

4. As regards economy in printing the Disposal lists themselves, in future all words that can be abbreviated will be so. This will make a considerable reduction in the number of letters used. It is also possible to reduce the number of columns in the lists and the columns Nos 1 and 2 will in future be amalgamated, and the same will be done with columns 3 and 4. This will save a considerable amount of space.

Order dated 10th March 1888 No 263.

The reductions proposed in the printing of Disposal lists should be carried out as early as possible. Disposal lists in the Secretariat should also be scrutinized and unnecessary printing avoided.

(True Extract)

W. Meyer