

C. S. O.

UTI/PRI/1#10

0

7

1

4

(Formerly)

Apr 1948

SUBJECT:

PRINTING OFFICE.

Schedules of Work.

CONNECTED FILES.

NUMBER AND YEAR.

0375

Printing Office - Private work done by

Extract from 0023 Vol. II (Education Reports).

H. P.

.....

2. Apart from urgent legislation now under way, please let me have a schedule of work in hand,

(Intld) A. B. M.
8.4.48.

H. C. S.

2

Schedule of work in hand submitted

(Intld) H. H. S.
H.P. 8.4.48

8th April 1948.

H. B. S.

I hereby submit for your information a schedule of work in hand at present

H. H. Sedgwick

Head Printer.

Work not yet started

Financial Report 1946	?
Auditor's Report 1945	?
" " 1946	?
Education Report 1946	✓
Vital Statistics 1947	
Report on Tree Planting V.L.P.	
Index to 1947 Gazette	✓
April 1 st Gazette	✓
24,000 (app of) Form runs (most forms ready set.)	

Work ready for machining

March 1 st Gazette	- 8 pages	✓
Medical Report 1946	- 114 "	✓
Plants of F. I.	- 114 "	Ex m m, M.

Work - the setting of which we are now busy upon

Extraordinary Gazette - Legislation
7 Police Forms

W H.P.

A.

1-2 Rank 9m. / low
shore 1/2 to 1 1/2

2. 'V.L.P.' = 'Very Low Priority.'

3. Items marked '?' are not to be started without reference to me.

Abel
14-4

H.C.S. B

Noted

Y.T.K.

for N.P

11/6/48

Head Printer

c.

Will you please submit a schedule
of work on hand as at 3/17/48.

R.H. Jones
2/8/48

Hes.

D.

4 Schedule of work in hand at 31.7.40
submitted on loose-leaf leaf

3/8 40.

E.

/ Do not recall being referred to
our Financial Report 1946. Re.
Let me see hp.

0695

see 4 Bpl. 2. Are we printing Adams' report?

68

A. C. S.

A.

4

Work in hand in Printing Office at 3.7.48.

Gytle Indef. 1947

Financial Rept. 1946

Report on Experimental Tree Planting

V. L. P.

Radio-active mineral. Rpt. 8. 1947

United Nations Review " 5 " "

Workmen Compensation Regulations 35 pages typed.
(now being set up)

August 1st Gytle

Approx. 18,000 forms to be run off. and a few
forms to be set up.

see 3 C & D.

B

A. C. S.

See 3 E.

Auditor's 1945/46 Report cyclo-styled, pl.

W.H. 6/8/48

5.

A.

A.C.S.

Your 3rd Financial Report 1946. It has not been possible to print the Report up to the present and A.T. now thinks he could arrange for it to be cyclo-styled. (0495 attached).

2. The Auditors Reports for 1945 and 1946 have been cyclo-styled.

A.C.S.
10. 8. 48.

B

1. shd. like Auditor to speak a 12's, pe.
If the Financial Report is printed (or
cyclostyled) I doubt if anyone will
read it — at least in its pre-
sent form.

L
10. 8

copy sent
to
Spide
done
10
11
12
up

A.C.S.

A.

3 E §1 with 0495 Re. say
if Financial Report for 1946 has been
printed or cyclostyled: if so, say.
If not, hold it & speak. by
13.8

B

A.C.S.

He spoke. While 5 B is
true we must accept the new
print the Financial Report as
opportunity. Let it be
cyclostyled. by
15.8

C.

Record

A.T. is arranging accordingly.

by
24/8/48

D.

L.S.
Will you please advise Head Printer
as to the Legislation to be printed for the
December meeting of Leg. Co.

by
16/11/48.

H.P.

Loan Traffic Ord.

Town Council Powers

(B.C.)

Amendment

15/11/48
16/11/48
24/8/48
B.L. 30/9/48
L.H. 24/8/48

Legislative Council questions which stand as
with you in a few days.

