

### Tables and Charts

All tables and charts prepared by the staff should contain the following information:

1. They should be appropriately numbered so they may be easily identified and obtained.

2. The elements of appropriate table and chart making ought to be followed in the case of each table or chart: <sup>(a)</sup> full title, periods covered, base periods used, appropriate column headings, sources of data indicated; (b) the person preparing the chart; (c) name of the person requesting the chart or table; (d) proper indication as to correct distribution.