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CENTRAL CHANCERY OF
THE ORDERS OF KNIGHTHOOD

St. James's Palace, London S.W.1

2nd November, 1971

THE QUEEN has been graciously pleased to award the Imperial Service Medal to the following officers on their retirement.

IMPERIAL SERVICE MEDAL

Ministry of Agriculture, Fisheries and Food

CARTER, Charles, Basic Craftsman, Sutton Bridge Estate.

Civil Service Department

SAPSFORD, Arthur, Senior Messenger.

Ministry of Defence (Royal Navy)

ADAMS, Percy William, Skilled Labourer, Chatham.

AMOR, Gordon Charles, Inspector of Engine Fitters, Chatham.

BELLIDO, Francisco, Skilled Labourer, Gibraltar.

BELRINGER, Lewis George, Motor Transport Driver, Devonport.

BENZEVAL, Ernest Henry, Joiner, Portsmouth.

BORG, Jose, Messenger, Gibraltar.

BREBNER, Gordon Raymond, Ratefixer Planner, Gosport.

CHAMBERS, Stanley, Welder, Devonport.

CHILDS, Frank Ernest, Skilled Labourer, Devonport.

CLARK, Henry John, Méchanic Examiner, Gosport.

COLLINS, Edward, Joiner, Devonport.

COOK, William John, Chargeman of Skilled Labourers, Teddington.

COULL, Douglas John, Skilled Labourer, Achnasheen.

CRONIN, William Timothy, Technical Supervisor, Beith.

DART, Edward John, Labourer, Devonport.

DAVEY, William Henry, Stoker, Portland.

DAY, Charles John, Skilled Labourer, Chatham.

DENLEY, George Gilbert, Supervisor of Stores Agent, Chatham.

DENNIS, William Henry Charles, Engine Fitter, Chatham.

ESPLINE, Daniel John, Skilled Labourer, Woolwich.

FLEMING, John Edward, Electrical Fitter, Portsmouth.

FOWLE, Louis Humphrey, Chief Office Keeper, London.

FRANCIS, Charlie Gilbert, Assistant Foreman, Gosport.

GARDNER, Alexander, Able Seaman, Rosyth.

GARRO, Julio, Shipfitter, Gibraltar.

GILLMAN, Edwin Arthur, Fitter, Llangennech.

GUNN, Kenneth, Fitter's Mate, Achnasheen.

HAIGH, William, Supervisor of Aircraft Repairs, Gosport.

HAMILTON, Oliver Edward, Electrical Fitter, Chatham.

HARCUS, John Joseph, Labourer, Rosyth.

HARKINS, James, Electrical Fitter, Rosyth.

HOCKING, Douglas Stuart, Head Messenger, Devonport.

HOLDEN, George Edward, Electrical Fitter, Chatham.

HUNT, Alfred William, Leading Stoker, Chatham.

JACKMAN, Albert George, Aircraft Fitter, Gosport.

JENNINGS, Percival James, Motor Transport Driver, Devonport.

KNIGHT, William Douglas, Sailmaker, Portsmouth.

LAMING, Frank, Storehouse Assistant, Gosport.

LANCASTER, William, Skilled Labourer, Broughton Moor.

LEWIN, Kenneth Gordon John, Skilled Labourer, Devonport.

LOWTHER, John Crawley, Skilled Labourer, Rosyth.

MC EWAN, Robert Mark, Laboratory Mechanic, Rosyth.

MACLEOD, George, Skilled Labourer, Achnasheen.

MARTIN, Leslie Ivor, Ship Fitter, Devonport.

