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Regulations Concerning The Accounts of Articles -

(Imperial Ordinance No.84 of June, 1899.)

Proceedings to be Gone Through Relative to the Purchases of Rice and Wheat for Prison Inmates -

(Notification from the Director of the General Affairs Bureau of the Justice Ministry, Kan-ko No. 429, May 1903.)

Proceedings to be Gone Through Relative to Entertainment of Business between "A" and "B" Prisons Concerning the Purchases of Production of Articles -

(Notification from the Chief of the Accounts Section and the Chief of the Prison Bureau, Kan-ko No.821 June, 1904.)

Proceedings to be Gone Through Relative to Entertainment of Business Between "A" and "B" Prisons Concerning the Purchase or Production of Articles)

Mutual Information Between Prisons or Penitentiaries of the Addresses of the Suppliers of Rice and Wheat -

(Notification from the Chief of the Penal Administration Bureau, Gyo-ko No. 1727, December, 1927.)

Registration of Prices may be Omitted in the Account Book Concerning Tools, Implements and Animals -

(Notification from the Chief of the Accounts Section of the Secretariat of the Justice Ministry, Kai-ko No. 243 of July, 1913.)

Keeping of the Books of Accounts of Articles -

(Report from Governor of Sugamo Prison, So-hatsu No. 250 of February, 1917.)

Receipt and Delivery-Card to be Posted Up -

(Instruction given at a meeting of Prison Governors - 1927.)

Handling of the Book of the Accounts of Articles at the Change of Officials in Charge of the Accounts of Articles -

(Notification from the Chief of the Accounts Section of the Secretariat of the Justice Ministry, Kai-ko No. 899.)

The Same Matter as Above -

(Notification from the Chief of the Accounts Section of the Justice Ministry, Kai-ko No.941 of October, 1913.)

Handling of Articles and Other Things Placed in Custody of Prisons -

(Notification from the Chief of the Accounts Section of the Secretariat of the Justice Minister, Kai-ko No. 898.)

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Handling of Slips Ordering Supply of Articles

(Notification from the Chief of the Accounts Section of the Secretariat of the Justice Minister, Kai-ko No. 325, July, 1913.)

Handling of Slips Ordering the Supply of Article On the Occasion of Change of Accountants of Articles -

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(Inquiry from the Prison Governor of Tokushima, No. 264 of March, 1914.)

Re: Transfer of Article in the Custody of a Branch Office -

(Inquiry from the Chief of Fukuoka Prison, Hatsu No. 6308, December, 1924.)

Delivery of Daily Necessities and the Entry of the Fact in Book -

(Inquiry from the Prison-Governor of Kagoshima, Hatsu No. 714, September, 1913.)

Delivery of Daily Necessities and Entry of Such Delivery in the Book of Accounts -

(Inquiry from the Chief of the Juvenile Penitentiary of Odawara, Hatsu No. 151 of February, 1931.)

Names of Places Where Articles in Use by Prisons are Kept in Custody -

(Inquiry from the Prison Governor of Kochi, Hatsu No. 444, June, 1913.)

Re: Alteration of Slips Ordering Delivery or Receipts of Articles -

(Report from the Prison Governor of Matsuyama, Hatsu No. 394, May, 1917.)

Book for Inspection of Articles Purchased -

(Instruction given at a Meeting of Prison-Governors, 1907.)

Inspection of Articles Purchased -

(Instructions given at a Meeting of Prison-Governors of the year 1915.)

Inspection of the Articles Purchased -

(Instructions given at a Meeting of Prison-Governors, 1927.)

Re: Inspection Book of Purchased Articles -

(Notification from Deputy Chief of the Penal Administration Bureau, Gyo-ko No. 1735, November, 1925.)

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Ordering Foreign System Books from Kozuge Prison -

(Notification from the Chief of Prison Bureau,
Kan-ko No.822, October, 1921.)

Transfer of Rag to the Custody of Another Office -

(Notification from the Chief of the Prison Bureau,
Kan-ko No.869, October, 1921.)

Transfer of Rag, Waste-Paper, and Bags of Foreign Rice to
Other Prisons -

(Notification from the Deputy Chief of the Bureau of
Penal Administration, Gyo-ko No.1201, July, 1923;
Notification from the same official, Gyo-hei No.
1313, August, 1923.)

Transfer of Waste Hide and Leather to the Custody of a
Different Office -

(Notification from the Chief of the Penal Administration
Bureau, Gyo-ko No.358, March, 1933.)

Abolition and Amalgamation of Paper Making Workshops -

(Notification from the Chief of the Penal Administration
Bureau, Gyo-ko No.1008, August, 1910.)

Collection of Raw Materials for Paper Making and Transfer of
the Same to the Custody of a Different Office -

(Notification from the Chief of the Penal Administration
Bureau, Gyo-ko No.1035, August, 1933.)

Re: Collection and Utilization of Waste Hemp and Other
Waste Fibers -

(Notification from the Chief of the Penal Administration
Bureau, Gyo-ko No.1035, August, 1933.)

Re: The Type of the Motor Bus for Use in Sending Prisoners under
Guard -

(Notification from the Chief of the Penal Administration
Bureau, Gyo-ko No.177, February, 1925.)

Preparation of Motor-Cars -

(Notification from the Chief of the Penal Administration
Bureau, Gyo-ko No.1619, October, 1926.)

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CHAPTER XXI

ARTICLES

Regulations Concerning The Accounts of Articles

(Imperial Ordinance No.84 of June, 1889.)

Amended by: Imperial Ordinance No.77 of the year 1891; No.318 of the year 1900; No.48 of the year 1922; No.133 of the year 1931.

Article 1

By what are called article in the present regulations are meant instruments, appliances, fixtures, consumption goods, animals, and all other movables belong to the Government. Anything with bearings on the armaments of the army and navy, however, are to be handled in accordance with special regulations.

Of the articles in the custody of the Government, those specially nominated by the Minister of each Ministry shall be handled in accordance with the present regulations with the necessary modifications. In this case, the Ministers concerned shall report the matter to the Board of Audit.

Article 2

All accounts of articles shall be divided by the fiscal year, the one year in this connection consisting of the twelve months beginning April 1 of each year and ending March 31 of the following year.

Article 3

The accounts of all articles shall belong to the financial year involving the days on which the articles in view are delivered or received.

Article 4

Officials who keep articles in their custody and execute

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the duties concerning the delivery and receipt thereof shall be called Accountants of Articles.

Article 5

Every articles shall be placed in the custody of a responsible official.

Article 5/2

Any competent Minister, in accordance with the provisions of Article 37 of the Financial Law, may cause the employees of any Government office engaged in industries under public monopoly to prosecute part of the business concerning the delivery, receipt, and keeping of articles.

Besides what is mentioned in the preceding paragraph, any competent Minister, in view of special necessity at hand, may cause the employees of any Government office concerned to prosecute part of the business concerning the delivery, receipt, and keeping of articles, after consulting the Finance Minister.

Article 5/3

The employees of any Government office who, in accordance with the provisions of the preceding Article, have been ordered to prosecute part of the business concerning the delivery, receipt, and keeping of articles, shall dispose of their duties in the capacity of junior accountants of articles under the command of the officials in charge of the accounts of articles.

Article 6

Any officials in charge of the accounts of articles or the junior accountants of articles are not authorized to delivery or receive any articles but for any order issued in accordance with the provisions determined by the Minister of each Ministry concerned.

Article 7

When any officials in charges of the accounts of articles or any junior junior accountants of articles, either intentionally or through

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negligence, have lost or injured any articles placed in their custody, shall be responsible for compensation therefor.

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Article 8

With respect to the loss of, or injury to, any articles which, in accordance with the provisions determined by the Minister of each department, have been entrusted to various officials for their use, the officials in charge of the accounts of these articles may absolve themselves from responsibility except where they have failed to exercise required supervisions.

Article 9

Any officials in charge of the accounts of articles may absolve themselves from any responsibility for any action taken by any deputy official appointed by the Minister of each department.

Any deputy official in charge of the duties of another official in charge of the accounts of articles may not absolve himself from responsibility for any action he has taken as a deputy accountant of articles.

Article 10

Any officials in charge of the accounts of articles or any junior accountants of articles, shall be equipped with account-books for registration of all affairs relative to the delivery or receipt of any article in their charge.

Consumption, sales, losses of, or injuries to, any articles, as well as consumption of any articles for the production of other things, or transfer of any articles from the custody of the officials in charge of the accounts of articles are to be registered as "delivery," whereas any articles purchased or produced, or any article placed in the custody of the accountants^t of articles as a result of any action shall be registered as "receipt."

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Article 10/2

The Minister of each department shall appoint auditors and have them carry out a detailed audit of all articles in the custody of any official in charge of the accounts of articles or any junior accountant of articles at regular intervals of times, but not exceeding four years, and have them draw up a report on the result of their audit. Relative to the audit of any articles belonging to the estimate of any office, the Minister of each department shall determine a method of auditing to meet the circumstances in view.

Article 11

With respect to the auditing of the articles kept in any warehouse or a depot which does not usually conduct any delivery or receipt of articles, the Minister of each department, either once a year, or on the occasion of the change of the official in charge of the accounts of the articles being kept therein, shall appoint the auditors and have them examine the articles actually being kept therein with reference to the lists of such articles, and cause a report to be drawn up on the result of any such examination.

Article 12

With respect to the articles left in the custody of any local office or of any office having no responsible officer for its head, the Minister of each department, either once a year or on the occasion of any change of the officials in charge of the accounts of the articles concerned, shall appoint the auditors and have them examine the real conditions relative to the receipt and delivery of any such article and cause a report to be drawn up on the result of any such examination.

Article 12/2

In cases where the Minister of each department deems it

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necessary to do so, he shall specially appoint auditors and have them examine the books and articles in the charge of the officials responsible for the accounts of articles or of any junior accountants of articles and cause a report to be drawn up on the result of any such examination.

Article 13

The report as specified in Article 10/2, Article 11, Article 12 and the preceding Article shall be affixed with the signature of the auditor and that of the accountant of article concerned, or that of an witness specially appointed for the occasion.

Article 14

(Deleted)

Article 15

In order to obtain a judgment of audit from the Board of Audit, any official in charge of the account of articles shall draw up a statement of the accounts of articles and, together with exhibits, present it to the Board of audit through the hands of the competent Minister.

When any change is made of the officials in charge of the accounts of articles, the official who has been in the post upto the time of the change, in accordance with the provisions of the preceding paragraph, shall present a statement of accounts. In cases, however, the official stated above, on account of his own death or other circumstances, cannot draw up the report for himself, the Minister of each department concerned shall specially appoint an official and cause him to draw up such report.

Article 16

The statement of accounts drawn up in accordance with the provision of the proviso to paragraph 2 of the preceding Article shall be regarded to be as reliable as the one drawn up

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by a responsible official in charge of the accounts of articles and shall receive the same treatment at the Board of Audit relative to the issue of its judgment of audit.

Article 17

(Deleted)

Article 18

Any official in charge of the accounts of articles stored in a warehouse or a depot not usually open for delivery or receipt of articles, or of articles kept in the custody of any local office or a branch office having no responsible officer for its head may substitute the report as specified in Article 11 or 12 for the statement of accounts as specified in Article 15 and thereby request the Board of Audit to absolve him from responsibility relative to the accounts of such articles.

Article 19

The provisions of Article 75, Article 125, Article 126, Articles 132 to 138, and Article 144, with the necessary modifications, shall apply to any official in charge of the accounts of articles and any junior accountants of articles.

Article 20

The provisions concerning the delivery and receipt of articles and the form of books shall be determined by the Minister of each department and notify the Board of audit of the facts before any announcement is given thereof.

Article 21

The regulations concerning the delivery of articles required by officials relative to the execution of their duties and the responsibility to be borne by the officials who receive such articles shall be determined by the Minister of each department.

Article 22

The present regulations shall come into force as from

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October 1 of 1889.

Supplementary rule (Imperial Ordinance No. 133 of the year 1931):-

The present Ordinance shall come into force as from July 1 of 1931.

Proceedings To Be Gone Through Relative to the Purchases of Rice and Wheat for Prison Inmates

(Notification from the Director of the General Affairs Bureau of the Justice Ministry, Ken-ko No.429, May, 1903.)

It is required that proceedings as follows shall be gone through from now on relative to the purchase of rice and wheat to be purchased for use by the inmates of prisons.

Proceedings To Be Gone Through Relative To The Purchase of Rice and Wheat

1. The qualities of rice and wheat to be purchased shall be minutely examined in contrast with the patterns.
2. The rice and wheat to be weighed and measured shall be one tenth of the quantity to be purchased, and the bales to be weighed and measured shall be determined by means of drawings.
3. The weighing and measuring (by means of measures and weighing beams) shall be taken by the prison officials and suppliers half by half, and the weight of one koku of rice shall be determined by averaging the weights obtained by the prisoner officials and the suppliers respectively.
4. The rest of the rice and wheat shall be weighed by means of foreign weighing machines and find out the exact quantity of the rice and wheat supplied by dividing the total weight obtained by the above means by the average weight of koku as specified in

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the preceding paragraph.

5. The weighing as specified in the preceding paragraph shall be done by the prison officials and not allow it to be done by the suppliers.

6. In cases where the total amount of the rice and wheat to be purchased falls short of twenty koku respectively, every bale shall be weighted, instead of following such measures as stated above.

7. If possible a small turret shall be built in order to facilitate the weighing, while the measure to be used shall be "one to measure."
(One "to" is equal to 3.9733 gallons.)

