

DATA GOVERNING THE SPACE TO BE ALLOWED
THE LAND OFFICE IN THE PROPOSED HALL OF RECORDS.

FIRST: For the purposes of estimating the space required for your material now in the Land Office (exclusive of abstract books), we have estimated as an average liber, a book 3" thick, 13 $\frac{1}{2}$ " deep, and 19" high, and for this we would provide a shelf 14" deep with a clear height of 20".

QUESTION: Is this allowance liberal enough?

ANSWER: -

yes

SECOND: For the abstract books, we are assuming your standard size of 4" thick, 13 $\frac{1}{2}$ " deep, and 18" high, for which we would provide shelf space of same depth and height. Of course, we realize there are some abstract books which require higher shelves.

QUESTIONS: a. Is this allowance adequate?

ANSWER:

yes

b. What would you assume to be the yearly increase of abstract books?

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~~all right for surveys.~~

THIRD: If the papers in your office which are now rolled in bundles should be gradually unrolled and filed flat in boxes,

QUESTIONS: Would a box measuring 16 $\frac{1}{2}$ " x 10 $\frac{1}{2}$ " hold most of the papers? If this size is not suitable as a standard size let me know what the standard size should be?

ANSWERS:

~~18 x 24~~
50" x 30"

I realize there are some papers which will require special size boxes.

Dummy numbers could be arranged for out of size papers.

FOURTH: Will you let me know how much space the contents of one of the Chancery Record files would take up if unrolled and laid flat in a box of a width and breadth which you might determine as standard.

ANSWER: *22" x 18 x 4"*

My dear Mr. Fowler:
The different size papers that are found in one box of chancery papers, when laid out flat make a peculiar looking assortment and while I have only unwrapped one box can only give you its dimensions which is 22" x 18" x 4" it is not 4" high now, but have allowed this much for a jacket in each case. Would like you to look at this bundle. Yours Arthur Haden