- MATHIAS, William John James, Chargeman of Skilled Labourers, Milford Haven.
- MAY, Harold John, Electrical Fitter, Devonport.
- MAYBEE, Miss Edith Maud, Upholsteress, Portsmouth.
- MILLER, Leslie, Electrical Fitter, Portsmouth.
- MORGANS, William John, Joiner, Portsmouth.
- MORTIMER, James Herbert, Skilled Labourer, Copenacre.
- NOBES, William Francis George, Stores Supervisor, Portsmouth.
- NORTHMORE, Frederick John Stanley, Chargeman of Skilled Labourers, Devonport.
- PAGE, Alfred Augustine, Skilled Labourer, Portsmouth.
- PARSONS, James Bernard, Stoker, Portsmouth.
- PHILLIPS, Richard Thomas, Progressman, Llangennach.
- POLLARD, William Edgar, Stoker, Devonport.
- PREECE, Albert Thomas George, Skilled Labourer, Devonport.
- REEKIE, William, Coppersmith, Portsmouth.
- RING, Cecil Percy, Painter, Portsmouth.
- SCRAGG, Harold, Joiner, Portsmouth.
- SKATES, Walter John, Switchboard Attendant, West Drayton.
- SMALE, Richard George, Plumber, Devonport.
- SMITH, Albert Cole, Skilled Labourer, Portsmouth.
- TAYLOR, Edwin, Technical Supervisor, Devonport.
- TRUSCOTT, William Clarence James, Inspector of Engine Fitters, Devonport.
- TURNER, Leonard George, Skilled Labourer, Devonport.
- WALL, James, Chargeman of Skilled Labourers, Devonport.
- WARREN, Alfred Walter Charles, Storehouse Assistant, Portsmouth.
- WEEKES, James Ernest, Progressman, Chatham.
- WESTLAKE, Ernest, Smith, Devonport.
- WHITFIELD, William Edward, Skilled Labourer, Chatham.
- WILLIAMS, David John, Fitter, Trecwn.
- WOOD, Henry George, Joiner, Plymouth.
- WRIGHT, Edwin John, Electrical Fitter, Portsmouth.
- YOUNG, William Louis, Stoker, Chatham.
- Ministry of Defence (Army and Air Force Departments)*
- ARME, Percy, Spray Painter.
- BELLIS, Harold, Toolmaker.
- BICKERTON, George, Machine Hand "B".
- BORAN, John, Leading Hand Labourer.
- BRAYBROOK, Arthur James, Mechanic Examiner.
- BROWN, George, Machine Hand "C".
- BURGESS, John William, Examiner II.
- CLARKE, Arthur, Leading Charge Hand Welder.
- COOPER, Horace Kirk, Leading Hand Labourer.
- COPUS, Alfred James, Process and General Supervisory II.
- CORK, Walter Basker, Instructor III.
- CRANE, Samuel, Process Worker I.
- CRYMBLE, John Ernest Hanna, Fitter.
- DALE, William Henry Buxton, Storeman II.
- DAVEY, Robert Ernest, Mate-in-Charge.
- DAVIS, Laurence Albert, Storeman "A".
- DYMOND, Francis Leslie, Engineering Technical Grade III.
- EWING, William Geekie, Craftsman I.
- FITZPATRICK, Vincent, Electrician.
- FLETCHER, Joseph Arthur, Head Messenger.
- FRANCIS, Frederick Edward, Examiner III.
- GRIFFITHS, Samuel, Labourer.
- HALLAM, Albert Claude, Leading Charge Hand Body Builder.
- HAMMOND, William Hartley, Setter.
- HARDWICK, Hubert, Storeman I.
- HILTON, Joseph, Maintenance Assistant.
- HOLES, Peter William, Ambulance Driver.
- HOTHERSALL, Robert, Overlooker Process Worker II.
- JOYCE, Leslie Henry, Brush Hand.
- LAWSON, George Wilfred, Assistant Mess Steward.
- LEA, Percy, Charge Hand Millwright.
- LINEY, Hugh, Leading Hand Stoker.
- LLOYD, Harold, Labourer.
- MC EWAN, William, Process and General Supervisory III.
- MACKLIN, Alan James, Charge Hand Craftsman I.
- MARTIN, Henry, Labourer.
- MATTHEWS, William, Engineering Technical Grade II.
- MIDDLETON, Arthur, Storeman I.
- MORRIS, William Arthur, Head Batman.
- NEESAM, Leonard Aubrey, Engineering Technical Grade III.
- NICHOLLS, Charles James, Craftsman I.
- NICHOLLS, Norman Stewart, Charge Hand Bricklayer.
- NOTTINGHAM, Leslie James, Stores Supervisory Grade V.
- OWEN, William, Storeman "B".
- PHILLIPS, Arthur, Motor Transport Driver.
- RATHBAND, Edwin Thomas, Examiner II.
- REEDER, Sidney Albert, Motor Transport Driver.
- RITCHIE, David Marnie, Engineering Technical Grade II.
- ROBINSON, Thomas Victor, Stores Supervisory Grade V.
- RYLAND, William, Experimental Worker III.
- SLATER, Ernest Grainger, Machine Hand "B".
- SMALLEY, William Howard, Steward II.
- SMITH, Thomas Reginald, Fork Lift Truck Driver "B".
- SMYTH, Philip Samuel, Stores Supervisory Grade II.
- STEPHENSON, Alfred, Maintenance Assistant.
- STEWART, James, Fitter.
- STROUD, Frederick Arthur, Storeman "A".
- STURGESS, Victor Harold, Leading Hand Building Labourer.
- TAYLOR, Mrs. Doris, Storewoman "B".
- TAYLOR, George Robert, Stores Supervisory Grade V.
- THOMAS, Mrs. Eileen Edith, Senior Photographer.
- THORBURN, James Crawford, Railway Engine Driver.
- TURNER, Herbert, Engineering Technical Grade III.
- WARRINER, William, Mess Hand.
- WEBB, Percival William, Driver Motor Transport.
- WOOTTON, Francis, Foreman of Trades.
- Ministry of Defence (Procurement Executive)*
- BROOKES, John Thomas, Group Office Assistant, Aeronautical Quality Assurance Directorate.
- DOBSON, George Edward, Leading Hand Progress Chaser, Royal Aircraft Establishment.
- HEDGES, Albert John, Craftsman I, Royal Aircraft Establishment.

