

McGILL UNIVERSITY
MONTREAL.

REGISTRAR'S OFFICE.

December
12th,
1922.

Sir Arthur Currie,
Principal, McGill University,
Montreal, Que.

Dear Sir Arthur:-

Accompanying this letter you will find, (1) a statement of the work which has to be attended to in my office; (2) a scheme for the re-organization of the office if the records are transferred to it; (3) arguments in favour of centralization and objections answered; and (4) copies of letters from other universities showing the system in force there.

You will notice that if the examination records are to be kept in my office, my staff should be increased by two, an Assistant Registrar, (a man), and a record clerk, and that I would need some temporary assistance at the opening and closing of the session, the cost of which, however, would be comparatively small. One of the additional assistants would be required, as her title indicates, for the keeping of the records chiefly; the other, the Assistant Registrar is needed whether the records are transferred or not, for the time has come when for the proper carrying out of the work we have to do an extra assistant must be employed, - one who would relieve me of a certain amount of detail which I am now obliged to do and which takes up time which could be better devoted to larger University concerns.

I have now been over twenty years in my present position and I have only one more assistant to-day than I had when I started, notwithstanding that the work has practically doubled in every department. Moreover, when I came, I had two male assistants; to-day I have not one, and there is no person that I can fall back on to relieve me of such work as a man alone can properly do, particularly in connection with secretarial duties and public functions.