8. Who, besides yourself, uses your working files.

9. How far back do your working files reach.

10. Were the papers left behind by your predecessor

    a) relevant _____

    b) arranged to suit your needs _____

11. Did you make use of them _____

12. What did you expect from your predecessors' files on taking up this post.

13. In general, do you have confidence in the ability of the registry to find and deliver, within the time required, papers you need in your day-to-day operations

14. If yes, what additional advantages are there to be gained from working files beyond the mere retrieval of specific information.

15. If registry services were wholly adequate

    a) would this affect the length of time you retain registry files

       (How long do you presently retain registry files on the average?)

    b) should officers still retain working files

    c) could working files be discontinued but copies of some key papers still be retained

16. a) Do you assign file numbers to correspondence which you originate

    b) Where do you obtain the file number