

Management (as essay on our ten years of formal records management will be found elsewhere in this report). Nine staff members of a total of twenty-two are in Records Management and \$68,000 of a total appropriation of \$150,000. And we have only begun. It has long been known that the problem of keeping records is ultimately bound to the making of records, records cannot be microfilmed efficiently if they are of many colors, if they are folded; they cannot be destroyed economically if they are stapled or not properly indexed. As services and offices grow, the problem of maintaining records—such as those of the Commissioner of Motor Vehicles—is incomprehensible to any but the highly trained specialist. All this is called Paper Work Management. We have ventured but a hesitant step or two in this field. In a world so irrevocably wedded to more and more functions of government and more and more records there is no course open to the Archivist but to try to meet the challenge. Some of us will regret the dusty tome and the forgotten bin, but our work in the future will lead us there but seldom.

Respectfully submitted,

MORRIS L. RADOFF

Archivist and Records Administrator