(Note: Any word or measure or weight in the above mentioned lines that are against the metric system shall be converted into corresponding measure or weight in accordance with the metric system.)

Proceedings to be Gone Through Relative To Entrustment of
Business Between "A" And "B" Prisons Concerning the Purchases
or Production of Articles -

(Notification from the Chief of the Accounts
Section and the Chief of the Prison Bureau,
Kan-ko No.521, June, 1904.)

When it is considered to be desirable for the promotion of
prison economy and prison work to have the necessities of "A"
prison purchased at the place where "B" prison stands, or to
have materials to be worked on by the "A" prison purchased and
worked on by the "B" prison, proceedings as stated in the annexed
paper shall be gone through hereafter.

(Annexed paper).

Proceedings to be Gone Through Relative to
Entrustment of Business Between "A" and
"B" Prisons Concerning the Purchase or
Production of Articles.

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Paragraph 1

When it is considered to be necessary to have the materials to be worked on by the "A" prison for the manufacture of the articles for use by the said prison purchased at the place where "B" prison stands and have the same manufactured at the hands of the "B" prison and consequently it is considered to be convenient to transfer the estimate for the payment therefore, the proceedings as follows must be gone through:

1. "A" prison shall entrust "B" prison with the business in view by filing a detailed statement with "B" prison of the names, quality, quantity, single price and total price, date for completion of the business in view, and other matter of necessity. "B" prison, by means of the statement filed by the "A" prison apply for the transfer of the estimate for the payment involved, and upon acquisition of the approval from the higher authority shall set about the purchase and manufacture of the articles in view.

2. Upon completion of the purchase and manufacture of the articles mentioned in the preceding paragraph, "B" prison shall send the article to "A" prison after going through the proceedings required for the transfer the articles to the custody of "A" prison.

3. "B" prison shall cause it mentioned on the documentary exhibits that the articles in question are for the use of "A" prison by way of certifying the object of the payments made for the purchase and manufacture of the articles stated above.

Paragraph 2

In cases where some articles to be used by "A" prison are to be purchased at the place where "B" prison is located and it is considered to be convenient that the purchases shall be made at the hands of "B" prison, proceedings as follows shall be gone through:-

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1. "A" prison shall entrust "B" prison with the business concerning the nomination of contractors, giving of the public announcement, invitation of tenders and conclusion of contract by clearly informing "B" prison of the names, qualities, and quantities of the articles to be purchase and by furning it with ~~all~~ all papers showing the drafts of advertisements, drafts of contracts, indents, a statement of anticipated prices. Under special circumstnaces, however, all affairs concerning the calculation of anticipated prices, inspection of the articles to be purchased, and receipt thereof, and their transportation subject to some conditions, may also be entrusted to "B" prison.

2. When "B" prison has been entrusted with such business as specified in the preceding sub-paragraph, it shall send all the documents concerned to "A" prison upon completion of the task with which it has been entrusted. The tenders and securities for the contracts shall be handled by the officials of "B" prison, and any amount to be reverted to the state shall be incorporated into the revenue of the state via "B" prison.

3. The proceedings as specified in the two preceding sub-paragraphs, with the necessary modifications, shall be gone through even in cases where any articles in question are to be purchased by private contract.

Mutual Information Between Prisons or Penitentiaries
of the Addresses of the Suppliers of Rice and Wheat -

(Notification from the Chief of
the Penal Administration Bureau,
Gyoko No.1727, December, 1927.)

(Text)

It is required hereafter that, for extension of mutual aids between penitentiaries, any penitentiary that has made any purchase of rice and wheat shall inform the penitentiaries located in its neighborhood of the prices paid and the address of the supplier.

Registration of Prices may be Omitted in the Account Book Concerning Tools, Implements, and Animals

(Notification from the Chief of the Accounts Section of the Secretariat of the Justice Ministry, Kai-ko No.243 of July, 1913.)

(Supplement No.27 to the Regulations Concerning the Prison Account Business). In the book of accounts of articles prepared in the form as mentioned above, the registration of the unit price and the total price of the tools, implements and animals constituting part of the things required for the prison work may be omitted for the time-being, which you will please note.

Keeping of the Books of Accounts of Articles -

(Report from Governor of Sugamo Prison, So-hatsu No.250 of February, 1917.)

(No.27 - Forms Ko and Hei - of the book of accounts of articles as specified in Article 98, item 1, of the Prison Accounts Business Regulations): In the column of the accounts book as stated above intended for clarifying the whereabouts of the articles, we are now requested to mention the number of articles delivered or received only, and not required to mention the present number of articles in stock. This prison, however, has in stock a great variety of articles which are frequently delivered and received, making it almost impossible to tell the number of articles in stock.

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This causes great inconvenience to us relative to the handling of the articles in stock. I wish, therefore, that we may be allowed to mention in the account book the number of each article left in stock as per the example in the annexed paper.

Whereabouts of Articles

Name of Article	Name of Article	Name of Article	Name of Article	Name of Article	Number In Stock
20	30	15	10	10	65
					115
25	18	12			105
					103
					101
					99

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Chairs

Date		Remarks	Number	Received	Delivered	Balance
Year	Month	Day				
	4	1	Carried forward	150		150
		3	Bought from Messrs. . . .	50		200
		5	Delivered to Mr... and .. others(10 chairs)			
		5	Returned from Mr... and another(4 chairs)			
	8	5	Sold		4	196
	10	1	Delivered to Mr.. ., account- ant of articles of the branch prison st.....		2	194
		15	Received from Mr. . ., account- ant of articles as stated above	6		200
Year	Month	Day	Discarded as useless		8	192
	6	4	Delivered to Mr... .. for use			

§ mark shows that the lines in the column are
put down in red ink.

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Handling of the Book of the Accounts of Articles
at the Change of Officials in Charge of the
Accounts of Articles -

(Notification from the Chief of the
Accounts Section of the Secretariat
of the Justice Ministry, Kai-ko No.890
of October, 1913.)

I want to call your attention to the fact that there has been no established method relative to the handling of the book of the accounts of articles at the time of a shift of the officials in charge of the accounts of articles. It is required hereafter that when any change takes place of such officials as stated above, all articles in stock under different items shall be ascertained in contrast with the numbers mentioned in the account book, and after a careful calculation of all articles delivered and received upto date state the balance at the bottom of the column for every kind of article, draw two parallel lines under the figure showing the balance, and put down there the date when the transfer of business is effected between the old accountant and the new accountant and affix thereto the signatures and seals of both, which you will please note.

The Same Matter As Above -

(Notification from the Chief of the
Accounts Section of the Justice
Ministry, Kai-ko No.941 of
October, 1913.)

Concerning the handling of the account book for articles at the time of the shift of the official in charge of the accounts of articles, an inquiry as per Annex "A" has been received from the prison-governor of Urawa, and in reply to which a notification as per Annex "B" has been sent, which you will please note.

(Inquiry from the Prison-Governor
of Urawa, Kan-ko Hetsu No.151,
October, 1913.)

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With respect to the handling of the account book for articles at the time of the shift of the official in charge of the accounts of articles, we are in receipt of your notice Kai-ko No.890, requesting that on the occasion of the change of the accountants of articles, all articles in stock under different items shall be ascertained in contrast with the numbers mentioned in the account book, and following a careful calculation of all articles delivered and received upto date state the balance at the bottom of the column for every kind of articles, draw two parallel lines under the figure showing the number instock, and put down there the date when the transfer of business is effected between the old accountant and the new accountant, and affix thereto the signatures and seals of both. I think, however, that if we are allowed to have the signatures and seals of the old and new accountants affixed only at the end of the account book, it will save us much time and trouble. In this connection, we are anxious to hear your views at once, because transfer of the business in question is being started here.

(Annex B)

(Reply from the Chief of the Accounts Section of the Secretariat of the Justice Ministry, Kai-ko No.921, October, 1913.)

I am in receipt of your inquiry by Kan-ko Hatsu No.151 dated October 16 concerning the handling of the book of the accounts of articles, and beg to inform you that you may handle your book in accordance with your views as mentioned in your inquiry.

Handling of Articles and Other Things

Placed in Custody of Prisons

(Notification from the Chief of the Accounts Section of the Secretariat of the Justice Minister, Kai-ko No.602.)

Concerning prison accounts business, I have given a reply as

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follows to Kanawa Prison, which you will please note.

(Annex.)

1. (Omitted)
2. (Omitted)
3. Out of the products of prison work, circular boxes of chip-wood, dippers, baskets, brushes, grinding stones, wooden combs, and bamboo measures shall be treated as implements and tools, whereas machine-oils, threads, rush-rope and emery-cloth shall be treated as articles of consumption.
4. Postage stamps and cards purchased by convicts after their imprisonment shall be registered in the cards that are used as ledger of the things detained ("Section for Postage Stamps and Cards). The postage-stamps and cards to be used at once, however, may be registered as "for immediate delivery," and their number need not be entered in the cards.
5. In cases where transfer of the detained money is required with respect to the transfer of convicts, the cards that are used as ledger of the detained money shall not be transferred.

Handling of Slips Ordering Supply of Articles

(Notification from the Chief of the Accounts Section of the Secretariat of the Justice Minister, Kai-ko No. 325, July, 1913.)

Concerning the handling of the book for registering useless articles as well as the slips ordering the supply of required articles as specified in the supplementary rules to the Prison Accounts Business Regulations, we have received an inquiry as per Annex "A" and have given a reply as per Annex "B", which you will please note.

(The book for registering useless articles has been revised by Instruction No.638 of Kai-ko, April, 1916, and, since,

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different articles are entered under respective items.)

Annex "A"

(Inquiry from the Prison Governor
of Anotsu, Kan-hatsu No.1134,
July, 1913.)

Concerning the handling of the Prison Accounts Business,
we are in doubts on several points as follows, and are desirous
to hear your views:-

1. (Form D of No.26): In the slip for ordering the supply of
articles, different articles are to be entered together provided
that those articles are supplied to the same person. And the
articles returned are to be entered in the lower column for "Articles
returned." This column, however, has no space wherein we could
mention the number of articles returned. We understand that we
are expected to put down the number of articles returned in the
column for the "Date returned." This system, however, is open
to much trouble due to absence of required space. May we,
therefore, put down the number of articles returned in the column
just after the column wherein the articles supplied are put down
~~together~~ together?

2. (Form No.28): In the book for registering useless articles,
such portion of the articles placed in our custody as has been
utilized or sold is to be stated in the column for remarks following
the utilization or disposal thereof which is to be done after
obtaining your approval. This, however, causes much trouble owing
to absence of order. May we, therefore, enter the name and
quantity of the article used or disposed in the column following
the space wherein those articles are entered together?

Annex "B"

(Reply from the Chief of the Accounts
Section, Kai-ko No.325, July 1913.)

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In reply to your inquiry Kan-hatsu No. 1134 relative to the handling of the Prison Accounts Business Regulations we wish to inform you that:-

1. If any of the articles entrusted to you for your use is to be returned, you will put down each matter on a sheet of paper. In cases, however, where some of the articles that are entered together in the same column of the book are to be returned, you will mention in red letters the names and numbers of the articles to be returned in the columns for the date when you received those articles and in various other columns concerned, and then go through the proceedings for returning them.
2. When, some of those useless articles are to be disposed of by sales, you will also go through the same proceedings, with the necessary modifications, as are mentioned in the preceding paragraph.

Handling of Slips Ordering the Supply of Articles
On the Occasion of Any Change of Accountants of
Articles -

(Inquiry from the Prison Governor of
Tokushima, No. 284 of March, 1914.)

It is stated in the provisions of Article 85, paragraph 2, of the Prison Accounts Business Regulations (which corresponds to Article 74, paragraph 2, in the present regulations) that, on the occasion of a change of the chief custodian of the articles in use by different sections of any office, or of the articles for use by prison inmates, he shall go through all the proceedings for returning the articles in his custody to the official in charge of the accounts of articles, and then these articles are to be placed in the custody of the new custodian after going through required formalities. As a matter of fact, however, we find it sometimes impracticable to actually return those articles to the accountants of articles. Moreover, even where it is possible to return them, it

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gives us too much trouble to enter all proceedings gone through relative to the return of those articles and the receipts thereof to and from the accountants of articles. We wish, therefore, to simplify the proceeding to be gone through on any occasion as stated above in the following manner.

Hereafter, on the occasion of any shift of the chief custodian of articles, we shall put down, after the last entry in the order-slip for the supply of articles, the date on which all articles in the custody of our office were transferred from the hands of the old custodian to those of his successor, and have the signatures and seals of the two officials concerned affixed thereto. Please let us hear your views in this connection.

(Reply from the Chief of the Accounts
Section of the Secretariat of the
Justice Minister, Kai-ko No.281 of
February, 1914.)

In reply to your inquiry, we wish to inform you that you may handle the business in question in accordance with your opinion as expressed therein only in cases where it is very difficult to draw out the order slips respectively for different kinds of ^a articles.

Re: Transfer of Articles in the Custody
of a Branch Office

(Inquiry from the Chief of Fukuoka
Prison, Hatsu No.6308, December,
1924.)

The Juvenile Penitentiary of Fukuoka has been removed to the same place as the site of the Kurume Branch of this Prison. Therefore, if as a result of an alteration of the law concerning the organization of prisons the Kurume branch of this prison be abolished and the articles in the custody of the said branch prison

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are to be transferred to the juvenile penitentiary in question, shall we transfer those articles directly thereto in accordance with the provisions of paragraph 6 of No.2 of the Notification from the Vice Minister of Justice, Kai-ko No.4160 of the 24th of last month and close the book of the said branch prison at once? Or, also in accordance with the provisions of the same paragraph of the same notification as above, transfer the articles to the chief accountants of articles, and then have the same articles delivered to the said juvenile penitentiary by going through the required formalities?

