Twilight of a Victorian Registry: The Treasury's Paper Room before 1920

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ABSTRACT: Experiential knowledge of government business among clerks in the Treasury's paper room stimulated new logs to control transit of records and classified indexes to expand recall of business beyond personal memory. Despite a flowering of expertise in records matters before the First World War, effective changes were compromised by the volume of paper work, inherent limitations of format, and the increased speed of business. Additional staff was the favoured option for keeping up because it did not imply re-thinking the format of records, optimum linking of their physical and intellectual control, or changed operations of the paper room and re-assignment of staff. Classified indexes, a Victorian achievement in the Treasury, held the central service together until the restrictions of format and space for files and for registration notes and for paper room operations led to a new system of registration and classification in 1920. The Victorian separation of initial registration from ultimate classification was replaced by the union of the two processes at the beginning; the principle of file formation changed from one letter, one file, to one subject, one file.

1.0 Introduction

The growth of state power in Victorian England prompted a revolution in administration whose nature is still debated (Lowe 2005). The drivers of change, especially the reciprocity between political actions, technical expertise, and bureaucratic differentiation, appear to be sufficiently diverse in historical evidence that arguments for different models are well supported. Bigger government also drove remarkable alterations to the civil service's habitual practices of making and classifying records which arguably were as significant as those in administration. The emergent modern offices of the civil service shed scribal arrangements and united decision making, writing, socialization, and managed behaviour for larger enterprises that were complex in structure and organized into distinct competencies exercised by many people (Jones 1971, Pellew 1982, MacLeod 1988). Official records of departments, once these were ordered and cross-referenced, became a valued bond linking a growing number of sub-units in the established administration. However, apart from national insurance in 1911 and rationing during World War I, records issues were rarely if ever considered when new responsibilities were assigned to the civil service. Yet every new activity or program brought with it a host of requirements for making, copying, filing, and finding records and the information they contained on process, precedent, and people.

Additional responsibilities assumed by government swelled its employees and drove up paperwork to feed an insatiable appetite for reports and statistics. Late Victorian civil servants agreed that their work had increased rapidly since mid century. Royal Commissions and parliamentary committees, which examined the operations of the enlarged civil service, recommended more methodical approaches to the tasks of public

business and its records as a way of minimizing growth in the public service and increasing efficiency in business processes (*Second report*, Ridley 1888 and *Fourth report,* MacDonnell 1914). Better ways of organizing knowledge interested many groups in late Victorian Britain, especially to strengthen corporate structures by fixing sources of their authority (Daunton 2005). Modern records management ideas and techniques, including the classification of business into logical groups to allow regular purges of material and the functional classification of records by pertinency to business, emerged in the Victorian registry whose staff developed expertise in controlling records and information that for the first time transcended exclusive department lines.

Official records were handled in each department by its paper room sometimes called a registry or the library. Clerks in the paper rooms developed unique registers and indexes to their department's business precedents which were increasingly essential supports for long-term recall of events and records beyond the memory of contemporary participants. Although departments experienced different rates of growth in the amount of their written business, beginning in the 1870s and continuing well into the twentieth century, many changed their registry practices, first to keep up with demand for existing services and later to enhance their ability to manage accumulated information about the department's business. Mechanical devices such as copy presses and typewriters acquired regular places in the office, largely because they sped up traditional processes of writing and copying (Craig 1992). Many departments quickly took advantage of provisions in the new Public Record Office Act (1877) to purge back files, freeing up space for new files, furnishings, and equipment. Perhaps for the first time since their establishment, departments of the Victorian civil service looked to other units in government and to the private sector to get advice and ideas for improving mechanisms of physical and intellectual control. The Foreign Office and the Home Office, among others, undertook detailed studies of their indexing practices, seeking improved procedures for information location and fine-tuning their established classification controls (TNA:PRO t1/10369 1905).

2.0 The Victorian Treasury

The Treasury had the most power over the civil service as the point of control for staffing, budgets, and expenditures (Heath 1927, Peden 1983). Throughout the latter half of the nineteenth and early twentieth centuries, it was the first line of defence against unrestricted expansion in the civil service and its associated cost to the public purse. Treasury officers maintained careful control over growth in other departments and were conservative in their own arrangements, especially for preparing documents and managing accumulating papers. Always cognizant of costs, anxious to ensure proven value for each expenditure, and sensitive to public criticism of waste and excess, treasury officers required full and careful rationales to support any proposals they received—these were embodied in statistics and documents that accompanied all requests made by the departments and constitute a significant source for the changes in paper work that accompanied the Victorian administrative revolution. The Treasury strove to maintain equilibrium in the service rather than to champion innovations, and this aim guided its approach to requests for additional staff or for new types of office equipment from its own officers as well as other departments.