L.H.

18/11

H.C.S. noted that you
H.C.S. 24/12/48.

~~30/1/49~~
~~31/3/49~~
BL ~~15/1/49~~
~~11/12/48~~

~~30/4/49~~



8

COLONIAL OFFICE

Tel.: ABBey 1266

Extension.....

Your Reference.....

My Reference..... LED 56/2/01

THE CHURCH HOUSE

GREAT SMITH STREET

S.W.1

27 April, 1955.

Denton Thompson

Our legal department here has commented on the large and unhandy form in which the Falkland Islands Ordinances are published yearly, but agreed with me that it would be too much to ask for type to be reset.

I gather from Briscoe, whom I was so pleased to meet, that the printer has facilities for printing pages of normal book size.

In order to provide copies of Ordinances of a normal book size for binding in an annual edition, would it be feasible either:-

- (1) to print the whole Gazette in such a size (as some territories)

or

- (2) to print the Gazette as at present, having legislation which will later be reproduced in the annual volume printed in separate supplements and referred to in the body of the Gazette (as some other territories)

/or

AG

DENTON THOMPSON, ESQ.

See 13.

See. Lister
Bul
8/5

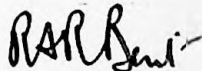
9

or

(3) to adopt any other solution?

Perhaps this could be considered and a reply sent in due course to my successor, E.M. West. I must say that No. 2 above, ideal in many ways, can be untidy.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'R.A.R. Bent'. The letters are cursive and somewhat stylized, with the first name 'R.A.R.' being more prominent than the last name 'Bent'.

(R.A.R. Bent)

H.P.

Your comments on 8-9 would be appreciated.

Q
31/5.

H.C.S.

It would be possible to reduce the size of the Gazette but many snags would have to be overcome. For instance -

1. Paper. Our present stock of paper is double foolscap and it would mean a big waste trimming to new size. (I have to prepare an indent for new paper and if the size ordered is changed we could avoid waste in trimming)
2. Type. 12 pt Roman is the present size of type used in body of Ordinances etc. and we carry a fairly large stock which would mainly become obsolete and it would mean increasing our 10 pt. & 8 pt. stock. Type is now between 10 pt. and 12 pt. hand.
3. Furniture. It would mean re-organising our wood and metal furniture used in packing out chases or purchasing different size chases. Chases cost £2 to £3 a piece.
4. Lay-out. The general lay-out of pages would have to be altered. Treasury & Town Council Statements, ^{and} Annual Stock Returns would prove a problem fitting in to smaller pages.

With regard to suggestion (2) of letter, I think more often the Supplement would take up more pages than the Gazette itself.

Finally there is no indication given in letter of size required by legal department. I have a copy of the Nigeria Gazette at hand which measures 10" x 7"

H.P.

H.P.

1/6/55

H.C.S.

8-9.

H.P.'s comments submitted pl.

2. The change over would be costly & I think we shd. resist (as politely as possible!) it

A.C.S.

I am inclined to agree - but I should like some more ammunition:-

- 1). How long will it be before our existing stocks of paper are cleared.
- 2). What would conversion of type cost (approximate estimate).

A.G.P.

4/6.

H.H.

Above pl

4/6.
+

+cs.

- 1). We have enough paper to last at least 12 months, probably longer. This paper in any case will always be necessary for printing forms. I have prepared an indent to go by this mail for more paper and size of sheet can be altered to cope with new size of Gazette if necessary. We must always be prepared to wait anything up to 12 months for paper once an order is placed. I assume that if size of Gazette is altered it won't be till after completion of present volume at end of year.
- 2). Approximate estimate of cost of type required £350.

H.H.S.

H.H.

7/6/55.

A.C.S.¹⁰
Gov. Printer. *H.H.*

There would be some advantage in changing our end
standardizing all our print. There is no doubt that there is a substantial
wastage in our present form of printing.