 (Reply from the Chief of the Accounts Section
 of the Secretariat of the Justice Minister,
 Kaiko No.4551, December, 1924.)

In reply to your inquiry, we beg to inform you that you shall go through the required formalities in accordance with your opinion as expressed in the latter part of your letter, while effecting actual transfer of the articles in accordance with your views as expressed in the first part of *your* letter.

 Delivery of Daily Necessities and The
 Entry of the Fact in Book -

(Inquiry from the Prison-Governor of Kagoshima,
 Hatsu No.714, September, 1913.)

Concerning the delivery of some articles for daily use direct from the accountants of articles in accordance with the provisions of Article 51 of the Prison Accounts Business Regulations (which corresponds to Article 70 in the present regulations), we think that it will be convenient to all parties concerned if columns as per the annexed draft forms be added to the delivery order slip as per Form C (or Hei) of No.26 Article 80 of the Regulations stated above, which corresponds to the Form C (or Hei) of No.22 of

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Article 69 in the present regulations, and thereby effect the delivery of required articles. We are desirous to hear your opinion in this respect.

(Annex.)

ORDER-SLIP FOR DELIVERY OF ARTICLES

Prison-Governor	Accountant of Articles	Date of Delivery	Name of Articles	Unit of Quantity	Quantity
		Oct. 1	Foreign Rice	Sho (Or 0.48 gallon)	5000
		Oct. 10	Foreign Rice	Sho	2000

(The quantity mentioned above has been delivered under the date mentioned above from the quantity mentioned in the book of accounts.)

ereby effect the
as to hear your

ARTICLES

Item	Unit of Quantity	Quantity	Object of Delivery	Details		
				Date	Quantity	Name and office of the
n	Sho (Or 0.48 gallon)	5000	For use by prison inmates	Oct. 1	100/	Mr.. . .
				Oct. 2	120	"
				Oct. 3	"	"
				"	"	"
				"	"	"
gn	Sho	2000		Oct. 10	"	"

tioned above has been
the date mentioned above from
tioned in the book of

Object of Delivery	Date	Quantity	Details Name and office of the recipient	Seal of the Recipient
For use by prison inmates	Oct. 1	1007	Mr. . . .	
	Oct. 2	120	"	
	Oct. 3	"	"	
	"	"	"	
	Oct. 10	"	"	

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(Reply from the Chief of the Accounts
Section of the Secretariat of the
Justice Ministry, Kai-ko No.302,
October, 1913.)

Your views are right.

Delivery of Daily Necessities and Entry of Such Delivery
in the Book of Accounts -

(Inquiry from the Chief of the Juvenile
Penitentiary of Odawara, Hatsu No.151 of
February, 1931.)

In reply to the inquiry from the Prison-Governor of Kagoshima with respect to the subject-matter as specified in Article 70 of the Prison Accounts Business Regulations dated September, 1913, you gave your reply in October of the same year permitting order-slips for delivery of required articles as per the form Hai of No.22 as specified in Article 69 of the Prison Accounts Business Regulations to be replaced by the form made by Kagoshima Prison. Therefore, we have also been using the same form as made by Kagoshima Prison. In this connection, we think that, if we are allowed to use a side-long form of foreign style as per the annex, it will greatly facilitate the disposal of accounts business as well as the economy of paper. We wish you will please allow us to use the side-long form as per the annex.

P.S. We wish to use the side-long foreign style form beginning the new fiscal year. Therefore, we are anxious to hear your views as quickly as possible.

(Reply from the Chief of the Accounts Section
of the Justice Ministry, Kai-ko No.668, March, 1931.)

In reply to your inquiry Hatsu No.151 of February 27, we wish to inform you that you may use the foreign style form as stated in your inquiry.

(Form omitted.)

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Names of Places Where Articles in Use by Prisons are Kept in Custody -

(Inquiry from the Prison Governor of
Kochi, Hatsu No. 444, June, 1913.)

There are several points of doubts as follows in the Prison Accounts Business Regulations which have been promulgated of late, and we are desirous to hear your views.

In form Tei of No. 26 (or form Tei of No. 22 in the present regulations), it is written "the office," while in form Ko of No. 27 (or form Ko of No. 23 in the present regulations, it is written "division of places where the articles are kept." May we, in accordance with the regulations concerning the Division of Prison Business and Meeting of Prison Officials, mention the names of offices or sections where articles in view are kept in custody, such as, for instance, the Sub-section for Archives, or Subsection for Protection and Guarding of Convicts, etc., for the sake of convenience?

(Reply from the Chief of the Section of Account
and Supplies, Goku-hei No. 585, June, 1917.)

Your version is right.

Re: Alteration of Slips Ordering Delivery
or Receipts of Articles -

(Report from the Prison Governor of
Matsuye, Hatsu No. 394, May, 1917.)

In accordance with the provisions of Article 79 and 80 of the Prison Accounts Business Regulations, we are required to use one sheet of form No. 26 for each delivery or receipt of articles. This often results in the use of one sheet of form for the delivery or receipt of only one article. Consequently, on any such occasion, the greater portion of the form used remains blank, and yet we can use it no longer. If we are permitted to replace these forms by a book consisting of such forms, we shall be able to effect an economy of paper on the one hand, and facilitate the disposal of the business on the other. I wish, therefore that you will specially

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permit us to use a book of forms as per the annexes.

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May we purchase and get delivery of the following articles

Prison- Governor	Date	Item	Unit	Total Quantity	Unit Price
---------------------	------	------	------	-------------------	---------------

	Day/Month/ Year				Y
--	--------------------	--	--	--	---

	Day/Month/ Year				Y
--	--------------------	--	--	--	---

	Day/ Month/ Year				Y
--	---------------------	--	--	--	---

	Day/ Month/ Year				Y
--	---------------------	--	--	--	---

	Day/ Month/ Year				Y
--	---------------------	--	--	--	---

	Day/ Month/ Year				Y
--	---------------------	--	--	--	---

	Day/ Month/ Year				Y
--	---------------------	--	--	--	---

Remarks: Articles are entered in separate account
in accordance with the difference of the
method of production and purchases.

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Slips Stating Decision Upon Disposal
of Articles Manufactured

Prison- Governor	Accountants of Articles	Date	Item	Unit	Quantity
---------------------	----------------------------	------	------	------	----------

Remarks:

Articles are entered in different accounts in accordance as they differ from one another in the manner of disposal, such as disposal by sales, disposal by discard, transfer to the custody of a different office, etc.

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Order-Slip for Delivery of Articles

Prison- Governor	Accountants of Articles	Date	Item	Unit
---------------------	----------------------------	------	------	------

Remarks:

For materials to be worked on, and articles required works under direct management of this office, two columns shall be prepared following the column for quantity, namely-the column for unit price and the column for total price.

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Quantity	Object of Delivery	Office of Recipient	Seal of Recipient
----------	--------------------	---------------------	-------------------

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(Sanction by Justice Minister,
Kei-Ko No.1690, June, 1917.)

Your application Hatsu No.394 of May 26 last for alteration of Order-Slips for Receipts and Deliveries of Articles into a book form is hereby sanctioned.

Book for Inspection of Articles Purchased

(Instruction given at a Meeting
of Prison-Governors, 1907.)

(Instruction)

In making any purchases of articles, you are required to make a careful examination of the quantities of the articles to be purchased, and carefully calculate the possible consumption in the future, so that you will not make any purchase in excess of the quantities actually needed. This is especially the case with the purchase of medicine, lest it may become useless owing to the change of the prison physician. When you get delivery of any article purchased from a merchant, you are required to appoint a member of a different section to be present at the place where the official of the article in view receive the article from the merchant, so that he may take part in the inspection of the quantity and quality. In a case like this, a book of inspection shall be used, so that all measures taken with respect to the inspection of the article purchased may be recorded therein, and seals of the inspecting officials may be affixed thereto. In this way, you will make it clear to all what persons are directly responsible for the receipt of the article in question. In this way, you will be able to prevent the purchase of any article of unsatisfactory quality, otherwise you may discover articles of inferior quality later to your regret.

In delivering any articles to your men for use with respect to their official duties, you are requested to take all possible precautions so that too many or too much quantity of any article is not delivered at a time, so that the account-book for articles may not become useless. It is also requested that you will exercise special efforts to economise the consumption of fire-wood, charcoal, and petroleum of which big quantities are used at any prison.

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Inspection of Articles Purchased -

(Instructions given at a Meeting
of Prison-Governors of the year
1915.)

(Instructions)

The inspection of the articles purchased must be very carefully and minutely inspected. I think that such inspection is being done with utmost care on the part of the responsible officials. The inspection book, however, gives only very simple and brief records of all measures taken with respect to the inspection of the goods to be received. From the inspection book, therefore, we cannot obtain any more information than we can get from the account-book for articles. The inspection ~~book~~ ^{only} tells who were responsible for the receipt of the articles in view. In other respects, it will avail nothing. It is essential that the inspection book shall mention most minutely how the articles were inspected and weighed. Besides, it must give every detail of the measure taken for the disposal of the shortage or surplus of the quantity received; reason for rejection, if any of the articles were rejected, the quantity of the articles rejected, and the disposal the shortage caused on account of the rejection. It is required, therefore, that the inspection book, hereafter, shall give the following matters as least:-

Matters to be Mentioned in
the Inspection Book.

- a. The date on which the articles were brought in by the merchant.
- b. Date of inspection.
- c. Date of receipt.
- d. Name and quantity of articles brought in by the merchant.
- e. Quantity inspected.
- f. Method of inspection.
- g. Quantity of articles accepted, and the quantity of articles received.
- h. The reason why some of the articles were rejected.

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For instance:-

1. When the article received is either rice or wheat, the number of bales brought in and the quantity of the bale.
2. Number of bales weighed and measured and the method of the selection of those bales.
3. Average weight and measure of one bale.
4. Number of bales, measure, and weight as inspected by the prison authorities, and the number of bales, measure, and weight as counted, weighed and measured by the merchants.
5. Average measure and weight of one bale whose acceptance has been decided ~~by~~ upon.
6. The reason for rejection if any has been rejected.
7. Total quantity of rice or wheat accepted.

(Any work in the foregoing lines that are in contradiction with the metric system shall be revised in accordance with the metric system.)

Inspection of the Articles Purchased -

(Instructions given at a meeting of
Prison-Governors, 1927.)

Inspection of articles purchased prior to their acceptance is an important affair as a preliminary measure to the payment of the price therefor. Therefore, it must be conducted with the greatest possible care. In fact, however, it seems that very little attention is being paid in entering necessary matters in the inspection book. Sometimes, the business relative to the handling of the inspection book is entirely left in the hands of one official only. In cases where payment in instalments is permitted, and payment is made against each delivery, no record is entered in the book relative to the inspection of the article as received in instalments, and a brief record is given only upon the delivery of the final instalment. It is required hereafter that you will enter in the inspection book all details of each inspection made of each instalment, so that all necessary information may be obtained from the book whenever it may be required later on. You will exercise your utmost care in inspecting the articles purchased.

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Re: Inspection Book of Purchased Articles -

(Notification from Deputy Chief of the Penal Administration Bureau, Gyo-ko No.1735, November, 1925.)

The inspection of articles purchased prior to their acceptance must be conducted with the minutest care and attention irrespective of the amount. In cases where the amount is smaller than Yen 200, however, you may omit its entry in the book mentioned above.

Transfer of Ammunition to the Custody of a Different Office -

(Notification from the Chief of the Penal Administration Bureau Gyo-ko No.1735, November, 1925.)

The replacement of the ball-cartridges and blank cartridges for rifles and pistols has been effected in the past in accordance with the notification Gyo-ko No.721 of May, 1923. Hereafter, however, you are expected to obtain the supply of required number of cartridges direct from the army unit in your vicinity as provided for by the notification from the War Office as per the annex.

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1. When applications have been received from different penitentiaries belonging to the jurisdiction of the Justice Ministry for the supply of ammunition via the Army Division Headquarters or the Arms Depots (except the Branch Arms Depot of Chiba), the army units stated above, provided that their plans for training and maneuvers may not be affected in any way, may sell the quantities required by such penitentiaries for immediate payment (in the case of a special office, the sale of such ammunition may be done for deferred payment).
2. The used cartridge-cases and primers shall be returned to the unit from which the cartridges have been obtained.
3. All expenses required for the transportation of the cartridges purchased and for the return of the used cartridge-cases and primers to the units concerned shall be paid by the offices which have purchased the ammunition in question.

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Ordering Foreign System Books from
Kosuge Prison -

(Notification from the Chief of
Prison Bureau, Kan-Ko No. 322,
October, 1921.)

I think that the foreign-system books for use at different prisons had better be manufactured at a certain prison. For, by doing so, we may increase the income from the prison work on the one hand, and economise the expenses of the prisons on the other hand. Since last year, Kosuge Prison has been engaged in the manufacture of foreign-system books, with which it has supplied several prisons up to the present. I hear that Kosuge Prison has sent price list of the foreign-system books it has manufactured to other prisons with a view to obtaining orders. I wish in this connection that you will place your orders with Kosuge Prison for the supply of foreign-system books for use at your main and branch prisons.

Transfer of Rag to the Custody of Another Office -

(Notification from the Chief of
the Prison Bureau, Kan-Ko No. 369,
October, 1921.)