HOWELL, Charles William Richard, Craftsman I, Royal Aircraft Establishment.
 JONES, Henry Charles, Storeman, Stores Depot Aston Down.
 LEWIS, Kenneth, Leading Hand Melter I, Royal Ordnance Factory, Cardiff.
 MAYTHORNE, Edward Robert George, Craftsman I, Electrical Quality Assurance Directorate.
 MORGAN, Francis John, Stores Supervisory II, Rocket Propulsion Establishment.
 MORGAN, Ivor Thomas John, Gardener, Royal Ordnance Factory, Cardiff.
 ROBERTS, Kenneth John, Craftsman I, Rocket Propulsion Establishment.
 ROWBERRY, William, Labourer, Royal Radar Establishment.
 SPILLETT, Frederick George, B.E.M., Process and General Supervisory Grade IV, Explosives Research and Development Establishment.
 STOCKHAM, Charles Thomas, Craftsman I, Royal Aircraft Establishment.

Department of the Environment

ALLMAN, John Willie, Stoker "B".
 AUSTIN, John Edward, Chargehand Electrician.
 BANCE, Albert, Joiner.
 BISHTON, John William, Leadinghand. Stoker C.
 BRITTEN, Henry Edward, Plumber.
 BULL, Arthur William, Craftsmans Mate.
 CHAPMAN, Robert Leslie, Joiner.
 COUZENS, Ronald William Frederick, Foreman Carpenter.
 COX, Henry, Skilled Labourer.
 DAVEY, Stanley John, Joiner.
 DAVIES, James Reginald, Electrician.
 DIXON, Harry Benjamin, Electrician.
 GIBBORNE, Robert Gouch, Turncock.
 GRIGG, Wilfred Horace, Leadinghand Stoker.
 HEDGES, Reginald Thomas, Stoker B.
 HILL, Wilfred Henry, Mason.
 KENNEDY, Francis Traynor, Labourer.
 LUCAS, Walter James, Technical Grade II.
 McCASKILL, Alexander Grant, Slater.
 McGRATH, Patrick, Auxiliary Electrical Worker.
 MOLYNEUX, Bernard Joseph, B.E.M., Foreman.
 MOORE, Donald Leslie, Stoker C.
 NAYLOR, Frederick William Jordan, Chargehand Plant Driver.
 NEAL, Frederick, Technical Grade III.
 NEALE, Emilio, Blacksmith.
 PEARSON, George Henry Albert, Semi-Skilled Labourer.
 POND, Henry, Technical Grade II.
 PORTER, George Stewart, Foreman Electrical.
 SHILLABEER, William Henry Eric, Painter.
 SONGHURST, Henry William, Electrician.
 STEER, Ernest James, Messenger.
 SUTTON, Frederick, Technical Grade III.
 TERRY, Horace Victor, Foreman Driver.
 THORPE, James Leslie, Stoker B.
 WELLER, Harry George, Leadinghand Stoker.
 WELLMAN, Albert Edward Victor, Leading Civil Engineering Assistant.
 WILLCOCKS, James William, Turncock.
 WOOD, Edward Clarence, Deer Dresser.

