



**Smithsonian Institution**

*Freedmen's Bureau*

## **Mississippi Assistant Commissioner, Letters Received, Entered in Volume 1, A-C, June 1865–Feb. 1866, Part 2**

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## II. The Preparation and Presentation of Claims.

It will be your duty, when a claimant applies to you, after drawing from him a full statement of facts:

1. To carefully fill out upon Blanks to be furnished you by the General Agent, the proper application for his claim. You will be particular that all the blanks in the papers and endorsements are properly filled. You will next see that the papers are duly executed in conformity with the special instructions which will be sent you. In all cases of widows' applications, you will furnish the best evidence possible of marriage; and where the claim is made by a widow for Pension, Arrears of Pay and Bounty, you will furnish proof of marriage in both cases; i. e., one for the Pension Claim, and another for that of Bounty and Arrears of Pay, in conformity with the instructions furnished. No fees or expenses of any kind will be paid by the claimant in any case. In Invalid Pension Cases, no Surgeon's examination will be required of you unless ordered by the Central Office.

2. You will prepare and forward papers for all persons applying to you, whether or not you consider their cases fair and their statements true. If a claim is considered by you fraudulent or unjust, you will still forward the papers, and, without intimation to the claimant, will notify the General Agent of your suspicions, and the grounds on which they rest.

3. At the close of each week, you will forward to the Central Agency, at Washington, D. C., all papers that have been executed during the week. All correspondence and papers must be sent to the Central Agency, and in no case are you to communicate directly with the Governmental Departments.

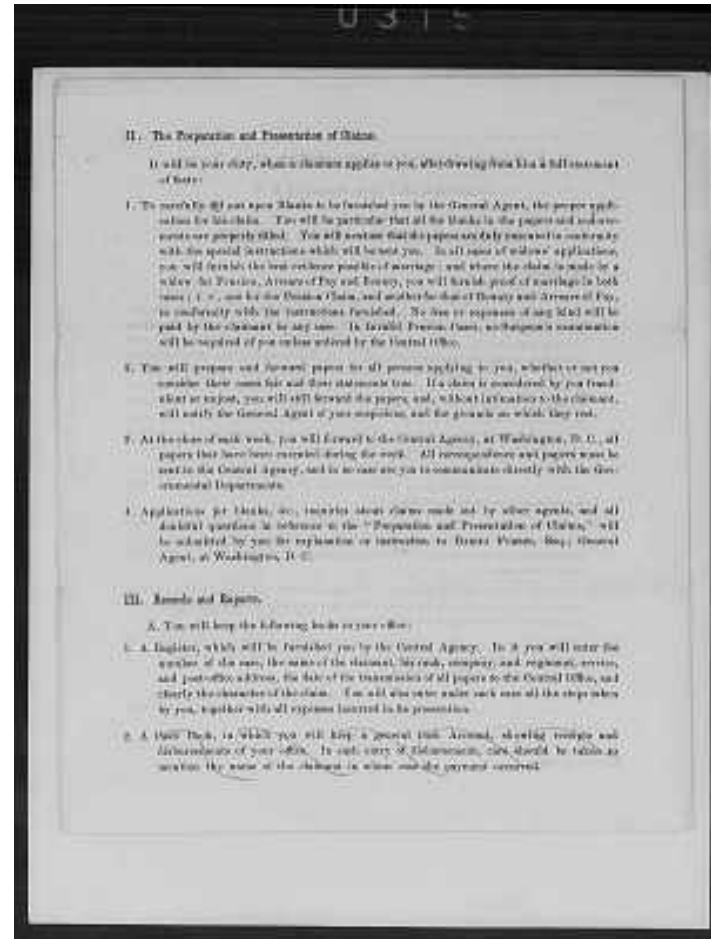
4. Applications for blanks, &c., inquiries about claims made out by other agents, and all doubtful questions in reference to the "Preparation and Presentation of Claims," will be submitted by you for explanation or instruction to DARIUS FORBES, Esq., General Agent, at Washington, D. C.

## III. Records and Reports.

A. You will keep the following books in your office:

1. A Register, which will be furnished you by the Central Agency. In it you will enter the number of the case, the name of the claimant, his rank, company, and regiment, service, and post-office address, the date of the transmission of all papers to the Central Office, and clearly the character of the claim. You will also enter under each case all the steps taken by you, together with all expenses incurred in its prosecution.

2. ~~[[striketrough]]~~ A Cash Book, in which you will keep a general Cash Account, showing receipts and disbursements of your office. In each entry of disbursement, care should be taken to mention the name of the claimant in whose case the payment occurred. ~~[[/striketrough]]~~



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