CUL/ARC/1#1 DEPAREMENTAL. 1021. O.S. No. 140/21 Colonial Secretary. SUBJECT. 1921 Suggested transference of the files in the 22nd Jany: Governor's Office to the C. S. O. Previous Paper. 263/17 G.O. 356/19 MINUT'ES. 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. C. 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. C. 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 lawing to wade through a Dile of (5)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. M. C 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. Witharlin . Col: Secretary. 22nd Jan: 1921. Subsequent Paper. H.CS. Ya will see from altrehid compondence the place of deposit for records tricluding numbrud despatches from the Soft is the the Cumical Secturnys office. W & S. Ltd.

2. Secur + confidential despartes will remain In the offer a alway decided 3. asked Mr. martin & prepar standing adde pr dealing with S gs despatches but his prevented from during so by other work. as the time I fan the chief cluck valad instructions to opin a vork for Auguns + register for despatches to + from Sogs. These register standa It used for all despatches to i from Sg8 Maring date 1th Lanuary 1921 + after. 4. Som desparetes will be needed state dand Deemla 1920. Then should be receiled in old refute in the office. 5. The Chief Click Undermand system of legittation the use in this office + Can Carry on Same System in C.S. Office. 6. The cufford a replica to on (4) of he marting minute is dequired in this office for confidential desputches bus I have seen down anothe cleft and which can be used for desparches a other papers. Shelves and Media in C.S. office (Su 2) & 108/1949) for recends Nur you have rightly partite aus the they should it Successe. Multi this is done + permanent arrangements Inade p. offices of Cel: See (this we have discupa with Cel Supinice (May) recces may remain here. It Would be convine havan if allan formand Conta

C.S.O. No. 140/21

Inside Minute Paper.

Sheet No._____ 7. apart from the minute propers in which depaires an dealt with the shares In in Col Sees office (1) Complet file of numbered + miselloneus desparches from S g S: if dufficates of despatches an not receive the dignal Shuld to withdrawn fim menute paper ph phing. (2) Complete file of menduad despatche to Sap for Such year. (3) Complete fil of circular despatches for Sals In Such year. 8. The guard books in Use in the office are too bully : " Spring buch pulphies wald to Inde Convenient: al de Ind I Such year the Collection of despatches * cicolars ((1) Q). B) alue) should be bollend up in square volumes. 9. Partiamentary popus which an Accura Under Carte of Library departer should to pled by tomselves the practice of hickuding them in pile of depatches is the comment as it makes them very builty.

COPY OF GOVERNOR'S MINUTE CONTAINED IN M. P. 140/21.

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 preventd 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) Complet 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.