Beginning the forthcoming financial year, Shizuoka Prison is planning to use more prison inmates for the manufacture of paper. It is desired in this connection that when the manufacture of paper has been started by Shizuoka Prison in accordance with its new plan, you will transfer to the custody of Shizuoka Prison all the rags, waste cotton, and waste threads produced in your prison, for which you have no use and are to be disposed by sales. Therefore, except such lots as already sold, you are required to keep them in your custody.

Transfer of Rag, Waste-Paper, and Bags of Foreign Rice
to Other Prisons -

(Notification from the Deputy
Chief of the Bureau of Penal
Administration, Gyo-ko No. 1201,
July, 1925; Notification from
the same official, Gyo-hei No. 1513,
August, 1925.)

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Concerning the subject-matter, we have given you repeated notifications requesting the transfer of such materials as stated above to Shizuoka and Kochi Prisons as raw materials for paper making. The investigations conducted by this office during the fiscal year of 1924-25, many of the prisons failed to transfer any such material to either of the two prisons just mentioned, while many other prisons transferred only an insignificant portions of such materials. This is far from satisfactory. We are in receipt of applications from satisfactory. We are in receipt of applications from the two prisons mentioned above for the supply of these raw materials, saying that they are now in want of the raw materials to work on. You are therefore specially requested to transfer what quantities of these raw materials as you have on hand to the two prisons mentioned above, in accordance with the following geographical division:-

Division Relative to the Transfer of
Raw Materials.

Kosuge Prison, Ichigaya Prison, Toyotama Prison, Sugamo Prison, Yokohama Prison, Chiba Prison, Mito Prison, Utsunomiya Prison, Maebashi Prison, Kofu Prison, Nagano Prison, Kanazawa Prison, Miyagi Prison, Fukushima Prison, Yamagata Prison, Akita Prison, Aomori Prison, Sapporo Prison, Odawara Prison, Kawagoe Prison, and Sapporo Juvenile Penitentiary.

Hakodate Prison, Abashiri Prison, Kushiro Prison,

The above are expected to transfer the raw materials in their hands to Shizuoka Prison.

Kyoto Prison, Osaka Prison, Kobe Prison, Nara Prison, Shiga Prison, Tokushima Prison, Takamatsu Prison, Nagoya Prison, Miye Prison, Gifu Prison, Hiroshima Prison, Yamaguchi Prison, Okayama Prison, Matsuyama Prison, Matsuyama Prison, Nagasaki Prison, Miike Prison, Fukuoka Prison, Oita Prison, Kumamoto Prison, Kagoshima Prison, Miyazaki Prison, Okinawa Prison, Okazaki Prison, Iwakuni Prison, Kurume Prison.

The above prisons are expected to transfer the raw materials to Kochi Prison, except rag which is to be transferred to Shizuoka Prison.

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Transfer of Waste Hide and Leather to the

Custody of a Different Office -

(Notification from the Chief of the
Penal Administration Bureau, Gyo-ko
No.358, March, 1938.)

We have received a letter from Takamatsu Prison, informing us of the difficulty that prison is now experiencing in obtaining the supply of hide and leather packing for use with the vapourizers being manufactured at that prison on account of the substantial rise of the price of leather and hide. You are, therefore, requested to transfer to the custody of that prison the waste hide and leather to be produced as a result of the work at the shoemakers' shop in your prison. If such waste hide and leather has no special use, you will please transfer them to the custody of Takamatsu Prison.

Abolition and Amalgamation of Paper making Workshops -

(Notification from the Chief of the
Penal Administration Bureau, Gyo-ko
No.1005, August, 1910.)

The paper manufactory in Miyagi Prison has been abolished owing to special circumstances on the part of the prison and it has been decided to close the workshop on and after the end of August, and the equipment of the workshop and the convicts trained in paper-making are to be transferred respectively to Shizuoka Prison and Kochi Prison to facilitate the expansion of the paper-making workshop in the two prisons. In this connection, you are requested to play your role in the economy of raw materials and in the collection of waste material, such as rags and waste paper which may be remanufactured into paper. And it is further requested that you will transfer such waste materials as stated above to the two prisons mentioned above as far as possible under the circumstances under which you find yourselves at present. These raw materials are expected to be transferred to the custody of the two prisons in accordance with the following geographical division:-

(Note)

1. Prisons that are expected to transfer their waste materials to Shizuoka Prison are as follows:- Prisons in Tokyo District; Prisons in Miyagi District; Prisons in Sapporo District; Nagoya Detention House, Nagoya Prison, and Okazaki Juvenile Penitentiary in Nagoya District.

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2. Prisons that are expected to transfer their waste materials to Kochi Prison are as follows:-

Prisons in Osaka District; Prisons in Hiroshima District, Prisons in Nagasaki District, and Prisons in Nagoya District (with the exception of Nagoya Detention House, Nagoya Prison, and Okazaki Juvenile Penitentiary).

Collection of Raw Materials for Paper Making and Transfer of the Same to the Custody of a Different Office -

(Notification from the Chief of the Penal Administration Bureau, Gyo-ko No.1035, August, 1938.)

By Gyo-ko No.1005 dated August 16, we have notified you that the rag and waste paper to be produced in your prison and can be used as the raw materials for paper making should be transferred to the custody of Kochi Prison. Owing to circumstances, you are required to transfer your rags to the custody of Shizuoka Prison as heretofore, which you will please note.

Re: Collection and Utilization of Waste Hemp and Other Waste Fibers -

(Notification from the Chief of the Penal Administration Bureau, Gyo-ko No.1035, August, 1938.)

The present circumstances in our economic circles render it very difficult for us to obtain the required supply of fibrous raw materials for papermaking, such as Manila hemp, considerably affecting the activities of the paper manufacturing shops in prisons. You are, therefore, requested to pay special attention to the collection of all fibrous waste materials to be produced at your prison work-shops, especially waste Manila hemp, and other waste hemp, waste hemp cord, and rope. If you have collected such waste materials, you will please transfer them to the custody of Shizuoka and Kochi Prisons in accordance with the geographical division as specified in our Notification Gyo-ko No.1005, August, 1938.

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Re: The Type of the Motor Bus for Use in Sending

Prisoners under Guard -

(Notification from the Chief of the
Penal Administration Bureau, Gyo-ko
No.177, February, 1925.)

The motor buses as stated above with which the prisons are provided at present are of different types, including such types not suitable for the purpose for which they are intended. The motor buses to be prepared for the purpose stated above in the future, therefore, shall be purchased after obtaining our approval by previously apply therefor, presenting to this office a sketch of the same and a detailed table showing expenses required for the purchase and operation thereof in contrast with the expenses for the purchase and operation of prison carriagehorses with which you are furnished.

(Note)

1. The car to be purchased shall be of the same type as a closed motor-bus.
2. Windows of the prison motor-bus shall be protected with a lattice work of iron bars, so that the prisoners may not escape. The lattice work of iron bars may be substituted by any other device that serve the purpose in view.
3. The windows shall be covered with frosted-glass panes or other things to hide from the eye of the public the disgraceful appearance due to the abovementioned devices for prevention of the escape of the prisoners.

Preparation of Motor Cars -

(Notification from the Chief of the
Penal Administration Bureau, Gyo-ko
No.1619, October, 1926.)

When you want to furnish your office with a motor car, you are required, even in cases where the car may be purchased with the expenditure allotted to your office, to consult us beforehand by giving us all details of the name of the car, price, capacity, type, (accompanied by a sketch), and the following documents.

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Also in case a change is to be made in the use of motorcars for building purposes after the completion of the work, the disposition is to be made in accordance with the above.

Notes

- A. In case of obtaining new cars (including cases of receiving transfer of custody):
 1. Motorcars for work.
 - a. Report of survey of transportation expenses for the last three years.
 - b. Report of survey of receipts and disbursements concerning work ordered by various government offices and public bodies for the last two fiscal years.
 - c. Report of survey of expenses concerning motor-cars. Salaries paid to drivers, various allowances and repair expenses, cost of gasoline and all other expenses.
 2. Motor-cars for escort:
 - a. Report of survey of the number of the accused who were taken into custody.
Report of survey of the average number of men per day for the last three years and report of survey of the number of men as at the end of each month (from month to 1.....month) and report of survey of the number of men who appeared before the court for the last one year, and the number of their presence before the court during the same period.
 - b. Report of survey of expenses under the existing method (including particulars of actual expenses for the last two years) and of expenses for motor-cars. (In respect of the cost of gasoline, it is required to show the number of

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visits to the courts, the distance to the courts, etc. and thus clarify the basis of calculation).

B. In case of obtaining additional cars:

1. Motor-cars for work.

a. Same as A, 1 (b).

b. Report of survey of principal items and quantities transported by motor-cars, as well as the number of transportations, during the last one year.

(In cases where it is specially necessary to make both-way trips covering long distances, mention to that effect must be additionally made).

c. Report of survey of additional expenses due to acquisition of additional cars.

2. Motor-cars for escort:

a. The same as in the case of obtaining new cars.

b. Report of survey of additional expenses due to acquisition of additional cars.

C. In case a car is required in order to replace one which has been put to disuse, etc., the date of purchase of the old car, its designation and the method of its disposition.

D. In case of installation of a motor-car by defrayment out of building expenses.

Full particulars concerning relations between building efficiency, supply of commodities, economy on expenses, etc.

re Replacement of Motor-cars.

(Instructions)

(At a conference of chiefs of Penitentiaries, July 1929).

There are frequent cases where, notwithstanding the fact that

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a new car has been purchased on permission for replacement obtained on the ground that an existing car was of no further use or its use was economically disadvantageous, the old car is again put to use after having it repaired. If an old car can be used again, there is no necessity to obtain a new car. In future, therefore, you are requested to pay careful attention to the matter of replacement, and to see that, as long as an old car can be used if it is repaired, it is not replaced by a new car.

re Investigation of Principal Machines at the Penitentiaries.
(March 1927. Notification of Chief of Penal Administration Bureau.
Gyo Ko No. 266).

Amended: May 1922. Gyo Ko No. 841.

Investigations of principal machines at the penitentiaries are necessarily important in case of mobilization for work, and it is consequently necessary to prepare a ledger under card system classified according to the kinds of machines at each penitentiary. You are requested, therefore, to make out the same in accordance with the attached forms and submit them to reach us not later than the last day of May. After the submission of this report, when a change is made due to disuse, purchase, transfer of custody, acquisition through production, etc. a report is to be made each time.

(Attached sheet).

1. Items investigated. (a) Motors. (b) Machine tools. (c) Vehicles.
2. Distinction between Headquarters and Branches.
3. Serial numbers are to be attached to the machines item by item.
4. In the column of investigations of items, for anything unknown, the word "Unknown" and for unconfirmed figures the word "Estimate" are to be entered.
5. If there are any different kinds of machines which are not specifi-

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cally mentioned in the Items, but are similar to those, these are to be entered by making corresponding columns.

6. Examples for making the lists, particulars and entry.

(a) List No. 1 Electric Motor.

Serial No.	25:
Type	Triple Induction type.
D.C. or A.C.	Alternating current.
Horse Power or Kilowatts.	5 H.P.
Number of revolutions (per minute)	1,500.
Where made.	Made by Shibaura.
Date of purchase month year.
Purchase price.	Yen
Use	Second Plant. Woodwork.
Result of use.	Good.
Remarks	Connected direct to a woodwork machine.

(a) List No. 2 Generator.

Serial No.	1.
Type	Triple 50 cycles.
D.C. or A.C.	Alternating current.
KW or KVA	10 Kilo watts.
Voltage	110 V.
Number of Revolutions	1,500.
Manufacturers	Meidensha.
Date of Purchase	(Meiji) 10 (Supposition).
Purchase Price	Unknown.
Use	For lighting.
Result of Use	Good.
Remarks	Unused at present.

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(a) List No. 3	Transformer.
Serial No.	3.
Type	Tripe 50 cycles.
KVA.	50
Primary Voltage	3,300
Secondary Voltage	220
Manufacturers	Shibaura
Date of Purchasetransfer of custody.
Purchase Price	Yen....Transfer of custody
Use	For work.
Result of Use	Good.
Remarks	Used for self-transformation.

(a) List No. 4	Storage Battery.
Type	GS-Type.
Discharge Capacity	150 Amp.-hr.
Discharge Time	10 hours.
Manufactory	Manufactured by Shimazu.
Number	50
Date of Purchase
Purchase Price	Yen.....(Unit price)
Use	For lighting.
Result of Use	Good.
Remarks	For use at time of stoppage of electric current.

(a) List No. 5.	Boilers. (No.1)
Serial No.	1
Type	Cornish
No. of H.P.	26
Diameter of Boiler shell (Ft.)	3.0
Length of Boiler shell (Ft.)	15.5

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Length of Grate (Ft.)	3.0
Width of Grate (Ft.)	2.42
Thickness of Chimneys and their total No.	---
Inner Diameter of Flue (Ft.)	24.2
Water-supply equipment	Injector 1. Washington 1

Serial No.	2
Type	Lancashire.
No. of H.P.	120.
Diameter of Boiler shell (Ft.)	5.0
Length of Boiler shell (Ft.)	29.2
Length of Grate (Ft.)	5.0
Width of Grate (Ft.)	2.5
Thickness of Chimneys and their Total Number	----
Inner Diameter of Flue (Ft.)	28.3
Water-supply Equipment	Washington 1.

Serial No.	4.
Type	Horizontal Tubular Boiler.
No. of H.P.	20
Diameter of Boiler shell (Ft.)	3.8
Length of Boiler shell (Ft.)	12.0
Length of Grate	3.5
Width of Grate	2.5
Thickness of Chimneys and their Total Number	3" 42 pcs.
Inner Diameter of Flue	---
Water-supply Equipment	Injector 1.

