

The personnel may be classified generally in two groups,
viz:

- (a) Those who work directly on the files and who would therefore be located either within or convenient to the stacks;
- (b) The general administrative force occupied with the various operations that make up the work of the Records Building.

Method of transfer from the stacks proper to other portions of the building:

Whether or not conveyors or pneumatic tubes are to be used in the handling of the documents is a matter which depends largely upon circumstances, but unless the movement of the documents is very great, it is hardly thought that either conveyors or pneumatic tubes would be necessary, but that the small, book-lift type of dumbwaiter supplemented by messenger service would meet all requirements.

Aside from the regular stack space within the stack units, it is possible that special vault provision may be advisable for particular documents which are not available for even the restricted use generally allowed to State archives.