

## THE ISSUES OF MUNICIPAL RESEARCH

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- | 1915  | 1916  |
|---|---|
| <p>No.</p> <p>57. JANUARY—Next Steps in the Development of a Budget for the City of New York. (142 pp.) 50 cents.</p> <p>58. FEBRUARY—A "State Budget"—Proposals for the Constitutional Convention of New York. (53 pp.) 25 cents.</p> <p>59. MARCH—Financial Problem of the City of New York; the "Pay-as-You-Go" Plan, Etc. (70 pp.) 75 cents.</p> <p>60. APRIL—Condition of the New York State Sinking Funds—A Report to the Constitutional Convention. (39 pp.) 50 cents.</p> <p>61. MAY—Constitution and Government of the State of New York—An Appraisal. (250 pp.) \$1.00.</p> <p>62. JUNE—Budget Systems; A Discussion Before the New York Constitutional Convention. (200 pp.) Including the Report of the Finance Committee. \$1.00.</p> <p>63. JULY—State Administration—Discussions of Proposed Amendments for the Reorganization of the Executive Branch Before the New York Constitutional Convention—Including Report of the Committee and Speech of Elihu Root. (190 pp.) \$1.00.</p> <p>64. AUGUST—State Finances—A Report on the Financial Procedure of the State of New York, with Special Reference to the Direct Tax. (19 pp.) 25 cents.</p> <p>65. SEPTEMBER—Administration of the Indian Office; Public Opinion and National Economy. (132 pp.) \$1.00.</p> <p>66. OCTOBER—The Rights of Civil Servants. (202 pp.) \$1.00.</p> <p>67. NOVEMBER—Part I: The Standardization of Public Employments—An Interpretation. (121 pp.) \$1.00.</p> <p>68. DECEMBER—Training for Municipal Service. (51 pp.) 50 cents.</p> | <p>No.</p> <p>69. JANUARY—Responsible Government. (135 pp.) \$1.00.</p> <p>70. FEBRUARY—Budget Legislation in Two States; New York and New Jersey. (102 pp.) \$1.00.</p> <p>71. MARCH—A National Program to Improve Methods of Government. (88 pp.) \$1.00.</p> <p>72. APRIL—History of Appropriations in the Legislative Session of 1916, New York State. Detailed analysis, record, and minutes of debates. (134 pp.) \$1.00.</p> <p>73. MAY—Three Proposed Constitutional Amendments for Control of the Purse; Maryland and New York. (86 pp.) \$1.00.</p> <p>74. JUNE—The Accounting and Reporting Methods of the State of New York. (212 pp.) \$1.00.</p> <p>75. JULY—Purposes of Indebtedness of American Cities. (72 pp.) \$1.00.</p> <p>76. AUGUST—Part II: The Standardization of Public Employments—Application. (128 pp.) \$1.00.</p> <p>77. SEPTEMBER—Citizen Agencies for Research in Government. (118 pp.) \$1.00.</p> <p>78. OCTOBER—The Engineer in Public Service, Part I. (71 pp.) 75 cents.</p> <p>79. NOVEMBER—The Engineer in Public Service, Part II. (105 pp.) 75 cents.</p> <p>80. DECEMBER—The Elements of State Budget Making. (63 pp.) 25 cents.</p> |
|   | 1917  |
|   | <p>81. JANUARY—Some results of Central Financial Control in New York City. (68 pp.) 50 cents.</p> <p>82. FEBRUARY—Highway Laws of the U. S.—A Topical Discussion. (164 pp.) \$1.00.</p>   |

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# MUNICIPAL RESEARCH

To promote the application of scientific principles to government

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## JAPANESE ADMINISTRATION AND FINANCE