(a) List No. 5

Boilers (No. 2)

Serial No.	1
Amount of Water Supply per day (Koku)	20 koku
Steam Pressure.	

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Water Pressure Test	200 pounds.
Maximum	100 "
Ordinary Use	60 "
Kind of Safety Valve	Lever system.
Date of Installation
Purchase Price	Yen
Use	For sterilizing the kitchen,
Result of Use	Have frequently been repaired and no good.
Longevity of Boiler	Up to 1928.
No. of Men taken in per H.P.	66.3
Remarks	Requires to be replaced.

Serial No.	2
amount of water-supply per Day (Koku)	180 koku (Estimate)
Steam Pressure Test	200 pounds.
Water-pressure Test	200 pounds.
Maximum	100 "
Ordinary Use	60 "
Kind of Safety Valve	Weight system and Lever system in conjunction.
Date of Installation
Purchase Price	Yen
Use	For work.
Result of Use	Good Up to 1952
Longevity of Boiler	Good. Up to 1952
No. of Men taken in per H.P.	For boilers for work no entry is required.
Remarks	Used alternately with Boiler No.3 for paper-manufacturing.

Serial No.

4.

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Amount of water-supply per day (Koku)	15 Koku.
Steam Pressure	200 pounds.
water-pressure Test	200 pounds.
Maximum	100 "
Ordinary Use	75 "
Kind of Safety Valves	Spring system.
Date of Installation
Purchase Price	Yen
Use	For /Kitchen and Bath.
Result of Use	Repaired twice. Rather good.
Longvity of Boiler/No. of Men taken in per H.P.	Up to 1935 55.0
Remarks	Used alternately with No.5 of the same type of Boiler.

(a) List No. 6

Gas Generators.

Serial No.	1.
Type	Vertical Producer Gas Generator.
Kind of Fuel	Charcoal or Cokes.
Horse Powers	25.
Manufacturers	Made by Asahi Iron Works.
Date of Purchase
Purchase Price	Yen....(complete set)
Use	For Gas Engines.
Result of Use	Good.
Remarks	To the Generator, washing equipment, detergent equipment and gas tank are attached.

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Serial No.

2

Type

"Shimazu" Type Air Gas Generator.

Kind of Fuel

Material Light Oil

Horse Powers

25. For lighting.

Manufacturers

Manufactured by Shimazu.

Date of Purchase

.....

Purchase Price

Yen.....[Complete set)

Use

For Bunsen burners.

Result of Use

Good.

Remarks

Not used at present as construction work is underway. An air-blower and a gas tank are attached.

(a) List No. 7

Steam Engine. Steam Turbine.

Serial No.

3.

Type

One-stage Expansion Vertical Type Steam Engine.

Horse Powers

5.

No. of Revolutions.

200.

Manufacturing Plant

Niigata Iron Works.

Date of Purchase

.....

Purchase Price

Yen

Use

For Motive Power.

Result of Use

Good.

Remarks

Exchanged for an electric motor and is not now in use.

(a) List No. 8

Inner Combustion Engines - Gas Engines, Petroleum Engines, Gasoline Engines (except those equipped to motor fire engines), Heavy Oil Engines.

Serial No.

1

Type

Westing House 4 Stroke Gas Engine.

Horse Power

10 H.P.

No. of Revolutions	400
Kind of Ignition Equipment	Electric Sparks system.
Manufacturing Plant	Manufactured by westing House.
Date of Purchase
Pruchase Price
Use	For work and for...well jointly.
Result of Use	Good.
Remarks	Difficulty in getting electric power.

Serial No.	1
Type	2-Type 2-Stroke Gas Engine.
Horse Power	5.
No. of Revolutions	500.
Kind of Ignition Equipment	Ignition ball.
Manufacturing plant	Manufactured by Fukagawa Iron works.
Date of Purchase
Purchase Price	Yen.....
Use	For building purposes.
Result of Use	Good
Remarks	Temporarily used at place of construction.

(b) Form of Tables.

Item
Serial No.
Type
Worked by hand or motive power
Size or Horse Power required
Productive capacity (per hour)

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Area of Installation	Width (ft) x length (ft)
Manufacturing plant.	
Date of Purchase	
Purchase Price	
Result of Use	
Remarks.	

(b) Table No. 1 Pressmen (Example for entry)

Item	Printing-press.
Serial No.	1
Type	Hand Foot
Worked by Hand or Motive Power	-----
Size or Horse Power required	Post-card size.
Productive Capacity	1,000 copies per hour.
Area of Installation	1' x 15'
Manufacturing Plant	Manufactured by Teukiji
Date of Purchase	
Purchase Price	
Result of Use	
Remarks	
Item	Printing-Press
Item Serial No.	2.
Type	Foot.
Worked by hand or Motive Power	Treadle machine.
Size or Horse Power required	Double the size of "Mino" paper.
Productivity Capacity	1,200 copies per hour.
Area of Installation	2' x 2'
Manufacturing Plant	Manufactured by Aoyama Kappan.
Purchase Date	
Purchase Price	
Result of Use	

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Remarks.

Item	Printing-press.
Serial No.	5.
Type	Roll
Worked by hand or Motive Power	Motive Power
Size or Horse Power required	Octavo 4 pages.
Productive Capacity	1,500 copies per hour.
Area of Installation	5' x 3'
Manufacturing Plant	Manufactured by Hakubunken
Date of Purchase	
Purchase Price	
Result of Use	
Remarks	

Item	Printing-Press.
Serial No.	10
Type	Two Revolution type.
Worked by Hand or Motive Power	Motive Power.
Size or Horse Power required	Octavo full
Productive Capacity	40 copies per minute.
Area of Installation	6' x 9'
Manufacturing Plant
Date of Purchase	
Purchase Price	
Result of Use	
Remarks.	

Item	Flat Printing-machine
Serial No.	11
Type	Offset
Worked by Hand or Motive Power	Motive power

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Size or Horse Power required

Crown octavo full.

Productive Capacity

38 copies per minute.

Area of Installation

9' x 6'

Manufacturing Plant

Manufactured by Nakamura Iron Works.

Date of Purchase

Purchase Price

Result of Use

Remarks.

Item

Lithographing Printing-machine.

Serial No.

12

Type

Hand-drawing type.

Worked by Hand or Motive Power

Motive power.

Size or Horse Power required

"Masa" size.

Productive Capacity

180 per hour.

Area of Installation

2' x 3'

Manufacturing Plant

Manufacturing-Plant Hamada

Date of Purchase

Purchase Price

Result of Use

Remarks.

Item

Cutting-machine.

Serial No.

14

Type

Clause type.

Worked by Hand or Motive Power

Motive Power

Size or Horse Power required

50 inches in width

Productive Capacity

35 per minute

Area of Installation

7' x 5'

Manufacturing Plant

Clause Co. of Germany.

Date of Purchase.

- 14 -

Purchase Price

Result of Use

Remarks.

Item

Serial No.

Type

Worked by Hand or Motive Power

Size or Horse Power required

Productive Capacity

Area of Installation

Manufacturing Plant

Date of Purchase

Purchase Price

Result of Use.

Remarks.

Wire Stitching Machine.

15, 16.

Blamer Type.

Motive Power

1 inch in thickness.

60 per minute.

2' x 2'

.....

Item

Serial No.

Type

Worked by Hand or Motive Power

Size or Horse Power required

Productive Capacity

Area of Installation

Manufacturing Plant

Date of Purchase

Purchase Price

Result of Use

Remarks

Embossing Machine

17

"Daruma" type

Worked by hand

Octavo

10 per minute

15' x 2'

Kudo.

Item

Serial No.

Ruling Machine.

18, 19

Type
 Worked by Hand or Motive Power
 Size or Horse Power required
 Productive Capacity
 Area of Installation
 Manufacturing Plant
 Date of Purchase
 Purchase Price
 Result of Use
 Remarks

 Treadle machine.
 Octavo full
 10 per minute.
 6' x 9'

Item
 Serial No.
 Type
 Worked by Hand or Motive Power
 Size or Horse Power required
 Productive Capacity
 Area of Installation
 Manufacturing Plant
 Date of Purchase
 Purchase Price
 Result of Use
 Remarks.

Type Casting Machine
 From 20 to 25
 "Tsukiji" type.
 Worked by Hand
 For 2-L. brevier, English and
 small pica.
 8,000 per hour.
 15' x 15'

Item
 Serial No.
 Type
 Worked by Hand or Motive Power
 Size or Horse Power required
 Productive Capacity
 Area of Installation

Stereotype Casting Machine.
 From 26 to 27.
 "Vertical-Flow" type

 Octavo 4 pages.
 --
 25' x 2'

Manufacturing plant
 Date of Purchase
 Purchase Price
 Result of Use
 Remarks

...

Item

Photography Apparatus.

Serial No.

28.

Type

"Asanuma" type

Worked by Hand or
 Motive Power

Lens 150 MMFS

Size or Horse Power
 required

Quartering.

Productive Capacity

--

Area of Installation

...

Manufacturing Plant

...

Date of Purchase

Purchase Price

Result of Use

Remarks

Item

Lens Polishing Machine

Serial No.

29.

Type

--

Worked by Hand or
 Motive Power

Motive Power

Size or Horse Power
 required

Crown octavo full.

Productive Capacity

--

Area of Installation

6' x 7.

Manufacturing Plant

...

Date of Purchase

Purchase Price

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Result of use

Remarks

(b) Table No. 2 Woodworkers, Sawing, Construction,
Repairing, and Building Workers.

Items: Woodwork Lathes. Planers. Planing Machines.
Band-saws. Circle-saws. Borers. Frame-saws.
Mortising Machines. Tenoning Machines.
Scroll-saws. Moulding Machines. Saw-setting
Machines. Grinders and Polishing Machines.

(b) Table No. 3 Blacksmiths, Founders, Metal Workers,
Bicycle Workmen.

Items: Lathes. Planers, Shapers. Shearing and Punching
Machines. Drilling Machines. Power Hammers (Air
Hammers. Steam Hammers). Milling Machines.
Gear-Cutters. Boring Machines. Buffers.
Edge-tool Grinders. Presses. Slot Drilling
Machines. Bending Machines, Blowers. Gas
Welding and Cutting Machines, etc.

(b) Table No. 4 Leather Workers. Sewers.

Items: Sewing Machines. Special Sewing Machines.
Cutting Machines. Sew Making Machines, etc.
(Only one entry will be sufficient for machines
of the same type such as sewing machines, and
for the rest the serial numbers alone will be
required to be shown).

(b) Table No. 5 Weavers.

Items: Weaving machines. (In case there are many
machines of the same time, Serial Nos. from.....

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to..... are to be entered). Warping Machines.
Reeling Machines.

(b) Table No. 6 Hosiery Workers.

Items: Selvage Knitting Machines. Body Knitting
Machines. Waste Silk Knitting Machines.

(Bb) Table No.7 Cotton Workers.

Items: Willowing Machines.

(b) Table No.8 Laundry Workers.

Item: Dehydrating Machines. Washers.

(b) Table No. 90 Pounders. Breweries. Kitchens.

Items: Rice-Cleaning Machines. Grinding Machines.
Pressing Machines. Mixing Machines. Filter-
Presses.

(b) Table No. 10 Envelope Makers.

Items: Cutting Machines. Envelop Making Machines.

(b) Table No.11 Farming.

Items: Harvesting Machines. Weeders. Sowing-
Machines. Power Ploughs, Etc.

(b) Table No. 12 Paper-manufacturing Workers.

Items: Paper-manufacturing Machines. Beaters.
Screens. Filter-Tabs. Drying Machines.
Steam Boilers,
/Jordan Machines, etc.

(b) Subsidiary Machines for Various Works.

Items: Crushers. Ball-Mills. Kneading Machines.
Mixing Machines. Compressors. Collecting
Machines. Sieving Machines. Cutters.
Druing Machines. Concrete Mixers, etc.

(Show clearly for what work any of these
is used).

(b) Table No. 14 Other similar machines which are

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not listed in the above tables.

(c) Table No. 1

Motor-cars. Auto-bicycles (with side cars or rear cars)
 Auto-Tricycles. Motor-boats, etc.

Serial No. Designation. Type Size of Car Fixed No. of Riders or Loading Capacity. Horse Power Kind of Motive Power No. of Engines Fixed Mileage Date of Purchase Purchase Price Use Result of Use Mileage Sale-Price	
Remarks: Reason for Disuse of the Car and Its Disposition Name and Address of Purchaser. Method of sale, etc.	

(c) Table No. 2 Carriages and Sledges drawn by Horses.

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Serial No. Type Length and Width of Carriage No. of Horses. Fixed No. of Riders or Loading Capacity Date of Purchase Purchase Price Use Results of Use Remarks	
---	--

(c) Table No. 4 Bicycles. Rear-Cars.

Serial No. Type Date of Purchase Purchase Price Use Results of Use Remarks.	
---	--

(c) Table No. 5 Cranes. Elevators. Conveyors.

Serial No. Type Loading Capacity. Size Date of Purchase Purchase Price	
---	--

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Use

Result of Use

Remarks

(c) Table No. 6 Fire Engines. suction Pumps.

Serial No.

Type

Worked by Hand or Motive Power

Total Head or Pressure

Amount of Lift (per minute)

Date of Purchase.

Purchase Price

Use

Result of Use

Remarks

7. This record to be prepared as of 30 April.

Re Revision in Reporting Principal Machinery
in Use at the Penitentiaries.

