

It is also essential that Miss McKenzie and Mr. Boyce be in close contact with Mr. Beaudry and myself." It was therefore suggested that Mr. Beaudry yield his room, as a visitor's room, and move down the corridor to Mr. Pereira's room, No. 207, which belonged to the Governor General's Office. To this, Sir Shuldham Redfern promptly agreed, and Mr. Pereira, who had been absent, also agreed immediately on his return three weeks later.

Filing Space. (1940).

In a memorandum initialled by Dr. Skelton, dated May 8, 1940, he included the following remarks on filing space. "I have looked over carefully the filing space now in use by Miss Schryer. I have no doubt the filing staff should fill an adjoining room. It is, however, possible to make increased utilization of the existing space by putting cabinets closer together and one tier on top of another. This is what we are forced to do in the Department. Our total filing space consists of two small rooms in each of which the cabinets are piled to the ceiling. Old files or files not much in use have been sent to the Records Building. Some have been put in a small room in the basement. Confidential files covering the last war and the early 20's have been put in Room 124 where they fill the whole space to the ceiling except for one small section. I may add that the whole filing branch of the Department, including staff and cabinets, are crowded into three rooms on the first and second floors with a total floor space of