The Treasury's history, its habits, and its practices were anchored in a strong tradition of records making. The systematic keeping of records provided a high level of comfort to Treasury principals who deliberated largely in writing until the First World War (Craig 2000, 2002). Two well-established forms, the memorandum and the minute, and two well-established formats, the bound volume and foolscap sheets gathered chronologically into related units fastened by a tagged cord, continued to be well used throughout the nineteenth and early twentieth centuries. Treasury officials understood that written arguments were lasting supports for decisions. Orders and directions in writing integrated activities to a record of their daily performance and provided evidence of decisions and commitments over time.

The Treasury inevitably participated in the general growth of business in the civil service, doubling its complement between 1900 and 1920 and more than doubling its written communications (TNA:PRO t199/46 1935). By the outbreak of World War I, the department had expanded into eight administrative divisions led by principals supported by assistants of various grades. Each division handled all matters of finance, establishments, and supplies for a group of client departments. Although the pre-war Treasury was never in the forefront of innovation or change, its position at the point of control for money, staffing levels, and approved equipment for the whole service emphasized the importance of the central paper room as a link among divisions. Paper room clerks alone in the Treasury handled all divisional records, and they devel-

oped experiential knowledge of a wide range of government business matters. Precedents in actions or matters often had relevance across the service, and all divisions needed to know and have access to decisions and their supporting arguments. By the 1880s, the paper room was the main point of reference for the recall of papers on related business or subjects that involved one or more divisions. The expansion of the Treasury to include more staff and a larger number of divisions to align better the allocation of work for client department had implications for the Treasury's records and for the central registry service as it was seen to be and as it actually operated (TNA:PRO t1/5688c 1851).

3.0 The Treasury's Paper Room before 1920

Treasury officers were served by a registry department, often referred to as the paper room which, by 1850, had developed to be an established central unit. The paper room handled all written communications and kept the official records of Treasury business (TNA: PRO t1/5688c 1851). The paper room operated a messenger service for the daily transit of letters and files, undertook all copying, put away completed files, and maintained a central record of precedents, decision minutes, and all outgoing letters and memoranda in letter books. In 1851 there were about seven clerks devoted to paper room work (TNA:PRO t1/5688c 1851). All official business with departments and the public was formalized in written communications, although by 1912 telephones were in wide use for deliberations and information seeking of an informal nature. Until well into the First World War, all of the divisions and their central paper room were located in the Treasury's building in Whitehall (TNA:PRO t1/8227a 1870).

The working rhythm of the paper room was dictated by the daily receipt and dispatch of paper, which drove the Treasury's business. The principle for control in forming files was one letter, one number (TNA:PRO t199/90 EO 88/01 1919-1921). Post was received in the morning, and letters were affixed to jackets to be used later by divisional officials for recording directions, notes, and minutes. Items were registered, clerks searched for related files among the completed records in store, attaching these to new receipts, and messengers handled scheduled and urgent transit of material to and from the divisions. Outgoing letters received from the divisions were prepared from manuscript notes and directions of the principal officers located on and in the jackets in designated spaces, signatures were sought where needed, copies of outgoing letters were made for the letter books, and material was then dispatched to the post (TNA:PRO t1/8227a 1870). Completed files were put away regularly in store.

Throughout the nineteenth and early twentieth centuries the paper room's log books grew in number and type to control better the location of files and specific types of information habitually recalled by the divisions. Books controlled the allocation of numbers to the files, the location of records in the building when in use by divisional officers and, ultimately, logged shelf locations in file rooms. Clerks worked on registers and books standing at waist high desks and counters with slanted tops supporting open volumes in their working position—one clerk per volume. When mechanical copying and typewriting were introduced in the 1880s these were concentrated in separate rooms apart from the registers and log books (TNA:PRO t199/90 EO 88/01 1919-1921).

Figure 1. Clerk (Archives of Ontario, R.G. 62 Brockville Hospital 1906)

The clerk in this photograph (Figure 1) is working at a waist-high counter which supports two large volumes in the open position ready for entry writing. He works standing up. The desk unit has a level space at the top for pens and ink wells, while the space below is divided into vertical sections to hold volumes in place when not in use. Although this photograph was taken in Ontario, Canada, the working arrangement was common in Ontario and in England before the First World War, particularly in public offices.