On reconsideration therefore the matter should again be looked
into at the time the Government Printer submits his estimates for 1956/57.
with a view to a change over in January 1957. He should amend his paper
independently accordingly - but the small size should not be ordered until the
necessary provision for new type has been inserted in the 1956/57 estimates and
provision has been approved.

D. G. F. L.
8/6

9th June, 1955.

8
Dear West,

Would you please refer to Bent's letter
Med.56/2/01 of the 27th of April, 1955, in
connexion with the Form in which the Falkland
Islands Ordinances are published.

I don't altogether agree that the present
form is particularly unhandy but there might
be more advantage in changing over and the
obvious thing to do would be to print the
whole Gazette in a way that would provide copies
of normal book size.

We have, however, more than a year's supply
of this paper and we would require to convert
our type. The cost involved would be approxi-
mately \$350 and in present circumstances Standing
Finance Committee would not be happy about
providing the money in the form of supplementary
financial provision. We will, however, reconsider
the matter in connexion with the 1956/57 estimates
with a view to changing over in January, 1957.

Yours sincerely,

(Sgd) A.G. Denton-Thompson

E.M. West, Esq.,
COLONIAL OFFICE.

ADT/VP

H.P.
12.13 f.i. action r.a.c.
15
J.H.C. 15
Seen, L. 4.
15.11.16
B. 15/11/56
(Estimates)
15/11/56
15/11/56

1/4

Bu with the PPS in connection with Case
when JES is considering the appropriate
estimates

29 6/1/56

NCS 8-13 pl

2/5/56

H.C.S. C 18

Not this year

Govt Printer to be informed
accordingly B. H. January 1957.

C. G. J.

3/5/57

NP Do note above pl

notes, thank you 2/5/56

Bu 6/1/57

2/5/56

A. 21

A.C.S.

I would like the Government Printer to discuss this matter with me.

A.G.H.
11.1.57.

B.

22

H.P.

As at A above, p1.

W.H.S.
12/1/57

Y.H.

23

When would you like to see H.P., p2

S
4/2.

24

9.30 am Saturday 9 Feb.

A.G.H.
5.2.57.

H.P.

25

To note p2.

S
5/2.

26

Note.

I have discussed with the Head Printer. There seems little if any advantage in discussing all over still good 12 point - and apparently there would be little saving in paper - if any.

H.F.A. J.A.

A.G.H.
9.2.57.

MEMORANDUM.

Ref: 0714

6th January 1960.

Circular No. 2/60.

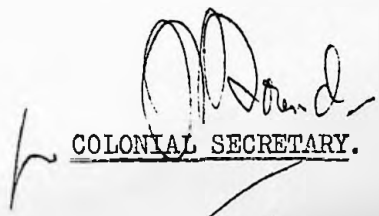
From: The Colonial Secretary,
Stanley, Falkland Islands.

To: All Heads of Departments,
STANLEY.

Subject: Printing of Departmental Reports.

In view of the pressure on the Printing Office and the shortage of staff, all Departmental reports that have hitherto been printed will be roneoed until further notice. Similarly Departmental reports will not be included in the Gazette. This ruling will not apply to financial reports that Government is required by law to publish in the Gazette.

2. Members of Executive and Legislative Councils will be provided with copies of Departmental reports by the Secretariat which will also be responsible for having some additional copies available for any members of the general public who require them.


COLONIAL SECRETARY.

AGDT/LJH.

1/11/60

No.

It is requested that, in any reference to this memorandum the above number and date should be quoted.

MEMORANDUM.

From Head Printer,

Stanley, Falkland Islands.

The Honorable

The Colonial Secretary,

Stanley

SUBJECT :-

SUMMARY OF WORK IN PRINTING OFFICE

This is a list of work at present on hand in this office.

6 Ordinances to be printed for authentication and 150 spares of each and thereafter
Gazetted.

Colony Estimates. Workmen's Compensation Regulations: 27 Romeo pages which comprises
several forms.

His Excellency's Speech to Council and Leg. Co. Minutes.

*Leave and Passage Regulations: 8 Romeo pages. Gazette Index for 1959.