Department of Employment

SMITH, Mrs. Doreen Frances, Cleaner.

Government Communications Headquarters

BLANSHARD, John Frederick, Radio Operator.
 KINLOCH, David Allan Beveridge, Radio Operator.
 SINCLAIR, Charles Murray, Radio Supervisor.
 YOUNG, Desmond Gerald Elton, Radio Operator.

Department of Health and Social Security

NELSON, James, Messenger.

Home Office

BUTLER, Charles Henry, Prison Officer (Instructor), H.M. Prison, Dorchester.
 EVANS, Philip George, Chief Officer I, H.M. Prison, Exeter.
 NEW, Harold Ronald Guy, Prison Officer, H.M. Prison, Parkhurst.
 PIGOTT, Raymond Eric Esgate, Principal Officer, H.M. Borstal, Hollesley Bay.
 WALKINGTON, Stanley Cox, Civilian Instructional Officer III, H.M. Borstal, Lowdham Grange.
 YATES, William George, Chief Officer II (Caterer), H.M. Prison, Manchester.

Department for National Savings

CLEAVE, Miss Lilian Florence, Supervisor of Sorting Assistants.

Ordnance Survey

BARNES, Harold John, Surveyor Higher Grade.
 COOPER, Charles Chainey, Stores Supervisory Class Grade IV.
 ELDRIDGE, Nelson Harold, Reproduction Grade A3.

H.M. Stationery Office

BRANCH, Miss May Gladys, Warehouse Assistant.
 GILKS, Miss Lilian Evelyn, Assistant Supervisor of Duplicator Operators.
 McKENNA, Miss Mary Cowan Coventry, Bookshop Assistant.
 PEACOCK, Sidney George, Warehouseman Grade II.
 RYAN, Thomas, Warehouseman.
 THOMAS, Tudor Howell, Warehouseman.
 THOMPSON, Miss Jessie Elizabeth, Warehouse Assistant.

NORTHERN IRELAND

BARKER, Samuel Herbert, lately Principal Officer, H.M. Prison Service.
 McCoy, John, lately Principal Officer, H.M. Prison Service.

TASMANIAN PUBLIC SERVICE

Railway Department

McIntee, Gordon James, Locomotive Driver.
 SPAULDING, Victor Cedric, Storeman-in-Charge.

The QUEEN has been graciously pleased to award the Imperial Service Medal to the following former officers of the General Post Office.

(To be dated 30th September 1969)

IMPERIAL SERVICE MEDAL

General Post Office

ADAMS, Henry James, lately Chief Inspector, Richmond and Twickenham.
 ALLEN, Robert, lately Workshop Supervisor I, London Telecommunications Region.
 ALLENDER, John Alfred (Deceased), lately Technical Officer, London Telecommunications Region.
 ARGYLE, Harry, lately Postman Higher Grade, Cardiff.
 ARMSTRONG, Hugh McLachlan, lately Technician Class I, Glasgow.