In addition to managing the distribution, copying, and filing of the Treasury's official records, the paper room also was responsible for registering papers and for recalling these when needed. Decisions or Minutes kept in books from an early date are a continuous se-

Figure 2. Image of spine of the skeleton register for 1877 showing contemporary identification by year and current TNA:PRO reference code (TNA:PRO t3 vol. 66)

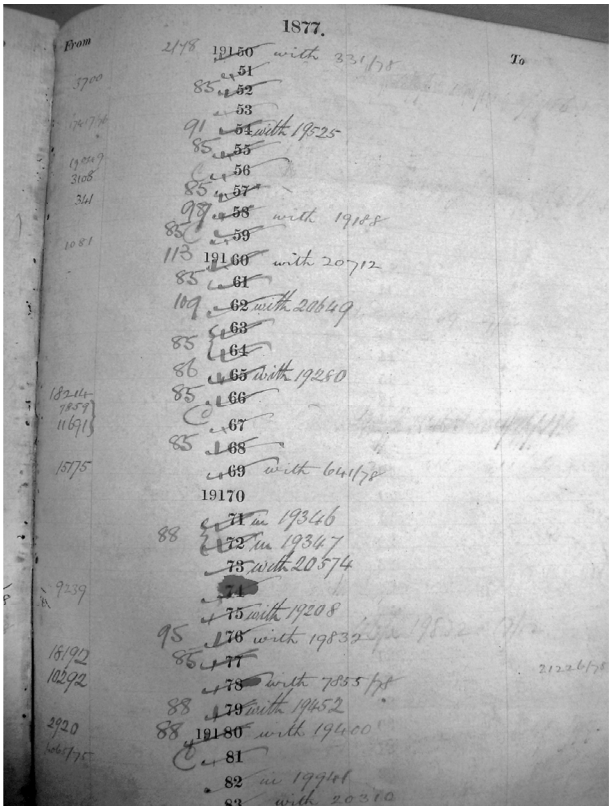

Figure 3. Interior of skeleton register for 1877 (TNA: PRO t3 vol. 66)

ries from 1667 and were maintained by the paper room as a central chronological record of actions by the Treasury Board (Heath 1927, 138). Additionally, the paper room kept yearly bound volumes of all outgoing documents from the Treasury. These volumes which were differentiated either by department of government or by a specific form of document. Especially important were the volumes recording warrants issued for money. The Treasury's letter books were indexed by name of recipient and, throughout the nineteenth century, the books were differentiated into series to concentrate records of the Treasury's business in areas of its chief responsibility or with particular groups (TNA:PRO t199/493 EO 15/293/01 1958). Increased business in the late eighteenth century led to the development of books to track topics that recurred so that reference to decisions and the arguments supporting them in the papers could be done independent of personal memory supplemented by searches in the chronological letter books (Heath 1927, 139-140). Particularly key were the registers of sequential numbers assigned to papers received. These skeleton registers also recorded forward references to subsequent receipts from the same source or on the same topic (TNA:PRO T3 1782-1920).

Centre column has the sequential numbers for registering incoming official letters. Check marks in black ink (visible below the red ink check marks) indicate that the number has been used. References in the left hand column show previous file number, if any and where relevant. Black ink endorsement following the register number indicates the forward reference for that file, usually to a later number for the same year or the next year. Red check marks and red numbers indicate the destruction order authorizing the disposal of the file. Very few files were saved for transfer to the Public Record Office.

Clerks kept the registers up to date and were, on the whole, familiar with the work of their department and able to track related items through direct inquiry of a neighbouring clerk or, when needed, of an officer in the divisions. This economy of a single physical of-

