

minion of Canada 3¾% bonds maturing in 1919.

The gross earnings of your transportation system in the fiscal year exceeded those of any previous year in the history of the company, and exceeded those of 1917 by \$5,148,363, but the net earnings were less by \$12,043,630. This large addition of \$17,191,993 to the working expenses is principally due to the great advance in wages, though the increased cost of fuel and materials of every description also added a substantial amount to the year's expenses.

The Board of Railway Commissioners having amended in certain respects the general train and interlocking rules effective upon the lines of all railway companies subject to the Dominion Parliament's jurisdiction, appropriate changes in the company's existing bylaws will be submitted for your confirmation and approval.

Lord Shaughnessy, who has been President of the company for the past 19 years, expressed his desire to retire from office in Oct., 1918, and his resignation was accepted with the deepest possible regret. During his tenure of office the company has enjoyed extraordinary and uninterrupted prosperity and now stands among the foremost transportation companies in the world. Your directors appreciate that this result has been due to Lord Shaughnessy's able and most devoted services, which have earned the admiration of the community and the gratitude of the shareholders. Your directors learned with gratification of Lord Shaughnessy's willingness to continue as Chairman of the company, and that the benefit of his counsel and advice will not therefore be lost to the company. E. W. Beatty was elected President. You will be asked to approve verbal amendments to bylaws passed by your directors and made necessary by the separation of the positions of Chairman of the company and President.

In order to give his entire time to your steamship interests, G. M. Bosworth, who for 22 years has been in charge of the company's freight traffic and for 17 years Vice President in charge of traffic, resigned his office and will hereafter be exclusively identified with the company's steamship enterprises as Chairman of the Canadian Pacific Ocean Services Ltd. W. R. MacInnes formerly Freight Traffic Manager, was appointed Vice President, in charge of traffic in succession to Mr. Bosworth.

Vice President Sir George Bury, after a service of over 35 years, during which he held many positions of increasing responsibility and importance, and in all of which he showed energy and ability of a very high order, resigned from the company's service in Oct., 1918. He, at the same time retired from the board and from the executive committee. Grant Hall, Vice President of Western Lines, was elected Vice President, a member of the board of directors and of the executive committee in succession to Sir George Bury.

The following directors will retire from office at the approaching annual meeting. They are eligible for re-election: R. B. Angus, Sir Edmund B. Osler, Sir Herbert S. Holt, Brig.-Gen. F. S. Meighen.

The Alberta and Great Waterways Ry. announced recently that it would receive at Edmonton, Alta., less than carload shipments destined for points on its line between Lac la Biche and McMurray, Alta.

The Filing of Railway Correspondence.

By F. W. Lambert, Chief Clerk to General Superintendent and Chief Engineer, Algoma Central and Hudson Bay Ry., Sault Ste. Marie, Ont.

I read with interest the article by W. H. Mathews in Canadian Railway and Marine World for February, on the filing of correspondence in railway offices. In my opinion the general idea of a filing system should be so to arrange the index that all reliance upon memory is removed. The personnel of the office force changes from time to time, and when memory is responsible to any extent for the locating of files, the papers relating to matters a few months, or years, past are most difficult to find. It would appear, therefore, that the only manner in which this can be overcome is by the construction of a filing system using subjects as a guide.

As I understand Mr. Mathews' system, the unit system of filing correspondence is exactly the reverse. The memory must be relied upon to call to mind car numbers, locomotive numbers, mileages, etc., before the correspondence can be found. I infer that correspondence regarding locomotive engine failure would be filed under some combination of numbers constructed from the number of the locomotive, date, or mileage, regardless of the nature of the failure. I cannot see how it would be possible to find the papers at a later date, when these various numbers have passed from the memory of those in charge, or when the office force has undergone changes in its personnel.

Mr. Mathews states that the proper place to file correspondence regarding car delays or pilfering, etc., is under a file number constructed from the car number. Let me suggest a situation which might arise. Some articles are lost from car 123,456, and the file is closed and filed away in file 56, these being the last two numbers. Six months later, the general superintendent requires the file, the company's police officer having located the missing articles. The chief clerk does not remember the car number, or, perhaps he may be a new man. The general superintendent most regretably has also forgotten the car number. It has departed from the memory of the file clerk and is forgotten by the company's police office. I presume the file remains in the archives. Would it not be much easier to locate the papers had they been filed under "Loss and damage?"

There is on the market a book on railway filing, the Williams Filing Classification on Railway Correspondence. This is constructed on somewhat similar lines to the Classification of Accounts issued by the Interstate Commerce Commission. It is subdivided under several headings, including Roadway and Structures; Equipment and Shops; Transportation and Storage, etc. These are again subdivided into various subjects, which in their turn are split up once more. While perhaps this, if adopted in its entirety, would not be practicable in every office, in my opinion it forms the basis upon which a filing system can be constructed. The one feature which recommends it most strongly is that memory is not relied upon. When a file of correspondence is required, it calls for no effort of memory to recall the subject, as were the subject not known the correspondence would never be requested. Moreover it seems to me to be logical that all correspondence relating to

various subjects should be assembled and filed, not necessarily in one file, but in one place in the filing system. The subjects, as mentioned, can be subdivided according to local requirements.

It may be that I do not understand Mr. Mathews' system correctly, but upon reading the summary given in the article referred to, I cannot see but that the whole system relies upon the memory of individuals, whereas the filing of correspondence under its proper subjects places the responsibility with the chief clerk for determining the subject under which the papers should be filed. If the chief clerk is competent to hold his position this part of his duties should not be beyond his ability.

I am at present chief clerk to the General Superintendent and Chief Engineer, Algoma Central and Hudson Bay, and have held positions of file clerk, general superintendent's accountant, and chief clerk in terminal office. [Editor's note: This is a very important and interesting subject, and we would be glad to get the views of other chief clerks in regard to it.]

Regulations With Respect to Railway Safety Appliance Standards.

The Board of Railway Commissioners passed general order 261, Mar. 18, as follows: The general order 102, Feb. 17, 1913, approving regulations with respect to railway safety appliance standards. Whereas reports made to the board show a large number of accidents, sometimes resulting fatally, to railway employes, because of defective coupler attachments used by railway companies; and whereas the Master Car Builders' Association has approved of equipment dispensing with the use of links, clevises, or chains. Upon reading what has been filed by the different railway companies affected, and for the purposes of uniformity and the safety of railway employes, it is ordered that the "Regulations with respect to railway safety appliance standards" approved under general order 102, be amended by adding at the end of the provision under the heading "Uncoupling levers", at the top of page 12, the following, viz: "Cars built after June, 1919, must be equipped with coupler operating lever, connected direct with coupler lock of lock lift without the use of links, clevises, or chains."

Central Railway of Canada Refused Sanction of Agreements.

The Board of Railway Commissioners passed order 28,167, Mar. 17, as follows: Re application on behalf of Central Railway Co. of Canada, for a recommendation by the board to the Governor in council for sanction of agreements made between the company and the Central Counties, the Ottawa River, the Carillon and Grenville, and the Ste. Agathe Branch Railway Companies, and the Ottawa River Navigation Co. Upon hearing the application at Ottawa, Mar. 4, in the presence of counsel and representatives for the applicant company, counsel for the Imperial Bank of Canada, and other creditors, it is ordered that the application be dismissed.

The Hamilton, Ont., Board of Trade, is urging the Grand Trunk Ry. to improve the passenger service between Hamilton, Allandale and Collingwood.