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## APPENDIX A

### LIST OF OFFICIAL REGISTERS AND DIRECTORIES PUBLISHED BY THE UNITED STATES GOVERNMENT.

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- Official Register of the United States (Blue Book), issued every two years, last edition 1915.
- Directory of the Department of State, issued annually, last edition 1915.
- Register of the Department of Justice, issued annually, last edition 1916.
- List of United States Judges, Attorneys, and Marshals, issued yearly by the Department of Justice, last edition 1916.
- Official Congressional Directory, issued at each session of Congress, last edition 64th Congress, 1st session.
- Biographical Congressional Directory, with outline history of national Congress, 1774-1911; Continental Congress, Sept. 5, 1774-Oct. 21, 1788, and U. S. Congress from 1st to 62nd Congress, Mar. 4, 1789 to Mar. 3, 1911.
- Directory of the United States Senate, issued for the use of Senators and attachés of the Senate, irregular edition, last received January 20, 1916.
- Congressional Vest Pocket Directory, issued at each session of Congress for the use of Members and attachés of the House of Representatives, last edition received 64th Congress, 1st session.
- Roster Showing Stations and Duties of Officers of the Quartermaster's Department, Army, issued monthly by the Quartermaster's Department, War Department.
- Statement Showing Rank, Duties, and Addresses of Officers of Corps of Engineers, Army, issued quarterly by Office of Chief of Engineers, War Department.
- Complete List of Veterinarians and Official Meat Inspectors, issued by Chemistry Bureau.
- Roster of Officers and Troops, U. S. Military Academy, West Point, N. Y., issued yearly by the War Department.
- Official Register of Officers and Cadets of the U. S. Military Academy, West Point, N. Y., issued yearly by the Military Academy, last edition 1915.
- Register of Commissioned and Warrant Officers of Navy and Marine Corps, issued yearly, last edition 1916.
- Navy and Marine Corps List and Directory, issued monthly.
- Army Register, published annually, last edition 1916.
- The Army List and Directory, issued monthly.
- Historical Register and Dictionary of Army, Sept. 29, 1789, to Mar. 2, 1903, by Francis B. Heitman, issued by the War Department, two volumes. A new edition, bringing the subject up to date, is in preparation.

*THE ENGINEER IN PUBLIC SERVICE*

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- Historical Register of Officers of Continental Army during the War of Revolution, April, 1775–December, 1783, published privately by Francis B. Heitman. It may be secured at the Rare Book Shop, 813 17th St., N. W., Washington, D. C.
- Register of Officers, Vessels, and Stations of the United States Coast Guard, issued yearly, last edition 1916.
- Official List of Commissioned and Other Officers of the Public Health Service, also list of U. S. Marine Hospitals, Quarantine Stations and Quarantine Vessels, last edition 1916. †
- List of Officers of Merchant, Steam, Motor, and Sail Vessels Licensed During the Year, issued by the Steamboat Inspection Service annually, last edition 1915.
- Roster of Registered Attorneys entitled to Practice before Patent Office, distributed by the Commissioner of Patents.
- Roster of Commissioned Officials and Employees of the U. S. Weather Bureau, formerly published yearly. Discontinued in 1910.
- Directory of Officials of Alaska, in Report of the Governor of Alaska, 1912, appendix B.
- List of Members of the Bureau of Mines, April 1, 1916.
- Educational Directory, published yearly as a bulletin by the Bureau of Education; last edition covers 1915–1916.
- Directories of the Bureau of Animal Industry, issued quarterly by the Bureau.
- Officials Charged with Enforcement of Food Laws in the United States and Canada, issued by the Chemistry Bureau, Department of Agriculture, last edition July 1, 1912. This list is now contained in the Service and Regulatory Announcements of the Chemistry Bureau.
- Meat Inspection Directory, by numbers and stations, and address list of Inspectors and others, issued by the Bureau of Animal Industry.
- Diplomatic and Consular Service of the United States—Aver. 5 editions.
- Diplomatic List—Monthly.
- Register of Officers and Vessels of the Revenue Cutter Service, Annual.
- Official Register of the U. S. Life Saving Service, Annual.
- Roster showing Stations and Duties of Officers of the Quartermaster's Department, Monthly.
- Annual Register of the U. S. Naval Academy.
- Directory of Employees of the Government Printing Office, Monthly.

## APPENDIX B

### LIST OF CIVIL SERVICE COMMISSIONS IN THE UNITED STATES

On March 1, 1916, the following Civil Service Commissions were in existence in the United States:

|   |   |
|---|---|
| <b>UNITED STATES</b>                                      | Des Moines                              |
| United States Civil Service Commission, Washington, D. C. | Dubuque                                 |
| <b>ARKANSAS</b>   | Koekuk                                  |
| Fort Smith  | Sioux City                              |
| <b>CALIFORNIA</b>   | Waterloo                                |
| State Commission, Sacramento                              | <b>KANSAS</b>                           |
| Long Beach  | State Commission, Topeka                |
| Los Angeles City  | Anthony                                 |
| Los Angeles County  | Coffeyville                             |
| Oakland   | Hutchinson                              |
| Sacramento  | Independence                            |
| San Diego   | Kansas City                             |
| San Francisco   | Leavenworth                             |
| Stockton  | Parsons                                 |
| <b>COLORADO</b>   | Topeka                                  |
| State Commission, Denver                                  | Wichita                                 |
| Colorado Springs  | <b>KENTUCKY</b>                         |
| Denver  | Newport                                 |
| Grand Junction  | <b>LOUISIANA</b>                        |
| Fueblo  | Bogalusa                                |
| <b>CONNECTICUT</b>  | New Orleans                             |
| State Commission, Hartford                                | <b>MASSACHUSETTS</b>                    |
| Derby   | State Commission, Boston                |
| New Haven   | No Local Commissions                    |
| <b>GEORGIA</b>  | Under jurisdiction of State Commission: |
| Augusta   | Beverly                                 |
| <b>ILLINOIS</b>   | Boston                                  |
| State Commission, Springfield                             | Brockton                                |
| Aurora  | Cambridge                               |
| Chicago   | Chelsea                                 |
| Cook County: 547 County Court                             | Chicopee                                |
| House, Chicago  | Everett                                 |
| Lincoln Park: Chicago                                     | Fall River                              |
| South Park: Chicago                                       | Fitchburg                               |
| West Park: Chicago  | Gloucester                              |
| Elgin   | Haverhill                               |
| Evanson   | Holyoke                                 |
| Peoria  | Hyde Park                               |
| Rockford  | Lawrence                                |
| Springfield   | Lowell                                  |
| Waukegan  | Lynn                                    |
| <b>IOWA</b>   | Malden                                  |
| Burlington  | Marlboro                                |
| Cedar Rapids  | Medford                                 |
| Council Bluffs  | Melrose                                 |
| Davenport   | Milton                                  |

