

### MOTTO:

"The collection of original documents, like any other collection, is a matter of slow, careful, and systematic labour. In no place is there a greater division of positive work. The accumulation of a mass of any material, say money, and then theorize upwards or downwards as you will, is an art of itself requiring special capacity.

"When the effort is a collection of National Archives you have to establish what is required, what is indispensably necessary, to know where to seek for it and to take the means to obtain it, and to be careful not to pay twice over for the same commodity. The second stage is to assort all this matter, to classify it, to place it in such a form, and to give it such reference that on necessity immediately it can be found. The third condition is to draw up a calendar of it, describe it, and in short make it available to the ordinary inquirer."

—KINGSFORD.