

will also be eliminated. The elimination of backlogs should result in a much improved service to the public which is of primary importance, even though it cannot be measured precisely in terms of dollars.

29. It is unlikely, due to the anticipated increase in volume of business, that a reduction in the present establishment will be possible. The man-year savings noted would be reflected in the credits now available for casual help. However, the Flexowriter system plus other procedural improvements aimed at reducing paperwork should obviate the need to increase the present establishment beyond its full strength, at least until 1965. This would only be true if the Division is allowed to fill all positions now authorized and can hire casual employees when required. It should be noted that at present the establishment of the Passport Division has ten vacant positions.

COST TO INSTALL NEW SYSTEM

30. The cost of installing the new system will be approximately \$41,600 divided as follows:

6 Flexowriters and ancillary equipment	\$26,000
*Filing equipment	10,000
Miscellaneous machines	3,600
Soundproof for Flexowriter room or a soundproof booth for each machine	2,000

\$41,600

*Estimated figure only, since the type of filing equipment required has yet to be determined.