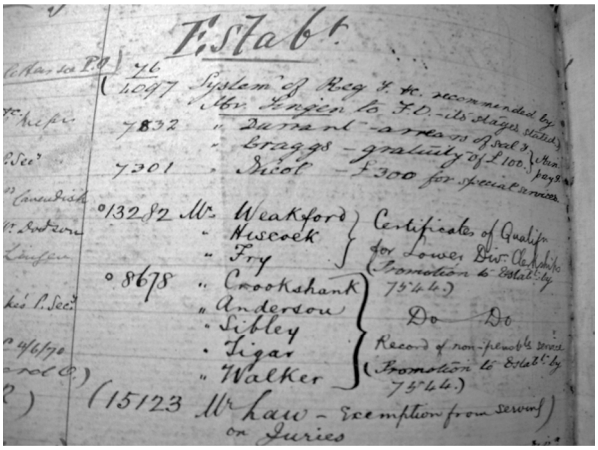

Figure 4. Subject index (detail) showing the Treasury entries for establishment files, 1876 (TNA:PRO t108 Vol. 6)

fice relied on the active participation of knowledgeable people as well as on the timely application of consistent registration and prompt accurate filing. Increased business for the Treasury came inevitably with the growth of the state's apparatus of civil administration bringing in its train an increase in the demand for paper room services.

Once strains appeared in the registry in the 1850s, clerks tried a variety of supplementary techniques to assist registry staff and divisional officers in information location. Tools were developed to supplement and eventually replace memory as a better way to bridge the gap between people, knowledge, and business that was spread among the divisions. Interest in the information in the files as well as in better access to precedent decisions encouraged thought and experimentation in devising better ways to locate and retrieve information and current records. A particularly important tool to allow the paper room to search for related material among all papers and letters was a new set of classified indexes introduced in the 1850s. These indexes, maintained in large volumes, acquired a central place in paper room searching, and were kept consistently from 1852 (TNA:PRO T108 1789-1920). These indexes, organized by the major areas of Treasury responsibility, record the register number of the first files in a significant sequence of business actions regardless of the division to which the business was sent. By recourse to the skeleton registers of sequentially assigned file numbers for each year, searchers could track forward references of any business to find the final registration number used for the accumulated papers; files often spanned many years, so that while searching produced good results, it also could take considerable

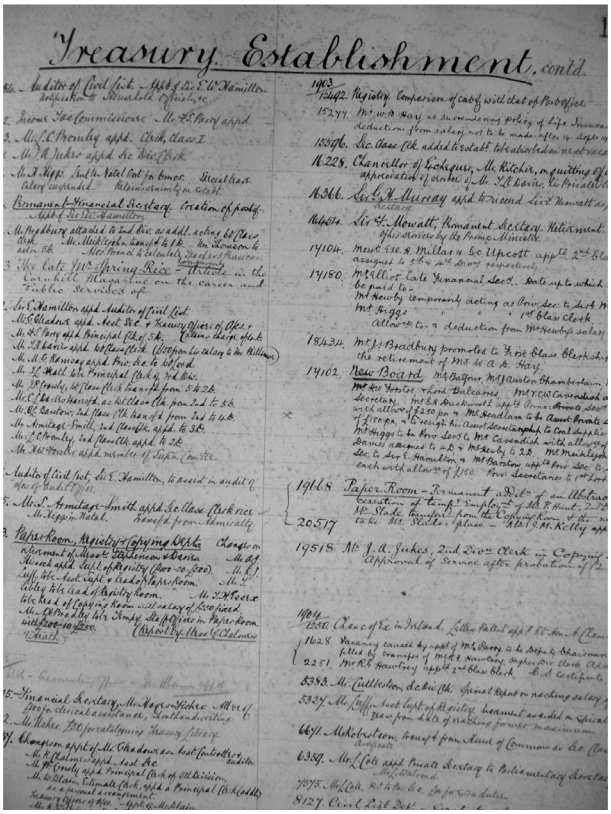

Figure 5. Subject Index showing the Treasury Establishment page (continued) (TNA:PRO t108 vol. 16)

time to complete if numerous skeleton registers needed to be consulted to follow a lengthy matter. Although notations in the index books were not fully standardized, and restrictions of space in the books for unexpectedly active topics inevitably promoted *ad hoc* marks whose meaning could be lost in time, these subject indexes became an essential support to enable the dispatch of business in the paper room and in the divisions (TNA:PRO t199/90 EO 88/01 1919-1921).

File numbers would be secured from the subject book (Figure 5). By checking the skeleton register for the appropriate year, the clerk could confirm the number used for putting away the papers and track forward references of continuing actions or matters.

The paper room defined itself in procedural control over records and by a strong ethic of service to the department's principal officers. In turn, the registry was relied upon to bring regularity and control to explicit knowledge in documents and to protect these over time as a central service. It was the court of last resort for unique business information, knowledge of the past, and reliable evidence for Treasury officers. The paper room, with its register and index books kept by knowledgeable clerks, was a pivotal information unit in the Treasury.

