

kept. The whole of the clerical work of this office is performed by one clerk, whose time appeared to be fully occupied. It would be of benefit to the Department if a cadet were appointed to perform such duties as recording, despatching, clearing mail-box, and generally to assist in the office. The series system and typewritten indexes could be used.

MARINE DEPARTMENT.

Present System.

Book register with a general and nominal (including departmental) index.

Remarks.

The proposed new series system with typewritten slips for register and indexes should be introduced.

General Remarks.

The records in this Department have been neatly kept, and there appears to have been more work than one man could carry out satisfactorily. The question of extra assistance for the Record Clerk is being considered, and a proposal made that a new cadet be appointed to assist. With the introduction of the new system, and if the abolition of the letter-book is approved, the Despatch Clerk could render any assistance necessary for the present.

MENTAL HOSPITALS DEPARTMENT.

Present System.

Book register and index.

Remarks.

Series system and typed card indexes should be adopted.

General Remarks.

An immense index of patients is kept in book form. A card index would replace it with advantage.

MINES DEPARTMENT.

Present System.

Book register, index (nominal) card subject-index, yearly numbers.

Remarks.

Series system and typewritten cover-sheets for indexes could be adopted.

General Remarks.

"Bring-up" diary should be kept by the Record Clerk, and all officers concerned instructed that no files are to be held in "suspense" where action is not immediately completed. A saving of about half an hour daily would be effected by the introduction of the new system.

NATIVE DEPARTMENT.

Present System.

Book register and index, together with small subsidiary indexes.

Remarks.

Recommended adoption of series system with typewritten covering-sheet and indexes.

General Remarks.

Two separate systems of recording are in use in this Department—the general records and also the Native Land Purchase records—the reason advanced being that under the present general system papers were not easily obtainable. This has led to a duplication of certain records in this Department, which should not be permitted to continue.

All letters are (on receipt) entered in the record-book, and a consecutive number given each paper. In cases where there is already a file on the matter the number is entered in the margin. It should be sufficient if all papers were indexed, and there should be no need of a daily register. The adoption of the new series would allow of Native Land Purchase files being kept as a separate series and still form part of the general system.

The Record Clerk holds an additional position of President of Maori Councils, which it is understood has received insufficient attention in the past.

A saving of time should result from the centralization of the records and the adoption of the proposed system. The Chief Clerk would be relieved of the present special records of Native Land Purchase now kept, and any saving to the Record Clerk could profitably be spent on his other duties.

PATENTS OFFICE.

Present System.

Book register and book index.

Remarks.

Series system and typed indexes should be adopted.

General Remarks.

The number of general records in this Department is very small, and the benefit that would accrue from the adoption of the proposed system would result in more time being devoted to the other duties performed by the Record Clerk.

PENSIONS DEPARTMENT.

Present System.

Book register and index combined.

Remarks.

Adoption of series system and typewritten indexes is recommended.