

MISCELLANEOUS NOTES OF SOME OF THE REQUIREMENTS
OF A PUBLIC RECORDS BUILDING.

Without specific information as to the capacity of the proposed building, the character of the records, and the method of administration, any data furnished is necessarily very general in character.

Assuming that the building may be for State records and that the building may have a capacity of 400,000 or 500,000 cubic feet, it would be possible to have a scheme which would clearly define four major divisions of plan, namely:

- (1) Administration and Operation;
- (2) Stacks;
- (3) Public Space;
- (4) Circulation, public and private.

In any building erected for an increasing volume of records, the question of expansion immediately comes up. From this point of view a plan which separates every other part of the building from the stacks, connecting the latter to the administrative portion by a passageway, gives a scheme which has the greatest degree of elasticity and is followed in some of the latest European Archives buildings.

Depending upon what form of administration is adopted for the building, any or all of the following space allocations might be required:

ADMINISTRATION

✓ Archivist:
Private Office;
Secretary;
~~Reception room;~~
Toilet;
Small Vault.

✓ Assistant Archivist

○ Executive Officer

○ Section Chiefs

○ Geographer

✓ Records of Accessions

✓ Central Cataloging Unit

(NOTE: If the volume of documents is very large,
it would probably be convenient that a