Throughout the latter half of the nineteenth century, directions were issued from time to time to secure consistency in the Treasury's paper work, especially in the writing of official minutes, in the ordering of letters, memoranda and minutes within a file, and to secure control of files while active with the divisions. Delays in business because of tardiness in the paper room were first officially noted in 1895 (TNA:PRO t1/8954A 1895). In 1904, 1915 and again in 1918 directions were issued to renew consistency to the Treasury's registered files. Diversity in practices among officers and divisions, random internal ordering of the files and insufficient indexing were identified as the main problems. These appear to have become more pronounced in the early twentieth century (TNA:PRO t1/8227A 1870, t1/12408 1904 and 1915, t199/90 EO 88/01 1919).

The Treasury was not unique in experiencing problems in managing official records and paper room processes. A number of internal studies of registries undertaken by several large departments before World War I revealed differences in the organization of tasks and in principles of classification. The Cartwright Committee, for example, which in 1905 reviewed the registry problems in the Foreign Office, visited a number of departments to collect information about registry procedure and techniques. The Committee noted the lack of any general system in the service, attributing differences to a department's special business needs and unique traditions coupled with a general ignorance of the experience of others in the service (TNA:PRO t1/10369 1905). Differences rather than similarities were again underscored in the complete review of the civil service undertaken by the Committee on Staffs in 1918 and 1919 as part of the process of returning government to peace time conditions (TNA:PRO t1/12286/8431/19 and t1/12408/48324/19 1919).

One result of the work of the Committee on Staffs was to outline for the first time possible models for the operation of a departmental registry service. Guidance and advice was embodied in the publication, *Notes for the Use of Registry Branches* (HMSO 1919), which was prepared by experienced officers brought together from various departmental paper rooms and registries to work as a team by the Committee on Staffs (TNA:PRO t1/12334/23800 1919). This booklet discusses the concept of the registry, in abstract, raising issues of principle and suggesting models for organizing jobs and for classifying business to assist later reference. It addresses many questions about information work current in the British Civil Service after World War I. What should be the form for precedents and their notation? What is the best way to build a working and complete index to the files, correspondents, locations, and subjects? What is the best way to control files as they move among units which were now dispersed in several physical locations in Whitehall? What system would effect a union between chronology and subject? What method would allow tracking of due process and provide access to subjects? The models in *Notes for the Use of Registry Branches* crystallized experiential learning in registry work over the previous thirty years, and was a guide to registries between the wars on many issues. Its preparation established a co-operative mode for developing models of practice that was favoured in the future by the Treasury's newly formed Establishment Division and particularly by its investigating officers (TNA:PRO t1/199/95 EO 172/118/02 1945).

4.0 Conclusion

Despite a flowering of expertise in records matters in the service in the late nineteenth and early twentieth centuries, pre-war efforts were hampered by the restrictions of format, the increase in the volume of formal records, the demands these put on available space and on the knowledge of classification techniques and models of practice from other organizations. The logic of formalizing communications in writing was rooted in an established tradition of handling business so that a form of independent audit bound parties to signed agreements or confirmed petitions or questions put. The expansion of government strained the principle of central control through central records. Mechanical assists were tried experimentally to speed up copying and improve legibility and a few types eventually were incorporated into the existing workflow. However, additional staff to manage records was a favoured option because it did not imply any re-thinking of operations which were based on experience and tradition, rather than system in principle.

Ultimately, expansion of the paper room was constrained by the space that it occupied and the physical limits inherent in the form and format of records. By 1918 paper room services, including searching, copying, registration and storage was spread over eleven rooms occupying 4300 square feet of space (TNA: PRO t1/12203 38087/18 1918). There were no agreed measures and standards for classification, for filing, for registration, and for process control. There was no baseline for establishing the ideal complement for a

paper room. Nor were there agreed ways for evaluating its work. In these circumstances, changes often were made without full or complete data to support the normative statements of interested participants. Effective service and efficient processes continued to be measured by the level of satisfaction of officers who used the paper room and relied on its services. This was an unstable measure at best—satisfaction diminished during the war and never returned to the presumptive high level of earlier times (Heath 1927, 27).

