

**DATE:** December 12, 2003

**TO:** Eighth District Depository Institutions

**SUBJECT:** Reserve Maintenance Manual

**HIGHLIGHTS:** The Federal Reserve System has completed the annual revision of the Reserve Maintenance Manual, incorporating recent changes. The manual is published electronically via the Internet. Please note that revisions to Reserve Maintenance Manual chapters VII and VIII are identical to changes to the Account Management Guide sections III and V respectively. The revisions are incorporated in the electronic documents, which you may retrieve by:

- \* Directing your browser to: [www.frb.services.org](http://www.frb.services.org).
- \* Selecting "Reference Guide and Operating Circulars" on the left menu bar.
- \* Selecting "Reserve Maintenance Manual" from the next page. You may also view a brief summary of the changes by selecting "Revisions to the Reserve Maintenance Manual-November 2003".
- \* Selecting "Account Management Guide" and sections III and V will provide the two revised sections, which are identical to the Reserve Maintenance Manual chapters noted above.

**FURTHER INFORMATION:** If you have questions or encounter difficulties in viewing or printing these documents, please contact Janice Harris, Payment Risk Management Section, toll free at 1-866-666-8316, choose Option 4 and specify extension 44-8892.