

APPENDIX C.

REPORT OF THE RECORD CLERKS' COMMITTEE UPON THE WORKING OF THE NEW SYSTEM OF RECORDING.

SIR,—

Wellington, 30th May, 1914.

In accordance with your instructions, we beg to submit herewith our report on the progress made by Government Departments in installing the record system, which was recommended by us in our report of the 10th February, 1913, for general use throughout that portion of the Government Service controlled by you.

Practically all of the large Departments have either installed the new system or are about to do so. We are convinced that it has increased the efficiency of recording wherever it has been adopted, and that it is at the same time effecting a great saving in expense.

The actual saving in nine of the larger departmental offices is over £2,000 per annum.

We have, &c.

J. E. BROADFOOT, Chairman.

R. WITHEFORD.

P. VERSCHAFFELT.

The Public Service Commissioner, Wellington.

INDIVIDUAL REPORTS IN REGARD TO THE INTRODUCTION OF THE NEW RECORD SYSTEM IN THE GOVERNMENT DEPARTMENTS IN WELLINGTON.

ADVERTISING DEPARTMENT.

The records of this Department are now amalgamated with those of the Department of Internal Affairs.

AGRICULTURE DEPARTMENT.

The new system of recording has been established in the Secretary's office and in the Live-stock and Meat Division. Instructions have also been issued to install it in the remaining divisions. It was found—(1) That the forms in use do not conform to those recommended by the Record Clerks' Committee, and have not been referred to you for approval; (2) that no index to the series has been made; (3) that in the Head Office the name-index is only in partial use; (4) that the system of blocking the index has been overlooked; (5) that the principle of underlining the catch-word has not been adopted. The system cannot be carried out efficiently under these conditions, and it is recommended that before any further action is taken the Record Clerks examine the system as installed in one of the large Departments—say, the Post Office.

The recording in the Secretary's office is now in the hands of an officer who has had no previous experience in record-work.

It is still considered that an amalgamation of the whole of the records of this Department should take place.

COOK ISLANDS ADMINISTRATION.

The question of installing the new system is now under consideration.

CUSTOMS DEPARTMENT.

The new system has been installed in the Head Office of this Department, and also in the office of the Collector of Customs, Wellington.

Head Office.

Sufficient time has now elapsed to demonstrate the success of the new system. The Record Clerk, who had been obliged to work overtime for an average of three nights per week during the twelve months prior to its installation, is now able to overtake his duties in office hours. As it would have been necessary under the old system to give further assistance to the Record Clerk, it is considered only fair to estimate that a saving of £50 per annum has been effected in this Department.

Collector of Customs.

The new system installed is incomplete, inasmuch as the index to the subjects in the series has not been made; the subject-index has not been blocked; and the catch-words on the index-slips have not been underlined. With these adjustments the system as installed should prove satisfactory.

DOMINION LABORATORY.

The new system has been installed. It is proving satisfactory.

DOMINION MUSEUM.

The new system is about to be installed.

EDUCATION DEPARTMENT.

This Department has been waiting for further accommodation before commencing with the new system. The accommodation has now been provided, and it is expected that steps will be taken shortly to make the installation.