron	480-	"	" " "	"	I.	29	M.	Neb.	O.T.	—	Seamstress	Sept. 1, 1892	Via Effie Moul, promoted

RELIEVED: NAME IN FULL	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TERMINATING SERVICE.	RESIGNED, DISMISSED, OR TRANSFERRED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
M. Burgess ✓	Supt. Printing	\$1000-y	Carlisle	Dec. 8, 1904	Resigned	To engage in other business <i>Penn. 13/99</i>	Dec. 14, 1904 "Ed. 85583-1904"
Mimmie L. Ferree ✓	asst. matron	600-	"	" 19. "	Transferred	Transferred to position of matron at Dunton, Arizona	" 8. " "Ed. 83692-1904"
Effie Moul ✓	asst. matron	480.	"	" " "	Promoted	Promoted to position of asst. matron @ 600. esp. y. via Mimmie L. Ferree, transferred	