1959 Ordinances, Regs., etc., to have contents pages set and then to be bound.

Monthly Gazettes to be kept up to date: these average 160 pages per year over the last
3 years or 13 1/3 pages per month.

Copies for authentication and authenticated copies of all Proclamations, Regs., Orders,
etc. etc., appearing in the Gazettes have to be printed.

DEPARTMENTAL FORMS

C.S.O. Officers Record Sheets 500 required. Philorel Cargo Form 500 required.
Large Envelopes to have address printed on for Crown Agents Mail and Sec. of State.
Wireless Licence Books: 2000 required, in books of 100.
P.M.D. Issue Voucher: 3000 Required. Examination Forms, Govt. School 200 required
C.S.O. Issue Voucher 500 Required.

Treasury Vouchers White 3000 required. Blue ³⁰⁰⁰ required.
" Local Purchase Orders 5000 required.
" Cancelled Currency Notes Form 2000 required.
" Old Age Pension Form 1000 required.
" Old Age Pension Registration Form 1000 required.
" Schedule of accounts to be recovered by Crown Agents form 500 required.
" General Receipt Books, duplicates, 50 required in books of 100 receipts.
" Income Tax Statutory Declaration Form (Annual Order) 2000 plus.

Police Charge Registers urgently required but rather large setting, printing and
binding job to be undertaken at present.

P.I.D.S. Orders.

Airmail Memorandums 1000 required. Inside Minute Sheets 5000 required.
Analysis of Telegrams? Form Double foolscap size cross ruled.
Met. Office Letter Heads various sizes 1000 in all.

Money Order Books F. Is. books of 50 duplicates 10 books } nearing completion
" " " " " " 100 " 20 " }

Old Age Pension Cards 1250 required

Old Age Pension Order Books..... to be reprinted with the increased allowance rate

With the amount of Legislation in motion at the present and with an eye to keeping
abreast (if possible) of Ordinances, Regs. etc., pending I am keeping the staff
full time on this work and using a "stor jar" service for departmental forms.

This, I feel, is the only service that can be operated at present and the above list
will undoubtedly build up.

29.

V.T. King.

Govt. Printer.

Thank you. Now pl. dismiss

M.H. 2.5.60

RA 16
3.6.60

40AP. BU 7.7.66 to consider printing of
Treasury reports such as Savings Bank,
Note Security, Provident Fund, rather
than duplicating then printing at a
later date

D-111

BU 7.7.66

29
31

M E M O R A N D U M

Ref: 0714

15th February, 1966

Circular No. 2/66

From: The Colonial Secretary,
STANLEY.

To: All Heads of Departments,
STANLEY.

Printing

The Government Printer has a large volume of work on hand, and Departments will review their printing requirements.

It is policy that nothing will be printed which can be duplicated.
Where doubt exists the Colonial Secretary will be consulted.

This circular provides the opportunity for all departmental heads to ask themselves just how much unnecessary printing is being done on their behalf, and how much of it can be cut out.

This circular is in addition to General Order V.1.

W. H. Harrison
COLONIAL SECRETARY

Issued to all departments today

LS
17/2/66

LS
Sfe 10.30
wa. you pl. Sound out H.P. in

28.11.66

Revised
~~25.11.66~~ (30)
25.11.66

No. _____

It is requested that, in any reference to this memorandum the above number and date should be quoted.

MEMORANDUM

30th November, 19 67.

TO: The Assistant Colonial Secretary,

Secretariat,

FROM: The Postmaster.

Stanley, Falkland Islands.

STANLEY.

SUBJECT :-

PRINTING.

I should be grateful if you would arrange for the printing of the attached cards.

Grateful if some kind of priority can be given to this work as the cards are required by the 1st January, 1968 in order to simplify the accounting system.

Yours faithfully,

33
H.P. R. discuss direct with P.M.
You are authorized to proceed

R. L. Lawson
Postmaster.

34
ACS.
The job is now completed

V.T.K.
14.12.67