

Hamilton, Gisborne, Stratford, Wanganui, Blenheim, Timaru, and Christchurch. Additional lockers have been provided at Dunedin, and arrangements have been made for the early installation of a set in the new building at Hastings.

So great is the demand for locker accommodation in Christchurch that it is necessary to make an additional installation as soon as possible. Accordingly further lockers have been placed under order, and will be installed as soon as they have come to hand.

RECORDS.

10. It is essential in the operations of a large business concern such as the Public Trust Office that its record system should be efficient and at the same time not too elaborate or expensive. The record system of the Office fulfils these conditions, and is so organized that the work of each Division can be readily referred to.

Files form an important part of the well-ordered system. These are of a convenient size and properly classified, and strict attention is paid to the care, handling, and accommodation of them.

Often estates and other matters continue to be dealt with by the Office for prolonged periods, and it is important that the correspondence and documents extending over such a period can be promptly referred to whenever required.

The system in force enables this to be done, and information regarding any estate administered by the Office since its foundation can be readily given. This is of great service in dealing with inquiries and points often raised many years after the administration of an estate has been closed.

EXPANSION OF ORGANIZATION.

11. Since my last report agencies have been opened at Norsewood under the control of Mr. W. M. Thomson, at Oxford under Mr. L. Watson, and at Leeston under Mr. C. G. Fisher. The appointment of an Agent at Leeston followed upon the closing of the part-time office previously conducted there.

No additional District Public Trustee, District Manager, or part-time offices were established during the period.

INSTRUCTIONS TO OFFICERS.

12. The consolidated book of instructions which was issued to the staff some time ago and to which reference has previously been made in my reports has been much appreciated by departmental officers as providing a ready reference to matters contained in the Office instructions upon which guidance is required from time to time. It was recognized when the consolidated book was issued that provision must be made for additions and amendments, and the volume was so designed as to permit of these alterations being readily effected.

The following is a list of the principal instructions issued during the year:—

Bank of New Zealand shares held by the Public Trustee, Issue of scrip for.

Office charges: Commission in estates of mental patients, &c.

Mail: Clearing of post-office boxes.

Allocation or partial release of Common Fund mortgages.

New issue of shares by the National Bank of New Zealand (Limited).

Applications for probate by outside solicitors on behalf of the Public Trustee.

Stamp duty on lodgment-slips for moneys lodged to credit of payees' bank accounts: Audit Office requirements.

Miscellaneous record system: Indexing of matters and attachment of records to files.

Translation of correspondence, documents, &c.: English into Maori, and *vice versa*.

Correspondence addressed to deceased persons, convicts, and mental patients.

Concerning the Land Transfer (Compulsory Registration of Titles) Act, 1924.

Wills for deposit, custody and handling of.

Care of office premises, furniture, and fittings.