

Deposit #76

FA 30-76

Vols. 11719-11727?

1-

1- Sheldon Course — Vols 1 to 12 — (1936 Edition)

Human engineering — The science and art of the development, conservation, control and wise use of human energy, functioning in mastership through business building and constructive salesmanship.

A system of self-guidance to the goal of making good on the job, in the home and as a citizen. A study of applied economics

2 ✓ Sleeping, dining and parlor car (no date)  
Standard correspondence filing system.

3 ✓ Manual covering methods of records retention and destruction index. (2 books) (1940) + (1956)

4 ✓ Records Retention Control Organization Index (1958)

5 ✓ Report of Form survey — Dept. of Transport <sup>(1938)</sup> by C.N.R.

6 ✓ Passenger sales (N.D.)  
Standard correspondence filing system

7 ✓ Canadian National Telegraphs  
Standard correspondence filing system <sup>(1952)</sup> (3 books)

8 ✓ Accounting department (N.D.)  
Standard correspondence filing system

9. ~~List of stationery used with Freight sales — 1961~~  
C.N.R. —  
Standard correspondence filing system

10. ✓ C.N.R. —  
Office of chairman and president (MAY 1951).  
Subject filing system.

11. ✓ C.N.R. —  
Instructions for consigned stock accounts (1942)  
~~and year.~~ ①

12. ✓ Supply <sup>C.N.R.</sup> and control of passenger car lines (1965)
13. ✓ Documentation for physical distribution <sup>C.N.R.</sup> (1965)
14. ✓ Work design - notes from Appreciation Seminar conducted by Prof. Gerald Nadler (1966)
15. ✓ Work plan for development of standards for pickup and delivery (1962)
16. ✓ Association of American Railroads (1949)  
Accounting division  
Committee on disbursement accounts
17. ✓ Summary of replies to questionnaire (1943)  
Re Survey of Manpower requirements  
For Canadian ship repair industry
18. ✓ Montreal Personnel Association - (1941)  
Proceedings at Regular Monthly Meetings  
Session 1936-37  
Vol # 3
19. ✓ Form history data sheets - second draft of memorandum and copies (1928)
20. ✓ Destruction of records of Winnipeg area (draft) (1954)
21. ✓ <sup>FACTORY MANAGEMENT AND MAINTENANCE -</sup>  
Work simplification (1958)
22. ✓ C.N.R. - Office of manager, freight claims and analysis  
~~Reporting refused and abandoned freight - United States and Canada Circular No. 2 (Revised 1961) To all agents Aug/6~~
23. ✓ Foremen - leaders or drivers? by Sherman Rogus (1948)
24. ✓ Smooth sailing by L. L. Frailey (1936) (2)
25. ✓ Standard Correspondence filing system including alphabetical cross reference index. (1927)

Item

Vol # 9

34

1931-1932.

- ① Proceedings of National Office Management Assoc.
- ② American Digest Business Machines 1924
- ③ Building Floor Charts
- ④ C. N. Telegraphs - Letter Writing or Correspondence Methods
- ⑤ C. N. Mgr. Gen. Info. - Including Amalgamation
- ⑥ D. M. D. Civil Service Com. etc forms
- ⑦ N. S. S. Compulsory transfers Order (Freezing)
- ⑧ N. S. S. requests for Military Postponements (Halifax)
- ⑨ Civilian Res. Office (Halifax) Procedure securing Postponements Military Ser. RMC Dockyard covered by Civ. Serv. Bulletin #6 d/24 Nov 42.