- AYRES, Percy Jonas, lately Postman Higher Grade, Bury St. Edmunds.
- BAKER, Leslie William, lately Instructor (Engineering), Regional Training Centre, Bletchley.
- BALL, Ivor John, lately Technical Officer, Postal Headquarters Wales and the Marches.
- BAMKIN, Frederick Neville, lately Inspector, Chester Telephone Area.
- BEEON, George Arthur, lately Technical Officer, London Telecommunications Region.
- BEVAN, Ernest John, lately Technician Class I, Exeter.
- BLACK, Miss Margaret Adams, lately Assistant Supervisor, Manchester Central Telephone Area.
- BLAND, Ronald Coates, lately Chief Supervisor, London Telecommunications Region.
- BOWNESS, Thomas, lately Postal and Telegraph Officer, Carlisle.
- BOYES, Henry Joseph, lately Technician Class IIA, Telecommunications Headquarters.
- BOYTON, Montague William, lately Technical Officer, Telecommunications Headquarters.
- BRAZIER, Miss Edith Jessie, lately Assistant Supervisor, Bournemouth.
- BURGESS, Richard, lately Assistant Inspector, Birmingham.
- BURNS, William Edward, lately Postman, Romford.
- CAMERON, Alexander Stewart, lately Overseer, Glasgow.
- CASS, James Hetherington, lately Overseer, Wakefield.
- CATLING, Percy Frank, lately Postman, Taunton.
- CHANNING, Clifford George, lately Assistant Inspector, Bristol.
- CHRISTOPHER, Arthur Ellis, lately Technical Officer, Bristol.
- COLES, Miss Peggy Joan, lately Assistant Supervisor, Brighton.
- COLLINS, Cyril (Deceased), lately Technician Class IIA, London Telecommunications Region.
- COOPER, William Maurice, lately Postal and Telegraph Officer, Southend-on-Sea.
- CROWE, David Alexander (Deceased), lately Overseer, Perth.
- CULLEN, Matthew, lately Technical Officer, Glasgow.
- DAVIES, Daniel Lloyd (Deceased), lately Workshop Supervisor III, Wales and the Marches Telecommunications Board.
- DAVIES, Daniel Thomas, lately Postman, Swansea.
- DAWES, Thomas Francis (Deceased), lately Postal and Telegraph Officer, Birmingham.
- DEACON, George Stanley (Deceased), lately Technical Officer, Leicester.
- DOOLE, Miss Jeanie, lately Telegraphist, Kilmarnock.
- DOWNING, Frederick Arthur, lately Technical Officer, London Telecommunications Region.
- DUNCAN, Alexander McLean, lately Postal and Telegraph Officer, Glasgow.
- EASTLEY, Edward George, lately Inspector, London Telecommunications Region.
- ENGLISH, John Alfred, lately Postman Higher Grade, Leicester.
- ENRIGHT, John Charles, lately Chief Inspector, Surbiton.
- FEAKES, Cecil Gordon, lately Technical Officer, Cambridge.
- FENNELL, Edward Charles, lately Assistant Inspector, London Postal Region.
- FOSTER, John, lately Inspector, Manchester Central Telephone Area.
- FREUND, Robert Newton, lately Telephonist, Canterbury.
- GAMBLING, Tom, lately Technician Class IIA, North Eastern Postal Region Headquarters.
- GARRATT, Reginald, lately Technician Class IIA, Coventry.
- GEDDES, Miss Mary Forsyth, lately Supervisor, Dundee.
- GIBBONS, John Patrick Joseph, lately Draughtsman, Oxford.
- GIBBS, William John, lately Inspector, Bristol.
- GODDARD, Stanley James, lately Postman, Kingston upon Thames.
- GODDARD, William Henry (Deceased), lately Section Supplies Superintendent, Supplies Division, London.
- GOODCHAP, Percy William, lately Postman, Hereford.
- GREEN, Claude Edward Harry, lately Inspector, London Postal Region.
- HACKETT, Mrs. Marjorie, lately Postal and Telegraph Officer, Warrington.
- HALL, Clifford James, lately Telephonist, Plymouth.
- HATTLEY, Charles Edwin Thomas, lately Labourer, London Telecommunications Region.
- HILLS, Percy Eric, lately Packer and Porter, Supplies Division, Crayford.
- HITCHINGS, Trevor Glyn (Deceased), lately Technical Officer, Swansea.
- HOLT, Ernest (Deceased), lately Telephonist, Canterbury.
- HOLWAY, Edward William, lately Technical Officer, London Telecommunications Region.
- HORSFIELD, Miss Eileen, lately Supervisor, York.
- JAMES, Miss Joan, lately Telephonist, London Telecommunications Region.
- JAMES, William Gwynfor, lately Technical Officer, International Maritime Telecommunications Region.
- JENNER, George Edward, lately Packer and Porter, Supplies Division, Crayford.
- JOHNSTON, Joseph, lately Postman, Carlisle.
- JONES, Alfred Stephen, lately Postman, Aldershot.
- KING, Bertram Charles, lately Technician Class IIB, International and Maritime Telecommunications Region.
- KING, Mrs. Dorothy, lately Supervisor, Peterborough.
- KING, Joseph, lately Senior Technician, London Telecommunications Region.
- KIRK, Ian (Deceased), lately Postman Higher Grade, Glasgow.
- KNOWLES, Walter Edwin, B.E.M. (Deceased), lately Technician Class IIA, Gloucester.
- LADD, Arthur Charles Alfred, lately Cleaner, Ipswich.
- LAWLOR, Mrs. Doris Irene Constance, lately Telephonist, London Telecommunications Region.
- LEGG, George Alfred, lately Technical Officer, London Telecommunications Region.
- LOWTH, Edwin Goy, lately Postman, Lincoln.
- MCGIBBON, Robert Smith, lately Technician Class IIA, Glasgow.
- MACKAY, Thomas Logan, lately Technical Officer, Scotland West Telephone Area.