THE ENGINEER IN PUBLIC SERVICE

|   |                            |
|---|----------------------------|
| Natick                                  | Gloversville               |
| New Bedford                             | Hornell                    |
| Newburyport                             | Hudson                     |
| Newton                                  | Ithaca                     |
| North Adams                             | Jamestown                  |
| Northampton                             | Johnstown                  |
| Pittsfield                              | Kingston                   |
| Quincy                                  | Lackawanna                 |
| Salem                                   | Little Falls               |
| Somerville                              | Lockport                   |
| Springfield                             | Middletown                 |
| Taunton                                 | Mount Vernon               |
| Woburn                                  | Newburgh                   |
| Worcester                               | New Rochelle               |
| MICHIGAN                                | New York City              |
| Detroit                                 | Niagara Falls              |
| Grand Rapids                            | North Tonawanda            |
| Kalamazoo                               | Norwich                    |
| Saginaw                                 | Ogdensburg                 |
| MINNESOTA                               | Olean                      |
| Duluth                                  | Oneida                     |
| Minneapolis                             | Oneonta                    |
| MISSOURI                                | Oswego                     |
| Kansas City                             | Plattsburgh                |
| St. Louis Efficiency Board              | Port Jervis                |
| MONTANA                                 | Poughkeepsie               |
| Butte                                   | Rensselaer                 |
| Missoula                                | Rochester                  |
| NEW JERSEY                              | Rome                       |
| State Commission, Trenton               | Salamanca                  |
| No local commissions                    | Saratoga Springs           |
| Under jurisdiction of State Commission: | Schenectady                |
| East Orange                             | Syracuse                   |
| Elizabeth                               | Tonawanda                  |
| Jersey City                             | Troy                       |
| Newark                                  | Utica                      |
| Paterson                                | Watertown                  |
| Trenton                                 | Watervliet                 |
| Village of South Orange                 | Yonkers                    |
| Essex County                            | OHIO                       |
| Hudson County                           | State Commission, Columbus |
| Mercer County                           | Akron                      |
| Passaic County                          | Alliance                   |
| Union County,                           | Ashland                    |
| NEW YORK                                | Ashtabula                  |
| State Commission, Albany                | Athens                     |
| Albany                                  | Barberton                  |
| Amsterdam                               | Bellaire                   |
| Auburn                                  | Bellefontaine              |
| Batavia                                 | Bowling Green              |
| Beacon                                  | Bucyrus                    |
| Binghamton                              | Cambridge                  |
| Buffalo                                 | Canal Dover                |
| Canandaigua                             | Canton                     |
| Cohoes                                  | Cincinnati                 |
| Corning                                 | Chillicothe                |
| Cortland                                | Cireleville                |
| Dunkirk                                 | Cleveland                  |
| Elmira                                  | Columbus                   |
| Fulton                                  | Conesaut                   |
| Geneva                                  | Coshocton                  |
| Glens Falls                             | Dayton                     |
|   | Defiance                   |

APPENDICES

Delaware  
 Delphos  
 East Cleveland  
 East Liverpool  
 Elyria  
 Findlay  
 Foetoria  
 Fremont  
 Galion  
 Gallipolis  
 Glenville  
 Greenville  
 Hamilton  
 Ironton  
 Jackson  
 Kenton  
 Lakewood  
 Lancaster  
 Lima  
 Lorain  
 Manfield  
 Marietta  
 Marien  
 Martins Ferry  
 Massillon  
 Middletown  
 Mount Vernon  
 Nelsonville  
 Newark  
 Newburg  
 New Philadelphia  
 Niles  
 Norwalk  
 Norwood  
 Plainesville  
 Piqua  
 Portsmouth  
 Salem  
 Sandusky  
 Sidney  
 Springfield  
 St. Bernard  
 St. Marys  
 Steubenville  
 Tiffin  
 Toledo

