

ELECTORAL DEPARTMENT

The records of this Department are now kept by the Department of Internal Affairs, and they will be merged into those of the latter Department at the end of this year.

FRIENDLY SOCIETIES.

The new system has not yet been adopted by this Department.

GOVERNMENT LIFE INSURANCE DEPARTMENT.

The general question of records is now receiving consideration. The Committee's recommendation in regard to the use of cards in connection with applications for loans has been adopted.

GOVERNMENT PRINTING OFFICE.

It is intended to install the new system, but the Head of the Department would be glad to receive some assistance in installing it.

GOVERNMENT STATISTICIAN'S OFFICE.

The new record system is now being installed, but the very important matter of commencing with an index to the series has been omitted. This should be rectified.

DEPARTMENT OF HOSPITALS, HEALTH, AND CHARITABLE AID.

A start has been made with the new series system. The index to the subjects in series has not been made, nor have the blocks been prepared. This is unfortunate. We are not altogether satisfied that the proposed classification of subjects is the best which could be made, and would suggest that when the complete series and index to series are prepared they should be submitted for review, when a further report on the records of this Department could be given.

We are of opinion that it is unnecessary for the district office records to be kept separate from those of the Head Office.

IMMIGRATION DEPARTMENT.

The new system has not yet been installed in this Department.

INSPECTION OF MACHINERY DEPARTMENT.

The records of this Department have been transferred to the Marine Department.

DEPARTMENT OF INTERNAL AFFAIRS.

The Under-Secretary stated that the new system of recording is proving in every way satisfactory, and that it is a decided improvement on the old one.

Since our last visit the duties undertaken by the Record Clerk have very much increased, owing to the amalgamation of the Advertising and Electoral Departments with this Department and to other extra work undertaken by the Department.

The saving through the introduction of the new record system is £200 per annum.

JUSTICE DEPARTMENT.

The new system has not yet been installed, but in the Prisons Branch a card system, as recommended by the Record Clerks' Committee, for classification purposes has been brought into use.

LABOUR DEPARTMENT.

The new system has been installed, and is working very satisfactorily. The saving here is £135 per annum.

LANDS DEPARTMENT.

The new system has been installed in the Head Office, where it is working satisfactorily. It is also to be installed in the district office. The actual saving in the Head Office is £200 per annum.

LANDS FOR SETTLEMENT DEPARTMENT.

No change has been made in the system of recording in this Department.

MARINE DEPARTMENT.

The Secretary states that the new system is quite satisfactory. The records of the Machinery Department are now being transferred to the Marine Department.

It can be safely said that the saving resulting from the installation of the new system in these two Departments is equivalent at least to the services of one cadet (£50 per annum).

MENTAL HOSPITALS.

The new system has not yet been installed.

METEOROLOGICAL DEPARTMENT.

The new system is now being installed.