

is reported to be greatly congested and in some instances such documents are temporarily stored wherever space can be found for them. The danger of destruction by fire is constantly to be feared, more particularly as many of the records are stored on wooden shelves or in wooden boxes in unsafe buildings. Other agents for destruction which have to be guarded against, although slower in operation, yet nearly as effective, are damp, dust, extremes of temperature, lack of ventilation, careless handling and more rarely, actual theft.

Another source of loss is the frequent transfer of large quantities of records from one place of storage to another, which not only causes actual loss of papers, but subjects them to much unnecessary wear and tear.

Insufficient storage also causes an incalculable loss of time through want of proper arrangement and classification entailing inefficiency and obstruction of current administration. The search for missing files is sometimes carried on for days, and even weeks before they can be found, or in some instances it has to be eventually abandoned through a conviction that they have been hopelessly lost.

These records are now mainly stored in buildings rented at great expense and their speedy removal to a special building in a cheaper locality will be a measure of great economy. The annual rental paid for space for storage of military documents in England, Ottawa and elsewhere in the dominion will be found to amount to a very large sum. The commission is convinced of the vital importance of erecting a properly constructed building which can be added to in harmony with the original plan when occasion arises. Such a building must necessarily be provided with proper elevators, shelving, vacuum cleaning system, and ample supply of electric