

Here also, should be facilities for drying damp and mouldy material.

In the basement, is a room for reproductive work, connecting with a dark room, and planned to hold two photostat machines and other equipment, which will be brought here from the Land Office, when it moves into the Hall of Records.

Under the head of classification, comes the cataloguing and listing of the archives. While cataloguing can be developed in great detail, and it should be ultimately so developed for the most important material; listing, that is, giving only an outline of the contents of each item, will probably be sufficient for a large part of the records.

Archivists are almost unanimous in their support of the principle of classification known as the, "respect des fonds", which one authority defines to be 'the grouping of records so that the processes by which they have come into existence, are at once made clear'.

A catalogue room, with drawers for cards, and shelves for index books, adjoins the research room. Space for cataloguing clerks is provided in the administrative offices, and as their work develops, room for expansion is available.

X The third, and final, fundamental element is that archives should be in the care of officials trained for their work both in theory and practice. The archivist's training is different from that of the librarian, although similar methods are often used in both fields. In addition to assuming the general direction of the repairing, filing and cataloguing of the records, the archivist should canvass the historical