In the first instance records serve the needs of an administration organized to accomplish some kind of business. Explicit information, and knowledge embodied in many forms of document, were shared by officers familiar with the business and its rhythms, and with the habitual procedures of a place of work and socializing. They formed communicative communities operating largely according to procedures and rules. These rules were most obvious in the directions on records and keeping (TNA:PRO t199/90 EO 88/01 1919-1921). But systematic records keeping and explicit information also were molded by traditions, customs, and common experience, which may not be immediately obvious to an outsider but nonetheless constitute an important layer in business action and in the records' meaning. Documents and communication practices both were indelibly affected by implicit bonds of a community that understood uses of language and nuances of forms and their roots in established customs for acting in business activities. These features can be transparent to us, because they are often not declared in writing but in action. Logic and system in communications could be uneasy partners with custom and tradition, but both had roles which we can see, in retrospect, were negotiated on an on-going basis through time.

In the later part of the nineteenth and early twentieth centuries, knowledge transmitted by shared experience among a stable group of junior and senior officers located physically in one building was strained by the growth in the business done by the Treasury. Its officers had oversight of complex matters for the British civil service as a whole. Intricate issues of finance, civil service classification and work, and contractual responsibilities for a greatly expanded list of supplies for the public service focused attention on the importance of records and their information as a source of knowledge to which all officers must have access and recourse should it be required. This need encouraged clerks in the paper room to experiment with new forms of control and nurtured the flowering of supplementary control registers and new indexes in the late nineteenth century.

The war's extraordinary demands on the registry, especially by the quadrupling of paper work, overwhelmed traditional modes of controlling and indexing papers that had evolved incrementally in more stable times (TNA:PRO t199/90 EO 88/01 1919-1921). Registration took place when a written communication was received and its main purpose was to control the physical flow of paper to the divisions and to locate completed files in store. Classification of the registered papers using the indexes developed in the 1850s and enhanced in subsequent volumes was done at the stage in the business when records were put away as completed. The separation of registration from classification was eventually overwhelmed by the growth in the amount of paper work and in the associated task of records searching in the indexes and skeleton registers, which was inherently laborious. There was little defence for it during the post war reorganization of the Treasury (TNA:PRO t199/90 EO 88/01 1918).

Changes in paper room practices, especially to add new tools to aid in locating related subjects across a wide field of responsibility brought the Victorian registry up to the peak of its capability, given staff, book records, and the volume of registration and referencing that had to be done. Rarely did the service reach the ideal of authoritative recall independent of the recall of participants or well-experienced treasury officers. Official records as a form of constructed knowledge shared by sub-units within the department certainly grew in importance; however, the reforms of the early twentieth century were unable to knit together successfully various aspects of business knowledge, long-term memory, and central control over their sources in official records. Some contemporaries agreed that the paper room's records were "the life blood of the office", but others, perhaps a majority of civil servants, saw them as "diseases of civilization" (TNA:PRO t1/12334/23800 April 17, 1919). In 1924, one Treasury officer acknowledged continuing deficiencies in the work of the newly reformed paper room, which failed to meet the high expectations of officers for it. He recognized anew that a workable paper room or registry needed to be constructed in life—*solvitur ambulando* —a motto suited to a registry and its records as a work that must be always in progress (TNA:PRO t199/90 EO 88/01 1921).

Procedures fixed in manuals, rules, and orders, the grading of workers and functions, and classifying business affairs and their files of transactions and prece-

dent, all aim to provide a sense of order for officers in the organization and for their work. However, the reality of work and the information and records that supported its continuity over time were never in any way as stable as textual fixity and generally orderly organization of files tends to suggest. For example, the contingents that affected official work, offering options for conscious choice, may not appear in the records because the very act of recording reduces the scope of possibilities to one voice. The cacophony of lives lived everyday at work is tempered in the paper room, which handled only one type of message, the formal records of business, to be carried clearly through time.

The growth of administration's responsibilities for new areas of government interest encouraged experimentation with new ways of tracking records and business precedents and eventually led to the complete redesign of the registry service in 1920, following the re-organization of the Treasury in 1919 into three cross-service functional areas (viz. Finance, Establishments, and Supplies). The new order was based on the development of a new classification system that was applied at the time of registration instead of later, when the completed files were put away. The principle of forming a file (which in reality could have many volumes or parts) would henceforth be one subject, one file, with full cross referencing within the file, especially to related topics and matters. The paper room's physical space was altered; book indexes and some registers were closed in favour of card files, which allowed greater access to searchers (TNA:PRO t199/93 EO 88/127/02 1930).