(May 1932. Notification of Chief of Penal Administration
Bureau. Gyo Ko No. 841)

In connection with changes in principal machinery in use at the penitentiaries, you have been making reports in accordance with Notification Gyo Ko No. 256 of March 1927. Now that, however, representative penitentiaries in connection with the manufacture of articles for official use have been designated under Notification Gyo Ko No. 757, it becomes necessary for the chiefs of the representative penitentiaries to be well acquainted with the conditions of

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machine tools among the principal machinery in use at each penitentiary under their respective jurisdiction for management of business relative to the planning of work, acceptance of orders, distribution of manufactured articles concerning all the penitentiaries within the areas allotted to them. Under the circumstances, it has been decided that each penitentiary will make a report every time a change is made to the representative penitentiaries concerned in the same manner as to this Bureau. In order, therefore, to simplify the reports, to unify their forms and to facilitate the making of the reports, the present system of reporting together will forthwith be changed to the card system. The necessary cards for this purpose are at present being prepared at the Toyotama penitentiary and will be distributed in the near future. You are instructed that in future you use the said cards and make an immediate report of any change in the principal machinery in accordance with the method shown in separate paragraphs.

In order to make sure that the original cards at this Bureau are correct, we request you to make a further report by preparing cards for all the principal machinery at your penitentiary. The term of submission of these cards is to expire on the last day of June, and it will be in order to omit your report of any change which may occur during the period of readjustment.

1. Important points in the revision of the method of reporting.

Up to the present time a report of changes has been made under the system of writing together with the result that a report has frequently been made in connection with several kinds of machines covering a period of several months. This has led to omissions and erroneous entries, often giving rise to discrepancies between the original cards at this Bureau and the actual state of machinery at the penitentiaries.

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Under the present revision, if any change takes place, it will be reported at once by means of a card and, consequently, our original cards will always be exactly correspond with the actual conditions of machines.

2. Designation of card blanks.

Kind of card Blank	Use
(a) Blank for List No. (With definite characters such as Direct Current or Alternating Current)	(a) List No. 1 (a) List No. 2 (a) List No. 3
(a) Blank for List No. 5	Exclusively used for Steam Boilers
(a) Blank for List No. (With blank columns without definite characters)	(a) List No. 4 (a) List No. 6 (a) List No. 7 (a) List No. 8
(b) Blank for List No.	Whole of Machine-tools
(c) Blank for List No. 1	Motor-cars Auto-Bicycles. Motor-boats
(c) Blank for List No.	(c) List No. 2 (c) List No. 3 (c) List No. 4 (c) List No. 5
(c) Blank for List No. 6	Exclusively used for Fire-Engines and Suction Pipes.

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3. Transfer of Custody of Card Blanks.

This time the card blanks will be made at the Toyotama Penitentiary and will be distributed to the various penitentiaries.

In future the required quantify is to be applied for to the Toyotama Penitentiary at the beginning of each fiscal year and receive transfer of custody by each penitentiary.

4. Making out of Original Cards.

Each penitentiary will forthwith make up new cards in duplicate for each item (but in triplicate in respect of (b) Lists) of all the principal machinery by referring to the actual articles, and one copy is to be made the original card for the penitentiary and the other copy is to be submitted to the Penal Administration Bureau.

In the case of (b) Lists, however, the remaining one copy is to be sent to the representative penitentiary to which the penitentiary belongs.

The above means in short that in connection with machine-tools the Penal Administration Bureau, the representative penitentiaries and the penitentiaries themselves will have the same original cards, and in respect of other machinery than machine-tools, the Penal Administration Bureau and the Penitentiaries concerned will be able to know the actual conditions at the spot through the same original cards.

Notes: (1) The serial numbers for the machines which are to be attached to the new cards by which reports are made this time, in order to facilitate the making out of the cards, need not correspond with the numbers under which the machines have heretofore been reported to this Bureau. Care must be taken, however, that all machines including those which have heretofore been omitted are reported without fail.

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(2) In these cards all machines must be entered without omission no matter whether they are under the charge of the works section or the supplies section or whether they are in or out of the places of works or in stock at the warehouse or elsewhere.

(3) Up to the present time, for new purchases additional numbers have been attached and for those machines which have been put to disuse, their numbers have been left vacant. In future, however, this method of disposition may be changed and the vacant numbers may be filled up by newly purchased machines.

(4) For machines belonging to a branch penitentiary the cards are to be prepared by the main penitentiary, and the distinction between the main penitentiary and a branch penitentiary is to be made clear. The report of changes is to be handled by the main penitentiary.

5. Report of Change of Principal Machinery.

Changes after the submission of new cards at the end of June are to be made promptly in accordance with the following method of handling (This report, for the sake of simplicity, is to be dispatched in an envelope with the words "Report of Change of Principle Machinery" written on it in red ink. It is not necessary to attach a title-leaf or a letter to the card).

(A) Prime Movers and Conveyors (Machines coming under the categories of (a) List and (c) List).

(a) In case of purchase or receipt of manufacture, the necessary matters concerning the machine will be entered on two cards in the same manner and one card will be added to the original cards for the principal machinery in the custody of the penitentiary, and after

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the other copy is to be sent to the Penal Administration Bureau.

- (b) In case of disuse, the reason for disuse, method of disposition, sales price, etc. will be written in red ink in the Remarks column on the card concerned in the custody of the penitentiary, and after stamping the seal of the person in charge, it will be forwarded to the Penal Administration Bureau.

On receipt of this report the Penal Administration Bureau will examine the card in question by reference and the matter will be readjusted.

- (c) In case of transfer of custody from A Penitentiary to B Penitentiary, the machinery is to be sent direct from A Penitentiary to B Penitentiary. At the same time, A Penitentiary will send the cards concerned to the Penal Administration Bureau with the date of transfer of custody and the name of B Penitentiary written on the Remarks column in red ink and the seal of the official in charge stamped on it.

The Penal Administration Bureau will adjust its original cards on the strength of this report, and after making the necessary entries on the card received from A Penitentiary, will send the same to B Penitentiary, which will add it to the original cards in its custody and make the necessary adjustment of its records.

When B Penitentiary receives the card of A Penitentiary, it will examine the same by reference to the machine of which transfer of custody has been made, and will rewrite the number on the card, after which, by way of acknowledging receipt of the card, it will notify the Penal Administration Bureau of the new number, together with any changes which may be made on the card.

- (2) Machine-Tools (Articles coming under the category of (b) Lists.)

- (a) In case of purchase or receipt of manufacture, the necessary

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matters concerning the articles will be entered on two cards in the same manner, and one card will be added to the original cards for the principal machinery in the custody of the penitentiary, and one card will be sent to the representative penitentiary in the area to which it belongs in connection with the production of articles for official use under Notification Gyo Ke No. 757 and the remaining one card to the Penal Administration Bureau.

The representative penitentiaries will arrange cards of each penitentiary in its territory in accordance with List Nos. and respective penitentiaries, and make use of them as data for knowing the existing conditions of principal machinery at each penitentiary and for mobilization in order to carry on work.

(b) In case of disuse, the reason for disuse, method of disposition, sales price, etc. will be written in red ink in the Remarks column on the card concerned in the custody of the penitentiary, and after stamping the seal of the official in charge, it will be forwarded to the representative penitentiary.

When the representative penitentiary receives a card in connection with disuse from a penitentiary in its territory, it will take out the card concerned from among the original cards in its custody and will enter the words "checked for Disuse" on it, and after stamping the seal of the official in charge on it, will send the same together with the other card sent from the penitentiary, to the Penal Administration Bureau.

(c) In case of transfer of custody from A Penitentiary to B Penitentiary, the machinery will be sent direct from A Penitentiary

will

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to B Penitentiary. At the same time, A Penitentiary will send the cards concerned to the representative penitentiary in whose territory A Penitentiary is located with the date of transfer of custody and the name of B Penitentiary written on the Remarks column in red ink and the seal of the official in charge stamped on the cards.

When the representative penitentiary receives a card from A Penitentiary.

- A. If B Penitentiary is located in its territory, the representative penitentiary will change the name of the penitentiary and enter the date of transfer of custody on the card concerned, and after stamping the seal of the official in charge upon it, will readjust the original card accordingly, and will forward the card received from A Penitentiary to the Penal Administration Bureau with the stamp "Adjusted" on the Remarks column on it. The Penal Administration Bureau will adjust its original cards on the strength of this report and will send the card of A Penitentiary to B Penitentiary, which will keep the same in custody among the original cards in its custody. When B Penitentiary received the card of A Penitentiary, it will examine the same by reference to the machine of which transfer of custody has been made, and will rewrite the number on the card, after which, by way of acknowledging receipt of the card, it will notify the representative penitentiary and the Penal Administration Bureau of the new number, together with any changes which may be made on the card. When the representative penitentiary receives the notice, it will rewrite the number of the card in question and, after stamping the seal of the official in charge, on the card, the case will be closed as completed.
- B. When B Penitentiary is not located in its territory, the representative penitentiary will take out the card concerned from among the cards in its custody, and after stamping the seal of the official in charge, will forward it to the Penal Administration Bureau, together with the

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card of A Penitentiary. The Penal Administration Bureau, after adjusting its original cards on the strength of the card concerned, will send the card of A Penitentiary to B Penitentiary and the other card, after making the necessary entries on the same, to the representative penitentiary in whose territory B Penitentiary is located. When B Penitentiary receives the card of A Penitentiary, it will examine the same by reference to the machine of which transfer of custody has been made, and will rewrite the number on the card, after which, by way of acknowledging receipt of the card, it will notify the Penal Administration Bureau and the representative penitentiary to whose territory it belongs of the new number, together with any changes which may be made on the card. When the representative penitentiary receives the notice, it will rewrite the number of the card in question and, after stamping the seal of the official in charge on the card, the case will be closed as completed.

Caution: For the time being, each penitentiary in the 1st District will omit reports to the representative penitentiary for the district.

Reference: The Representative Penitentiaries concerning the manufacture of articles for official use under Notification Gyo Ko No. 757 and their divisions are as follows:

	Representative Penitentiary	Penitentiaries in each District
First District.	Sugamo Penitentiary	Tokyo, Miyagi and Penitentiaries under the jurisdiction of Sapporo Appeal Court and Juvenile Penitentiaries.

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Second District	Osaka Penitentiary	Osaka and Nagoya. Penitentiaries under the jurisdiction of Sapporo Appeal Court and Juvenile Penitentiaries.
Third District	Hiroshima Penitentiary	Hiroshima and Nagasaki. Penitentiaries under the jurisdiction of Sapporo Appeal Court and Juvenile Penitentiaries.

For the time being, however, the First District will be controlled by the Chief of the Penal Administration Bureau.

 Re Partial Revision in the Method of Reporting Principal Machinery at Penitentiaries and Resubmission of Cards.

(December 1938. Notification of Chief of the Penal Administration Bureau. Gyo Ko No. 1435).

More than six years have now elapsed since a revision in connection with the above-mentioned cards was put into force by virtue of Notification Gyo Ko No. 841 of May 1932.

Due to many omissions and errors in reporting renewals, disuses and other changes which took place during this period, there are discrepancies between the original cards at this Bureau and the actual conditions at the penitentiaries or at the representative penitentiaries. In view of this fact, together with the alterations in the works control districts, you are requested to prepare cards in duplicate for the machinery as of 10 January, 1939, in order to make the records perfect, and to preserve one set as the original records at your penitentiary and to forward the other set to this Bureau by the end of January. In connection with (b) Lists, however, a further set will be sent to the representative penitentiary to which

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your Penitentiary belongs.

Notes

1. For the kinds of card blanks to be used, reference is to be made to Notification Gyo Ko No.841 of May 1932.
2. For the supply of card blanks, an application will be made to the Toyotama Penitentiary, from whom transfer of custody is to be made.

In printing card blanks at the penitentiaries themselves.

Japanese vellum weight 150 pounds, size crown octavo, is to be used.

3. The numbers to be attached to the new cards which are to be made out this time, in order to facilitate survey at the spot, need not correspond with the numbers of the existing cards. Care must be taken that no omission is made in reporting by means of the new cards.

4. No same number is to be used in the same number of List. Through numbers are to be used.

In the past, errors were made in adjustment because the numbers were commenced from 1 for the respective kinds of machinery or of works.

This is inconvenient in making adjustment and care must be taken in this respect. In order, however, to remove deficiencies in unity which has been one of the cause for the repetition or discrepancy of the numbers for machinery in custody of the works section and of the supplies section, the machinery in custody of the supplies section is to be treated separately from the machinery in custody of the works section, and at the head of the numbers the word "Supplies" is to be added, and an independent system is to be instituted as per No.1 of List No.4.

5. When a transfer of charge is made of the machinery referred to in the preceding paragraph, it is necessary to make the report in the same manner as in the case of ordinary changes.

6. In respect of machinery in stock, care must be taken so that no omission in reporting is made.

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7. Formerly, reports for branch penitentiaries have been made by the main penitentiary, but this method will be abolished and each branch penitentiary will submit cards direct.

8. Formerly, reports of movement were made in some cases as late ^{as} several months because they were made after the adjustment of transfer documents in the case of transfer of custody and the completion of necessary documents in other instances, so that omissions of reports frequently took place due to change of officials in charge or to other reasons occurring in the meantime. In view of this fact, in future regular reports are to be made at the end of each month covering changes during that month based on the actual changes at the spot.

9. In cases where no changes have taken place, a report is to be made regularly to that effect by postcard so as to facilitate adjustments at this Bureau.

10. In case a vacant number occurs due to a change, it must not be filled up later because such action will likely lead to an error in effecting adjustment.

11. In the "Caution" for the making out of cards in Paragraph 4 of Notification Gyo Ko No. 841 of May 1932, (2), (3) and (4) are deleted.

