Every day this office is in receipt of letters from mayors, township clerks and physicians requesting that a copy of the Revised Code of Regulations be sent to them, or that their names be placed on the Bulletin list. During the first two weeks of November 15,500 copies of the Regulations were mailed from this office to persons concerned in their enforcement. A copy together with the November Bulletin was addressed to the “Mayor” and to the “City Clerk” of every incorporated city and town in the State; to the “County Auditor”; “County Attorney” and “Superintendent of Schools” of each county; to the township clerk of each township in the State as the name and address appears upon the official list furnished us by the County Auditor, and to every Physician, Osteopath, Licensed Embalmer and Registered Nurse whose name is upon the Official Registers. As we have not been notified to the contrary by the Postal Officials it is evident that the pamphlets arrived at their proper destination and were delivered to the parties addressed. Our mailing list is printed and each pamphlet is labeled with the person’s name, all addressed to one town of post office being put into one bundle. If the matter addressed to you was not delivered the fault must be with your local postal officials and you should make proper inquiries; but before going to this trouble we would suggest that you look through that pile of unopened papers and dust covered odds and ends in the corner of your office, and let us hope in the future you will make it a rule to promptly open and read, then file for reference, all communications and pamphlets received from this office.

If, when confronted with questions pertaining to your duties, you consult the code of Regulations and your file of Bulletins, you will generally find the information at hand.

The daily volume of correspondence received at this office has assumed tremendous proportions. Much of this is due to the fact that the local officials neglect to consult the pamphlets that should be in their possession. The Secretary is at all times willing to assist Local Officials in solving the many perplexing problems confronting them, but the numerous departments under the State Board of Health and the various interests pertaining to each demands time and careful personal attention, consequently it is not always possible to answer correspondence as promptly as desired. The “Health Bulletin” is the official messenger of the State Board of Health and each issue carries information of importance to Local Boards and others interested. All notices and instructions to the Local Boards and Officials published in the “Bulletin” are authentic and should be acted upon without further correspondence. In every instance information pertaining to the enforcement of regulations published in the “Bulletin” has either been passed upon by the courts or is in accordance with an opinion of the Attorney General.