The practices of a central paper room and registry were rooted in traditions that served well in a reasonably stable administration: once new conditions of rapid change took hold and demands grew, for more services, for swift yet flexible transit control among working units, and for better information recall, arrangements from the past not only were strained to the limit of their capability, but also were seen to be old fashioned and outmoded by business practices. These emphasized modular independence of units, rapid response using local indexes and registers, and intensive application of office machines. The stage was set for the Treasury's acceptance of methods and procedures that segregated business transactions and its records into smaller local units. Technical expertise in special areas of administration could continue to flower, offices were better able to operate in available spaces, and unit specific classification of business preserved an uninterrupted intimate interplay between personal and official memory.

Business practices and their perceived innovations in office work were admired by many civil servants and their political masters (TNA:PRO t199/90 EO 88/01 1919-1921). These had the cachet of modernity and, by the early twentieth century, were advanced as paragons, which the service could well emulate. Many were convinced that business methods offered a proven solution to the administrative problems that came with an expanding public service (*Fourth report*, MacDonnell 1914 and *Final report*, Bradbury 1919). Politicians in particular were attracted to the presumed ideal for arranging administration in businesses. The economic achievements and growing accumulation of wealth of the business elite, among other reasons, suggested that their method of office work was one of the successful drivers of a business. Their views on making and using records were seen to be superior to any of the long-established arrangements in place in the state and the law courts (*Second report*, Ridley 1888 and *Fourth report*, MacDonnell 1914).

A new business-oriented literature promoted the sale of office machines to reduce hand labour and offered packaged classification systems linked to card indexes to speed filing and finding. These ideas and products came into the service during the First World War with new clerks and officers with business experience. There seemed to be no reason why the techniques for managing corporate behaviour in a for-profit business or in the civil service should differ in essence (Agar 2003). An efficient use of resources to do a job either contributed to profitability or reduced claims on public taxation. Such a view of shared objectives promoted the notion that methods and techniques could be exported easily from business to government. This was a received conclusion that would be tested many times in the fifty years following the end of the Great War.

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T1 Treasury Board: letters and papers, 1557—1920.

t1/5688c/22,328 1851 Transfers of papers to the record office and arrangement in the registry department.

t1/8227a "Directive on papers", 25 May 1870. Telephones were first placed in the Treasury in 1881 but the connections were limited. Greater use came as telephones were more widely diffused in the building in the early part of the twentieth century.

t1/8954a "Delays in the paper room in transferring to the division" 1895.

t1/10369 22,406 "Foreign Office Establishment General Registry" 1905.

t1/12203 38087/18 "Rearrangement of Treasury Accommodation" 1918. Also provides details on the location of the 6 other divisions in the Treasury building, many with quasi separate units accommodated off-site, and the fitting up of the Treasury building with lifts, heat, and light.

t1/12286/8431/19 "Committee on Staffs Fourth Interim Report and Reports of Subcommittees, and 2 annexes, February 1919."

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T108 Classified indexes and subject registers, 1789 - 1920, 36 volumes.

T162 Establishments Department: registered files, 1920—1930

t162/79 e 8027 1921."Staffs in government departments. Comparison between numbers employed in July 1914 and July 1921." The

general growth of work in the Treasury is illustrated by:(1) 500% increase in budget expenditure, a 135% increase in departmental staffs under Treasury control (exclusive of General Post Office;(2) an increase in 135% since 1914 in the number of outgoing official letters; and (3) a much larger proportionate increase in the amount of semi-official correspondence and personal negotiation—obviating official correspondence....

T199 Establishment Officer's Branch Registered Files, 1821—1976

t199/46 eo 65/04 "Treasury Strength, 1900, 1910, 1914 -1932" 1935.

t199/90 eo 88/01a Re-organisation of the Treasury registry system and recommendations on new arrangements, 1919 -1921.

During the war the paper staff in the registry branch increased by 55 from the pre war complement of 17. In addition, the copying activities now employed 51 typists, some part-time, while in 1914 there were only 7 typists.

t199/93 eo 88/127/02 "Treasury Registry System, Introduction of Loose-Leaf Indexes, 1930-1943". Loose leaf indexes replaced the card index system which was abandoned in 1931.

t199/95 eo172/118/02 "Interdepartmental Study on Registries Report of Interdepartmental Study Group—October 1945", 1943 -1945.

t199/493 eo15/293/01. "Necessity of Treasury letter books", 1954 -1958.