

DEPARTMENTAL.

1921.

O.S.

No. 140/21

Colonial Secretary.

SUBJECT.

1921

22nd Jany:

Previous Paper.

263/17

G.O. 356/19

Suggested transference of the files in the
Governor's Office to the C. S. O.

MINUTES.

H. E.

With reference to the filing arrangements in the
Governor's Office and in the C. S. O, I would suggest the
following for the consideration of Your Excellency:

- (1) All letters and despatches should be sent to the
C. S. O. and dealt with there in the first instance
- with the exception of "Secret" correspondence.
- (2) A "confidential" cupboard should be erected in the
C. S. O.
- (3) The C. S. O should prepare all cases for His
Excellency's consideration, bringing files up to
date, so that His Excellency can give his decision
without having ~~having~~ to wade through a pile of
papers.
- (4) The cupboard at the East side of His Excellency's
office might be transferred to the C. S. O,
together with all the files contained therein.
In fact, I think this ought to be done right away,
and the registers of despatches from and to the
C. S. O also transferred.
- (5) His Excellency should not be worried with the
necessity of digging into files. That is the
work of the C. S. O.

W. Martin
—
Col: Secretary.
22nd Jan: 1921.

Subsequent Paper.

H.P.S.

You will see from attached correspondence
the place of deposit for records including
numbered despatches from the S.O.S. is in the
Colonial Secretary's office.

2. Secret + confidential despatches will remain
in this office as already decided

3. I asked Mr. Martin to prepare standing order
for dealing with Sqs despatches but he was
prevented from doing so by other work. At the
time I gave the Chief Clerk verbal instructions
to open a book for telegrams + reports for
despatches to + from Sqs. These reports should
be used for all despatches to + from Sqs
beginning date 1st January, 1921 + after.

4. Some despatches will ^{still} be received still dated
December 1920. These should be recorded in old
reports in this office.

5. The Chief Clerk understands system of registration
in use in this office + can carry on same
system in C.S. office.

6. The clipboard referred to in (4) of Mr. Martin's
minutes is required in this office for confidential
despatches but I have secured down another clipboard
which can be used for despatches & other papers.
Shelves were used in C.S. office (see 7. D.D. 108/1919)
for records but you have rightly pointed out
that they should be suspended. Until this is
done + permanent arrangements made for
office of Col. Sec (this has been discussed with Col
Simpson (May) records may remain here. It
would be convenient however if arrangements could
be made to receive some old particular papers which are left

7. Apart from the minute papers in which despatches are dealt with their stores to be in Col. Sec. office

(1) Complete file of numbered + Miscellaneous despatches from Sqs. ^{for each year:} if duplicates of despatches are not necessary the originals should be withdrawn from minute papers for filing.

(2) Complete file of numbered despatches to Sqs for each year.

(3) Complete file of circular despatches from Sqs for each year.

8. The "guard books" in use in the office are too bulky. "Spring back portfolios" would be more convenient: at the end of each year the collections of despatches + circulars (11 Q1-B1 above) should be bound up in separate volumes.

9. Parliamentary papers which are necessary under cover of Library despatches should be filed by themselves: the practice of including them in files of despatches is inconvenient as it makes them very bulky.

12 April 1921.

H. C. S.

You will see from attached correspondence that place of deposit of records including numbered despatches from and to S. of S. is to be the Colonial Secretary's Office.

2. Secret and confidential despatches will remain in this Office as already decided.

3. I asked Mr. Martin to prepare standing orders for dealing with S. of S. despatches but he was prevented from doing so by other work. At that time I gave the Chief Clerk verbal instructions to open a book for telegrams and register for despatches to and from the S. of S. these registers should be used for all despatches to and from the S. of S. bearing date 1st January, 1921 and after.

4. Some despatches will still be received dated December, 1920, these should be recorded in old register in this Office.

5. The Chief Clerk understands system of registration in use in this Office and can carry on same system in Colonial Secretary's Office.

6. The cupboard referred to in (4) of Mr. Martin's minute is required in this Office for confidential despatches but I have sent down another cupboard which can be used for despatches and other papers. Shelves are erected in Colonial Secretary's Office (see F.I.D. 108/1919) for records, but you have rightly pointed out that they should be enclosed. Until this is done and permanent arrangements made for Offices of Colonial Secretary (this we have discussed with Colonial Engineer to-day) records may remain here. It would be convenient, however, if arrangements could be made to receive some old parliamentary papers which are here.

7. Apart from the minute papers in which despatches are dealt with there should be in the Colonial Secretary's Office:-

- (1) Complete file of numbered and miscellaneous despatches from S. of S. for each year, if duplicates of despatches are not received the originals should be withdrawn from the minute papers for filing.
- (2) Complete file of numbered despatches to S. of S. for each year.
- (3) Complete file of Circular Despatches from S. of S. for each year.

8. The "Guard Books" in use in this office are too bulky "Spring Back Portfolios" would be more convenient: at the end of each year the collections of despatches and circulars (1) (2) (3) above should be bound up in separate volumes.

9. Parliamentary papers which are received under cover of Library despatches should be filed by themselves, the practice of including them in files of despatches is inconvenient and makes them very bulky.

(Itld.) J. M.

12th April, 1921.