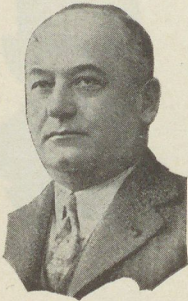


EXECUTIVE BUREAU



W. A. Riddle
Deputy Secretary
Labor and Industry

The departmental service was approved as an Executive Bureau, July 21, 1927, and administers general departmental procedure. It prepares bills to be presented to the General Assembly for enactment, and studies legislation introduced.

The files and records section has charge of all filing of general correspondence of the Department, which now totals more than 300,000 names and is increasing at the rate of 500 each month.

The duplicating section includes all photographing, mimeographing, and multigraphing, and has charge of a general mailing list of 23,725 names; and a special mailing list of 27,185 to whom are sent departmental documents of interest to particular groups.

This section prints registration numbers on the adhesive stamps for the Bureau of Bedding and Upholstery, totaling more than 4,000,000 per annum.

The editorial section issues a regular monthly bulletin, "Labor and Industry;" and special bulletins from time to time; edits the decisions of the Workmen's Compensation Board and the decisions of the courts in workmen's compensation cases, annually, as well as all industrial standards published by the Department. This section furnishes

to newspapers throughout the Commonwealth information concerning the Department's activities which is considered of interest and importance to the public; and also examines and distributes all newspaper clippings pertaining to the Department.



Lincoln C. Carson
Director of Publicity

The Executive Bureau has jurisdiction over the Department library; keeps the personnel records of about 750 employes, and has charge of the requisitioning of all supplies and equipment for the entire Department and its branch offices.



Effie Reimensnyder
Department Editor