

the performance of this duty much depends in the enforcement of discipline, and they are expected to pay strict attention to this service.

Article second.—*Agents.*—One, or both of the Agents shall attend at the prison at least two hours every day, except Sunday. They shall have the superintendence of the financial, commercial and manufacturing operations of the institution, and make all purchases and sales of materials and manufactures, subject to the direction of the Board of Directors, and shall not in any manner be concerned in its police or discipline. They shall weekly examine the cash and credit transactions of the house; must furnish the Directors, at their monthly meetings, with a statement of the month's operations with the proper vouchers, who shall approve or reject said accounts, and if necessary, inquire into the subject matter. They shall also report to the Board of Directors any misconduct of any officer of the house, in reference to its commercial, financial or manufacturing affairs; and in their receipts and disbursements, shall observe the following directions, viz:—Each note to be endorsed by the Clerk as heretofore, but for the future to be endorsed also by the agents, or either of them, in countersign before the same may be negotiated. The Agents, or either of them, at the time of such endorsement, to see that each note is properly entered in the bill book, and then to note in a column prepared for the purpose, or otherwise, the act of endorsement. The Clerk to pay all debts due by the institution as heretofore, under check of the Agents, as follows:—Bank checks to be filled up in the hand writing of the Clerk and signed by him; to be countersigned by the Agents, or either of them; and further, the parties making the countersign to affix in each case a like signature to the margin of check book, corresponding with the check countersigned. Notes payable to be countersigned in the same manner, and so also, as to the margin of the note book, but drafts from creditors of the institution in lieu of being drawn upon the Clerk as heretofore, and accepted by him alone, to be drawn upon the Maryland Penitentiary and accepted by the Clerk and Agents, or either of them, conjointly. Notes and drafts to be entered in

Agent's duties

Superintend

Examine accounts

Monthly statement

Endorsement of notes

Mode of payments

Notes payable

Entries