

Editor's Note

In presenting Mr. McKenzie's article, the BULLETIN aims to serve both business and the historian. Business executives will value the author's analysis of the procedure in selecting records to be retained and in setting up an efficient system of storage and arrangement for use. Historians are coming more and more to see the need of preserving the original records of business. They cannot adequately study business without studying it from the records of business itself as well as from external sources.

Recognizing the need for preserving the records of business and the problems involved, the Business Historical Society in 1937 published the pamphlet, *The Preservation of Business Records*, by Professor Ralph M. Hower. This pamphlet, which is now in its fourth printing, made suggestions of a general nature. Mr. McKenzie's article takes the invaluable second step. It tells us in detail how it can be done. This paper derives special value from the fact that its author is a business man writing from actual experience. As the article states, it is concerned with how the problem of retention and preservation of a mass of records was solved for certain communication carriers.

Mr. McKenzie is a business man by training and experience. A graduate of Lehigh University and the Harvard Graduate School of Business Administration, he was employed for several years as senior accountant with the Public Service Commission of Pennsylvania. At present he is secretary-treasurer of the Pennsylvania Telephone Corporation and several other independent telephone companies operating in the States of Ohio, Pennsylvania, and New York.