③

- 26. ✓ C.N.R. Regulations to govern the destruction of records (1966)
- 27. ✓ C.N.R. How to win people to your ideas (1937) BY DALE CARNEGIE
- 28. ✓ Canadian Railway Club INC. - OFFICIAL PROCEEDINGS APR. 11 + MAY 9, 1949  
~~Discusses of the art of human relations~~
- 29. ✓ We serve the nation - C. N. R. - (N.D)
- 30. ✓ C.N.R. Work study - Training manual (N.D)
- 31. ✓ a) Civil service commission of Canada (ND)  
Organization branch  
Manual for investigators
- Vol 4  
b) Dept. of transport - Standard correspondence filing systems and  
Correspondence Procedure including  
Subject Cross Reference and  
Subject Classification Chart. (ND)
- ✓ c) Job talk list (ND)
- ✓ d) C.N.R. - accounting department - standard filing system (ND)
- ✓ e) Procedures for re-organization of filing systems (ND)
- ✓ f) C.N.R. filing systems (ND)  
Review of working procedures, types of machines,  
forms, working advantages etc.
- 33. ✓ a) Office manual Part 5 - Investigation (ND) (1949)
- ✓ b) Manual (O. 54 b etc)
- ✓ c) Office manual - General data Part 1
- 34. ✓ See attached list in Item 34  
a) Proceedings of the National Office Management Association  
(1931 and 1932)
- b) American digest of business machines (1924)
- c) C. P. R. - General information including amalgamation
- d) Procedure securing post payment military service (4)

- 35 ✓ C.N.R. - dept. of research and development (APRIL 1952, 4-  
subject filing system  
Alphabetical cross reference index book
- 36 ✓ Office of chairman and president - C.N.R. (1951)  
Vol. 6 Correspondence filing system
- 37 ✓ Office management - articles and speeches 1927-19
- 38 ✓ Accounting department -  
classification of filing subjects  
Introduction, Rules, Alphabetical Cross Reference Index  
explanatory texts.
- 39 ✓ CN Procedure studies inventory  
Integrated management planning and  
control techniques.
- 40 ✓ Syllabus of training course for investigators
- 41 ✓ Management organization  
Office training programs
- 42 ✓ General organization
- Vol. 1 ✓ a) Development of scientific management in Great Britain  
✓ b) Action and personal efficiency  
✓ c) Office accounting system for the accounting profession  
✓ d) Office efficiency  
✓ e) Graphical charts for the business man  
✓ f) Railway organization and management (Part 1)  
✓ g) Business leadership through education  
✓ h) Machinery of the office  
✓ i) The executive budget in relation to governmental  
accounting  
✓ j) Depreciation in theory and practice  
✓ k) The manufacturing organization  
✓ l) Municipal accounts in theory and practice  
✓ m) The correspondent and the business letter (5)  
✓ n) The detection of frauds  
o) Railway organization and management (Part 2)

- ✓ p) Measuring office output
- ✓ g) Methods of business forecasting based on fundamental statistics
- ✓ r) Standardization and scientific management
- ✓ p) Business organization and management
- ✓ t) Preparedness and personal efficiency
- ✓ u) Motives and personal efficiency
- ✓ v) C. P. A. Examinations and How to prepare for the
- ✓ w) Business leadership through education
- ✓ x) The regulation of corporations
- ✓ y) Some phases of economics
- ✓ z) C.N.R. - CONDENSED HISTORY OF Co.

43- ✓ Special survey of supt's office - C.N. Telegraphs  
Job talk notes - 1951

44- ✓ Personal Methods and Organization 1941

- ✓ - Articles and speeches
- ✓ - CIVIL PERSONNEL FORMS - CONTROL AND RECORD
- ✓ Industrial relations conference 1936 + 1942
- ✓ DEFINITION OF CLASSES TO BE CHECKED AGAINST
- ✓ Statement of duties on demand for additional staff 1922-1944
- ✓ - MANPOWER SURVEYS OF CANADIAN INDUSTRY FOR NATIONAL SELECTIVE SERVICE 1944

45- ✓ C.N.R. Standard correspondence filing systems including alphabetical cross reference index (1927)

46- ✓ Colonization, agriculture & natural resources dept (1929)  
✓ Standard correspondence filing system (N.R.)

- ✓ Cutting costs with records management in the Bell system. (1957)
- ✓ OFFICE MANAGEMENT - RE FILING SYSTEMS + PROCEDURE METHODS - LEAFLETS, CHARTS, CORRESPONDENCE. (1965)