Troy  
 Urbana  
 Van Wert  
 Warren  
 Washington  
 Wallstone  
 Wellsville  
 Wooster  
 Xenia  
 Youngstown  
 Zanesville  
 OKLAHOMA  
 Bartlesville  
 Oklahoma  
 OREGON  
 Portland  
 PENNSYLVANIA  
 Philadelphia  
 Pittsburgh  
 Scranton  
 SOUTH CAROLINA  
 Columbia  
 TENNESSEE  
 Memphis  
 Nashville  
 TEXAS  
 Dallas  
 Houston  
 VIRGINIA  
 Norfolk  
 WASHINGTON  
 Bellingham  
 Everett  
 Seattle  
 Spokane  
 Tacoma  
 WEST VIRGINIA  
 Bluefield  
 Parkersburg  
 WISCONSIN  
 State Commission, Madison  
 La Crosse  
 Milwaukee  
 Oshkosh  
 Superior

REC'D  
 CHIEF  
 1900



## APPENDIX C

### INFORMATION FOR THOSE SEEKING TO ENTER THE PUBLIC SERVICE

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In applying for information regarding civil service positions, it is best simply to address the Commission. Thus, for information about the Federal Service, address as follows:

UNITED STATES CIVIL SERVICE COMMISSION,  
WASHINGTON, D. C.

The "Manual of Examinations of the United States Civil Service Commission," issued in the spring and fall of each year, contains full answers to most of the questions which applicants have to ask. No copies of questions asked in former examination papers are supplied. When mailing your request to the United States Civil Service Commission be sure to attach proper postage to your envelope but do not enclose stamps for reply.

In all other cases, write to the Civil Service Commission at the address given in the table in Appendix B. If possible, specify particularly the position for which you wish to be examined or concerning which you desire information.

The announcements of civil service examinations are posted on the bulletin boards of libraries, educational institutions, post-offices, custom houses and other public places.

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## PUBLICATIONS OF BUREAU OF MUNICIPAL RESEARCH

| FINANCE  | Price<br>Postpaid |
|--|-------------------|
| Handbook of Municipal Accounting (1913), 318 p. ....   | \$2.12            |
| Municipal Administration and Accounting (Cleveland) (1909), 361 p. ....  | 2.12              |
| To Mayors, Comptrollers and Auditors, Scientific Accounting Methods (1911),<br>76 p. ....                                      | .15               |
| New York's City Debt: Facts and law relating to the constitutional limitation<br>of New York's indebtedness (1909), 83 p. .... | .25               |
| Condition of New York State Sinking Funds (1915) .....   | .60               |
| Will Taxes Increase in Greater New York? Tendency to Increase in Require-<br>ments (1913), 56 p. ....                          | .15               |
| Accounting and Reporting Methods, State of New York (1916) .....   | 1.00              |
| <i>Reports</i>   |                   |
| Finance, Budget and Accounting Methods, Syracuse (1912), 8 p. ....   | .10               |
| Next Steps in the Development of a Budget Procedure in the City of New York<br>(1915), 142 p. ....                             | .50               |
| Financial Problems of The City of New York, 70 p. (March, 1915) .....  | .75               |
| State Finances, Financial Procedure of the State of New York, 19 p. (August,<br>1915) .....                                    | .25               |
| <b>GENERAL GOVERNMENT</b>  |                   |
| Organized Democracy: An Introduction to a Study of American Politics (Cleve-<br>land) (1913), 479 p. bound. ....               | 2.62              |
| American Government and Politics (Beard), 2nd ed. (1914), 788 p. bound. ....   | 2.10              |
| Readings in American Government and Politics (Beard) (1913), 638 p. ....   | 1.90              |
| <b>STATE GOVERNMENT</b>  |                   |
| Government of the State of New York, Organization and Functions (January,<br>1915), 758 p. (with charts), bound. ....          | 1.00              |
| Constitution and Government of the State of New York, an Appraisal (May,<br>1915), 250 p. ....                                 | 1.00              |
| State Administration (July, 1915), 190 p. ....   | 1.00              |
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| The Park Question, Part II. Revenue and Deposits (1908), 124 p. ....   | .50               |
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| Collecting Water Revenues (1909), 223 p. ....  | .50               |

List of Earlier Publications, 1907-1912, furnished on application. In ordering, address  
Bureau of Municipal Research, 261 Broadway, New York City.

## Bureau of Municipal Research

261 Broadway, New York

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