12. In the same Notification, the paragraph "Caution" at the end of it is deleted, and the column for Reference is amended as follows:

The representative penitentiaries under Notification Gyo Ko No. 52 of January 1938 and their division shall be as follows:

	Representative Penitentiary	Penitentiaries in each District
Tokyo District	Fuchu Penitentiary	Tokyo Prison; Penitentiaries under jurisdiction of Tokyo Appeal Court and Juvenile Penitentiaries.

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Osaka District	Osaka Penitentiary	Penitentiaries under jurisdiction of Osaka Appeal Court and Juvenile Penitentiaries
Nagoya District	Nagoya Penitentiary	Nagoya Prison; Penitentiaries under Jurisdiction of Nagoya Appeal Court and Juvenile Penitentiaries
Hiroshima District	Hiroshima Penitentiary	Penitentiaries under jurisdiction of Hiroshima Penitentiary and Juvenile Penitentiaries.
Nagasaki District	Nagasaki Penitentiary	Penitentiaries under jurisdiction of Nagasaki Appeal Court and Juvenile Penitentiaries.
Miyagi District	Miyagi Penitentiary	Penitentiaries under jurisdiction of Miyagi Appeal Court and Juvenile Penitentiaries.
Sapporo District	Sapporo Penitentiary	Penitentiaries under jurisdiction of Sapporo Appeal Court and Juvenile Penitentiaries.

Re Adjustment of Registers concerning Horses
and the Handling thereof.

(March 1922. Notification of Chief of Account Section, Justice Minister's Secretariate. Kai Ko No. 839).

Notification as per attached copy has recently been received from the War Office in connection with the above subject.

In case horses are being kept at your office or anywhere under your jurisdiction, you are requested to act in accordance

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with the purport of the notification including adjustment of registers and other matters.

(Attached sheet).

(March 1922. Vice-Minister of War. Riku Fu No.993. To Vice-Minister of Justice)

Some time ago, the Horse Registration Law was enacted, but the same law is not applicable to horses owned by the State.

In case, therefore, horses owned by the State are being kept anywhere under your jurisdiction, it is desired that each department or bureau which is in direct charge of the horses will prepare a register of the horses embodying matters provided for in the Horse Registration Law at the same time as the enforcement of the Law, so that, besides contributing to investigation of various matters concerning the horses, if the horses concerned come under the provisions of the Horse Registration Law, the register or copy thereof may be delivered to the owners of the horses in order to facilitate the operation of the Horse Registration Law. You are requested to notify each department or bureau under the jurisdiction of your office of this requirement.

re Use by Accommodation among Penitentiaries of

Useless Goods and Articles for Work at Penitentiaries.

(February 1905. Notification of Chief of Bureau of Prisons.

Kan Ko No.138).

Among supplies at the offices or prisons and articles which become useless at a particular prison due to curtailment or abolition of work, there are goods which can still be used to quite good purposes.

It is very regrettable from the viewpoint of prison management, however, that such goods are disposed of as entirely useless or piled up in warehouses with the result that disorder is caused, and in some cases, due to the nature of the articles, they become damaged or repairing becomes necessary as they are kept for a long time.

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it is necessary, therefore, that each prison will endeavor to administer to each other's needs by mutually accommodating articles for which it has no need, thereby readjusting the supply and demand of articles and especially effecting economy in expenses. In future, therefore, you are requested that, in case any articles which can be used become useless at your place you will notify prisons in your vicinity or prisons with which you have transportation facilities each time, and, if the articles in question are required by any other prison, you will arrange for transfer of custody accordingly.

When there are any articles for which you have no further use or in case your prison has effected the transfer of custody of such articles, you are requested to make a report each time of the names of the articles concerned, their quantities and purchase prices to this Bureau each time.

Re Classification of Implements necessary for the Manufacture of Articles.

(April 1928. Notification of Chief of Account Section, Justice Ministry. Kai Ko No. 1620 and others combined).

Woollen needles, sewing-needles, needles for a sewing machine, types and rules which are required for the manufacture of articles are to be classified as articles of consumption and grindstones ~~and~~ ~~grindstones~~ and brushes as implements.

re Classification of Gramophone Records.

(February 1925. Enquiry from Chief of Miyagi Penitentiary. Hatsu No. 123)

Is it in order to deal with gramophone records as articles of consumption or are they to be adjusted as supplies? ...

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(March 1925. Reply by Chief of Account Section, Justice
Minister's Secretariate. Kai Ko No. 839)

It will be in order to adjust the same as articles of
consumption. ---

Re Standards for Classification of Clothes for Prisoners.
(June 1913. Enquiry from Governor of Shizuoka Prison.
Hatsu No. 938).

According to the Standard List of Classification of Articles
under Article 78 of the Regulations for Accounting Business at Prisons
(Article 67 of the Regulations now in force), clothes granted
to warders, employes for control of female prisons, etc. belong
to articles of consumption among the office supplies, and as it
is provided that the standards of classification of articles
for the prison's use are in accordance with those for the office
supplies, we conclude that the clothes for prisoners can properly
be treated as articles of consumption. We have some doubt,
however, on this point and wish to have your opinion in this
regard.

(July 1913. Reply by Chief of Account Section,
Justice Minister's Secretariate. Kai Ko No. 120).

In the Remarké column on the List of Standards it is provided
to the effect that articles allowed are to be treated as articles
of consumption and articles lent as supplies. It is to be
understood, therefore, that the clothes for prisoners belong to
the supplies. ---

Re Stamping of Characters "For Prison Use" on Blanks and
Envelops.

(1913. At Prison Governors' Conference)

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(Caution).

To stamp without fail the characters "For Prison Use" on blanks and envelopes.

re Request for Blank Cheques.

(January 1922. Notification of Chief of Account Section, Justice Minister's Secretariate. Kai Ko No.287)

In view of the fact that as from 1 April of this year payments are to be made by cheque, it is to be noted that each office requires to send in an application for blank cheques direct to the Bank of Japan concerned (Head Office, Branch Offices or Agencies) showing the quantity required.

P. S. omitted.

Re Entry in Book of Receipts and Disbursements of Articles in case of Revision of Prices on account of Products being out of fashion.

(December 1904. Enquiry from Governor of Okinawa Prison. Oki Hatsu No.950).

In connection with the revision of prices registered on the book of receipts and disbursements of articles on account of poor workmanship of products or products going out of fashion, the following points of doubt have occurred, and we would appreciate your opinion on the same:

1. Among the products, luncheon-boxes which have no metal fittings have no demand because they are inconvenient for the users, and they have been lying in stock for a long time. In order, therefore, to attach metal fittings on them at the cost of 3 sen per piece after the luncheonboxes have been registered at a certain price on the book of receipts and disbursements of articles, it becomes necessary to revise the price on the book of receipts and disbursement of articles.

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What disposition should we make in such a case?

2. In cases where certain products, due to poor workmanship or to their being out of fashion, are not in demand and have been lying in stock for a long time, and unless their prices are reduced they cannot be disposed of, it will be inevitable to revise the prices on the book of receipts and disbursements of articles. What disposition should we make in such a case?

(December 1904. Reply by Chief of Accounts Section of Justice Minister's Secretariate and Chief of Supplies Section.

Kai Ken Ko. 269)

Paragraph 1. It will be in order to show the cost of production in the column "Manufactured Goods" and to show the cost of metal fittings in the column "Materials".

Paragraph 2. It will be in order to enter the reason in the Remarks column in the book of receipts and disbursements of articles and to show the amount of reduction in the section of "Price" in the column "Receipts".

Re Transfer of Custody of Types for Printing.

(May 1926. Notification of Penal Administration Bureau.
Gyo Ko. No. 800).

In connection with the above matter, we notified you by Gyo Ko No. 207 of February 1926 and Gyo Ko No. 391 of March of the same year to make a deduction from business expenses based on the price of transfer for the time being. However, in consideration of the present conditions, etc. accompanying the enforcement of the budget it has become impossible to allow the said deduction, of which please take note.

re Adjustment of Articles used in Construction

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Works under Direct Management of Prisons.

(May 1901. Notification of Chief of Account Section and Chief of Bureau of Prisons, of Ministry of Justice. Kai Ken Ko No.169.

To: Prefectural Governors and Governors of Convict Prisons).

Articles purchased from construction expenses or repair expenses for the use in construction work under direct management or articles acquired for the same purposes by any other means are to be adjusted by classifying them either as building implements in the office supplies or as building materials in articles of consumption, of which please take note.

Building Implements means implements and appliances required for construction work and building materials include lumber, stone, metals, etc. which are used in building, and these are to be adjusted by classifying them item by item.

re Caution concerning ^{ba}Abandonment of Useless Articles.

(July 1907. Notification of Chief of Accounts Section of the Ministry of Justice. Kai Ken Ko No.121. To: Presidents of Courts of Appeal and Chiefs of Local Courts.)

In throwing away useless articles it is essential for each office to make the necessary disposition after making full investigations regarding their values or the possibility of their utilization.

Our attention has just been drawn by the Board of Account that there are certain instances where the necessary care is not taken.

We are notifying you by order, therefore, to be far more careful and prudent in the disposition of useless articles in future.

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Suppliers to be entered in Acceptance
Order Slip.

(January 1916. Enquiry from Kanazawa Prison. Kan
Otsu 1 of No. 161).

In connection with Form "Slip A" (present Form No. 26) under
Article 26 of the Regulations covering Accounting Business at Prisons,
there is no point of doubt in the case of acceptance of articles purchased,
but in case of acceptance of articles manufactured by enterprises
conducted by the Government, it can always be said that the suppliers
are absolutely the "Prisons", and, therefore, in such a case, is not it
unnecessary to provide the column on the slip for "Suppliers?"

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(January 28, 1916. Reply by Chief of Account Section, Justice Ministry; Kai Ko No. 60)

The above-mentioned order sheet is a material on the strength of which to receive an order from a prison governor or the chief of a branch prison to be prepared by an official in charge of accounts concerning articles, and not to be prepared by a prison itself. Consequently, in view of the necessity for clarifying the suppliers of the articles concerned, the official concerned in charge of accounts concerning articles is required to enter the name without omission whether it is a prison, a branch prison or any other prison than the one to which he belongs or a private individual.

Classification of Agricultural Implements.

(July 1913. Enquiry from prison Governor of Azumori prison; Ao Kan Hatsu No., 1, 008 - 1)

Among the standard articles for work mentioned in the ~~last~~ classified list of articles attached to Article 78 (at present Article 67) of the Regulations governing Accounting Business, in Prisons those which are to be classified among articles of consumption are shown in the last paragraph of the same Article, and regarding machines and implements, it is, of course, quite clear, from the answer given to an enquiry regarding the Regulations governing Account Business in Prisons that they are to be adjusted as articles for supplies. However, in a prison such as our prison which makes agriculture its principal task, there are lots of articles coming under the category of machines and implements, such as manure tanks, manure casks, manure ladles, mallets, funnels made of tin-plate, watering-pots, poles, sieves, insect-catching ~~net~~ nets, shoulder-ropes, mat earth-carriers, poles for the same, basket, crates, miscellaneous tubs, miscellaneous appliances,

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etc., which are inferior both in the standard list of consumption articles attached to Article 78 (at present Article 67). *in quality and value in comparison with articles listed* Consequently, lack of unity is often experienced in the handling of these articles and it is in reality difficult to adjust these articles as supplies. This letter is to ask, therefore, if it is order for us to adjust these articles ~~and~~ articles for consumption.

(July 1913: Reply by chief of Accounts Section, Justice Ministry, Kai No, No. 334)

With reference to your enquiry as the provisions in the last paragraph of the attached list must be followed, it does not seem to be in order to make adjustments along the line you propose.

Vegetables to be used by prison among ~~agricultural~~ *agricultural* Products.

(October 1913, Enquiry from Prison Governor of Zesho Prison; Kan Hatsu No. 2139).

Among the foodstuffs for the prisoners, in respect of such as vegetables which are consumed soon after they are purchased and there does not occur the fact of keeping them in custody, it is provided that order for purchase, acceptance and handing over may be omitted on the strength of the register for articles paid for promptly, in the case of agricultural products, ~~however,~~ *however,* although they are of the nature of articles for which prompt payment is to be made, the divisional articles account official requires to effect production acceptance, register the same in the book of receipts and disbursements of articles, and after obtaining a decision for sale, to go through proceedings for disbursement, and all this seems to be a very complicated affair compared with the disposition being done by the chief articles accounts official.

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is it impossible for the divisional articles official to make arrangements so that he can accept and disburse articles by dispensing with the complicated procedures on the strength of something like the register of articles for which prompt payment is made?

(February 1913. Reply by Chief of Account Section of Justice Ministry. Kai Ko No. 971).

In connection with products turned out by prison task, even where they are of the nature of articles for which prompt payment is to be made, it is to be understood that the procedure as provided for cannot be dispensed with.

Transfer of Custody by Divisional Articles Account Official.

(April 1915. Enquiry from Governor of Kanazawa Prison. Kane Otsu 5 of No. 793).

As a result of curtailment of the paper-mill under the management of the Fukui Branch Prison, it is proposed to ~~turn~~^{turn} over the materials and machines and appliances to the Shizuoka Prison where the paper mill is being expanded. However, in view of the fact that ~~these~~^{these} articles are in the custody of the divisional account official in charge of articles produced by prison ~~task~~^{task} (1) is it necessary to once return the same to the chief articles account official of the Kanazawa Prison and then to proceed with the transfer of custody to the chief articles account official of the Shizuoka Prison? or (2) is it in order for the transfer of custody to be made from the divisional articles account official of the Fukui ^{Branch} Prison to the divisional articles account official of the Shizuoka Prison?

(April 1915. Reply by Chief of Account Section of Justice Ministry. Kai Ko No. 64).

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Without returning them to the chief articles account official, it may be in order to effect the transfer of custody, as mentioned by you. ---

Disposition of Machines, Implements and Materials for Building Use.

(March 1927. Enquiry from Chief of Kushiro Penitentiary. Hatsu No. 336).

The building of this penitentiary has at last been completed. Therefore, of the objects mentioned above, materials left over we wish to keep for repairs of various parts when required, while many of the machines are in a state of breakage and the tin-plate and special implements required for reproofing ~~do not~~ ^{do not} belong to ~~one~~ ^{one} penitentiary. Under the circumstances, we hereby ~~ask~~ ^{ask} if it will be in order for us to dispose of them ~~of them~~ by redistribution as per attached statement showing particulars of disposition. (Attached sheet omitted).

(May 1927. Reply by chief of account Section of Justice Ministry. Kai Ko No. 1286).

Referring to ~~your~~ ^{your} enquiry Hatsu No. 336 dated 21 March under the above subject, it will be in order to make the disposition along the line mentioned by you.

Date of Disbursement to be shown on Book of Receipts and Disbursements in case of Change of Custody.

(May 1915. Enquiry from Governor of Osaka Prison ~~Prison~~. Ko Hatsu No. 1249).

When transferring the custody of articles in the custody of the articles account official or deposit of money in the custody of extra-budget account official to another government office, it has been our practice in cases where these are forwarded by ordinary mail or draft or other methods to ~~transfer~~ ^{treat} them on the books as having been

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disbursed, on the day on which they actually left the hands of the account official on the order for disbursement of articles or deposits. N However, at the time of a recent inspection by an auditor, he expressed the view that it is more proper to effect the disbursement on the ~~arrival~~ ^{arrival} of a receipt from the account official of the other office. We are, therefore, in doubt as to which method of treatment is correct and shall be obliged by your instructions in this regard. May 1915.

(Reply by chief of Account Section of Justice Ministry. Kai Ko. No. 814)

It will be in order to deal with the matter in question in ~~the~~ ^{the} same manner as heretofore.

Adjustment of Articles lost in Mail Transit.

(June 1919. Enquiry from the Office of the Clerks of Kanazawa to Local ~~Court~~ ^{Court} Nikki Kai No. 1103).

On 8 May of this year, this court submitted to the Shirita-rezaka Post office in this city a parcel containing a supply of blank forms for registration for use during this year, etc. addressed to the Nishiumi Branch of the Wajima District Court under the jurisdiction of this court, but the parcel has not reached the Nishiumi Branch (omitted), and its whereabouts is unknown. As the blank forms have left the custody of the official in charge through proper procedure and the entry on the book of receipts and disbursements has been made, we consider that even if the parcel is not discovered in future it is not to be treated as lost by cancelling the ^o procedure already taken, but it must be disposed of by obtaining a document from the post official certifying to the fact and regarding it as a voucher for disbursement in place of a receipt from the Nishiumi Branch. We are, however, somewhat in doubt as to whether our interpretation in this regard is correct and would request your instructions concerning the disposal of this matter.

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(June 1919. Reply by chief of Account Section of Justice Ministry Kai Otsu No. 6765).

Although it is not to be blamed, when articles to be transported are put to mail or delivered to forwarding agents, to register them on the account-book as having been disbursed, this is mainly for convenience sake in practice. In reality, in respect of articles to be transported from one government office to another, the responsibility for custody rests with the dispatching office until the articles are actually received by the receiving office. Therefore, theoretically, the entry of disbursement in the account-book of the dispatching office should be made based on the date mentioned on the receipt from the receiving office. However, if it is strictly stipulated that the entry of disbursements in the account-book of all articles being transported must be done in accordance with this principle, it will involve very great ^{trouble} ~~trouble~~ in order to get around this inconvenience, the procedure now ^{in practice, and} being taken has been recognized as an expedient ^{where} ~~where~~ no inconvenience is thereby caused. Under the circumstances, in the case such as the present one, there will be no alternative but to cancel the disbursement entry, and after investigation of facts, if it is established that the articles have been actually lost, it will be necessary to pass a decision that the goods have been lost and with the written decision as a voucher, to make an entry of disbursement on account of loss.

Standards of Charcoal Manufactured or Purchased by the Government.

(April 1929. Commerce and Industry Ministry Notification No. 13).

The charcoal to be manufactured or purchased by the Government ~~shall~~ ^{shall} be on the following standards provided, however, that these standards ~~shall not~~ ^{shall not} apply in cases where there are unavoidable circumstances.

CHARCOAL

(Japanese Standards No. 57)

Article 1: This standard shall be applicable to the ordinary charcoal for use as fuel, provided that it may be applied mutatis

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mutandis to charcoal for polishing, ~~metallurgical~~ ^{metallurgical} and other special uses.

Article 2: Charcoal shall be classified into the following two kinds according to the process of manufacture:

1. White Charcoal: White Extinguishing Method (Ordinary method of extinguishing outside the kiln, i.e. the method of extinguishing by taking the material ~~out~~ ^{out} of the kiln or any equipment ^P which can be regarded as a kiln.

2. ~~Black~~ ^{Black} Charcoal: Black Extinguishing Method. (Ordinary method of extinguishing in the kiln, i.e., the method of extinguishing within the kiln or any equipment which may be regarded as a kiln).

Article 3: Charcoal may be classified into the following four kinds according to its shapes:

1. "Maru" (Round): Charcoal whose transverse section is round and which is more than 6 cm in length.

"Maru" charcoal may be subdivided, according to its diameter, into "Momaru" (Small ~~Round~~ ^{Round}) (~~less~~ ^{less} than 3 cm); "Nakamaru" (Medium ~~Round~~ ^{Round}) (~~more~~ ^{more} than 3 cm, but less than 6cm.) and "Daimearu" (Large Round) (~~more~~ ^{more} than 6cm, but less than 10 cm). Charcoal whose diameter is more than 10 cm, shall be regarded as "Owari" (Large Split). "Wari" (Split): Charcoal whose transverse section is ~~is~~ rugged and which is longer than 6 cm.

"Wari" charcoal may be subdivided, according to the length of the transverse section, into "Kowari" (Small Split) (less than 6 cm.) and "Owari" (Large Split) (more than 6cm.)

3. "Ara" (Rough): charcoal whose length is less than 6 cm, and which remained in a metal sieve with holes of 2mm. square.

4. "Ko" (Powder): Charcoal which is screened by a metal sieve with holes of 2 cm. square. "Maru" charcoal and "Wari" charcoal may be subdivided, according to its length, into "Toshi" (Through) (more than 15 cm.) and "Hantoshi" (Half-through) (less than 15 cm.)

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Article 4: Charcoal may be ~~classified~~, according to its quality, into the following two kinds: *classified*

"Jo"(Good): Charcoal that has no "Iburi" (Smouldering), "Tachigie" (Going out Half-burnt), "Shimeri" (Wet) and other defects.

"Nami" (Ordinary): Charcoal that has very little defects mentioned above.

Article 5: The unit of weight to be used in the transaction of charcoal shall be the kilogram. in the case of charcoal packed up, the net weight of one package shall be of the following five kinds:

1. 10 kg.
2. 15 kg.
3. 20 kg.
4. 25 kg.
5. 30 kg.

Article 6: In the case of charcoal packed up, if the quantity of breakage exceed 10 per cent. the package shall be classified as "Itami" (Damaged).

Article 7: The designation of charcoal shall be based on the name of trees used as materials plus the names of the kinds provided for under Articles 2 and 3. However, in certain instances, the term "Zetsu" (Sundry) may be substituted for the names of trees used as materials. used where different kinds of trees used as materials and different kinds of charcoal are mixed, the term "Komi" (Mixed) shall be used.

Article 8: On the package of charcoal, the designation, quality, net weight, place of production, name or mark of the shipper or manufacturer shall be shown by means of a branding-iron or by any other method.

re Purchase of Domestic Products.

(May 1930. Notification of Chief of Account Section of Justice Minister's Secretariate. Kai Ko No.1335).

In connection with the purchase of articles we believe that

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your office, in accordance with the principle of using domestic products, is acting accordingly; but in order to put this principle into execution more thoroughly, it has been decided to use in future only domestic products so far as the items mentioned on the attached sheet (1) are concerned, and we hope you will follow

In case the purchase of foreign products is inevitable, application for approval must be ^{made}~~made~~, stating the reason for it. Also in regard to lumber as material work, building, etc., you are requested to pay attention so as to substitute domestic products by ^{and 47} in accordance with this principle except in cases where the use of foreign products is inevitable. // In line with the above principle you are requested to prepare a report on the

(including Manchuria, Kwantung Province and the South Seas) estimated amounts of overseas payments for 1930 on the form as per ^{attached}~~attached~~ sheet (2) and submit the same as soon as possible. Attached Sheet (No. 1).

<u>Kind</u>	<u>Item</u>	<u>Kind</u>	<u>Item</u>
Appliances and Machines.		Grease Oil.	
Seaming Leather		Motor Oil.	
Tyres.		Oil for External Use.	
Inner Tubes.		Oil for Transformers.	
Automatic Generators.		Petroleum.	
Fire-wood, Charcoal, Oils.		Sundry Oils.	
		Stationery.	
		Carbon Paper.	
		Materials for Work.	
		Steel Wire.	
		Brown Paper.	
		Brown Paper.	
		Glue.	
		Dyestuffs.	

Hair Belts

Emery Whetstones.

Taps.

Volatile Oil.

Mobil Oil.

Saddles.

Congolets.

Carpets.

Tel emp.

Linen.

Eyelets.

<u>Kind</u>	<u>Item</u>	<u>Kind</u>	<u>Item</u>
	Doupiou.	Sundry Articles!	
	Hook-and-eye		Tobacco.
	Cauterier.		Black Tea.
	Base.		Patch Rubber.
	Lateral rubber.		Patch
Materials for Building.			
	Meshed Galls.		
	Bitumarus.		
	Reicon Asphalt.		
	Asphalt Paint.		

Attached Sheet (No. 2)

Report on Estimated Amounts of Overseas Payments
for the Year 1930.

Section	Kind	Item	Estimated Amounts for 1930	
			Quantity	Amount
Ordinary Dept.				
Section				
Paragraph				
Apparatus				
		Such & such		
		Such & such		
		<i>Such & Such</i>		
Total, Ordinary Dept.				
Extraordinary Dept.				

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Section	
Paragraph	
Such & such	
	Such & such
Section	
Paragraph	
Such & such	
	Such & such
Total, Extra Ordinary Dept.	
GRAND TOTAL	

Re Division of Foreign-made Articles purchased by Various Government Offices into those for which Domestic Products should be substituted and those for which Domestic Products should not be substituted.

(December 1929. Notification by order of Chief of Account Section of the Justice Minister's Secretariate. Kai Ko No. 439).

Notice of decision as per the attached copy has been received from the Finance Minister regarding the division of foreign-made articles heretofore purchased into those for which domestic products should be substituted in view of the equality in both quality and price and those whose purchase is inevitable. You are, therefore, notified by order that you pay attention to making as much use of domestic products as possible in accordance with the said division.

(Attached sheet) (October 14, 1929. Notice from the Finance Minister. Kura Ri No. 840. Addressed to the Justice Minister).

In connection with the purport of your consultation regarding the div

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division
 the ~~decision~~ of foreign products purchased by the various Ministries into those for which home products had better be substituted and those whose continued purchase is inevitable, after making inquiry from the ~~Home~~ ^{Home} Industries Promotion Committee, we have provisionally decided on the following division items, of which you are hereby notified

Notes

Among the foreign-made articles heretofore purchased by the various Ministries the following items had better be substituted by home-made products:

Concrete Mixer.

Automatic Pile-Driver.

Clocks and Watches.

Wall-Clock.

Table-Clock.

Ordinary Standard

Clock.

Electric Clock (Except those for ship's use)

W Watch (-do-)

Wrist Watch (-do-)

Rail made of Carbon Steel. (Except rail with grooves) 6, 8, 9, 10, 12, 15, 22, 30, 37, 45, and 50 kg. per 1 meter.

Safe.

Steel Book-Case.

Cylinder-Mimeograph.

Lathe. (Except special ones and those whose accuracy is specially high).

Drilling Machine (Except special ones).

Screw Drill.

Portable Electric Drilling

Machine.

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Internal Combustion Engines.

Gas Engines.

Gasoline Engines. (Including Kerosene Engines and
excluding Engines for Aircraft and Motors and
those of light weight)

Light Oil Engines.

Heavy Oil Engines.

Electric Heaters. Electric Heaters. Electric Irons.

Lead Storage Batteries (except those for submarines).

Electric Furnaces.

Resistance Furnaces. (except special ones). Electric Arc Furnaces

(except special ones). Telegraphic instruments.

Submarine telegraph (except special ones and false cables).

Land telegraphic instruments (except keyboards and perforators for
printing telegraphic instruments and telegraphic instruments for high
speed).

Telephone Instruments.

Hand telephone instruments.

Automatic telephone instruments.

Telephone switchboard for hand use. Telephone recorders for hand use.

Telephone guide-board for hand use.

Telephone supervising board for hand use .

Oil-paint (except paints for the ship's bottom). Boiled oil.

Varnish.

Linoleum.

Leather belts. Japanese vellum.

Note paper.

Paraffine paper.

Copying pencils.

Copying ink.

Woolen textiles.