- MCKINNON, James Stewart, lately Technician Class I, Scotland West Telephone Area.
 MCLEAN, Ian (Deceased), lately Postal and Telegraph Officer, Leeds.
 MCLEOD, Norman Edward, lately Postman, London Postal Region.
 MANDER, Miss Gladys, lately Postal and Telegraph Officer, Wolverhampton.
 MANNING, Mrs. Gladys, lately Assistant Supervisor, Manchester Central Telephone Area.
 MANSFIELD, Charles John, lately Postman Higher Grade, Bromley.
 MENNIE, Robert, lately Cleaner, London Postal Region.
 MONKSFIELD, Frederick John, lately Postman, London Postal Region.
 MOORE, Reginald, lately Technician Class I, Plymouth.
 NISBET, Miss Arabella Rutherford, lately Telegraphist, Edinburgh.
 NYBERG, Daniel Thomas, lately Telephonist, Newcastle upon Tyne.
 OFFORD, William Alfred, lately Technical Officer, Bedford.
 O'SULLIVAN, Joseph, lately Postman, Newry.
 PARROTT, Stanley Ernest, lately Postman, St. Albans.
 PAYNE, Cyril Walter George, lately Inspector, Coventry Telephone Area.
 PLUMMER, Ralph Ernest, Assistant Inspector, Derby.
 PLUMMER, William Raymond (Deceased), lately Postman Higher Grade, Leicester.
 QUICK, Arthur William John, lately Overseer, Taunton.
 RENTON, Douglas, lately Postal and Telegraph Officer, Morpeth.
 RICHARDSON, Joseph, lately Postman Higher Grade, Durham.
 ROBERTS, Norman, lately Assistant Superintendent, Manchester.
 ROBINSON, Matthew, lately Inspector, Telecommunications Headquarters.
 SCOLLER, Miss Mary Wylie Dick, lately Postal and Telegraph Officer, London Postal Region.
 SKEER, John Henry, lately Technician Class IIA, Canterbury.
 SMITH, Sydney Robert Louis, lately Postman Higher Grade, Colchester.
 SPENCER, Frank Douglas, lately Technical Officer, Midland Postal Headquarters.
 SPOONER, George James Frederick (Deceased), lately Technician Class I, London Telecommunications Region.
 STOAKES, Harry Wilfred Charles, lately Postal and Telegraph Officer, London Postal Region.
 STREET, Wilfred John (Deceased), lately Technician Class I, Stoke on Trent.
 THARBY, Walter Thomas, lately Assistant Inspector, London Postal Region.
 THORPE, Gerald Charles Victor, lately Postman, Maidenhead.
 THURLEY, Robert George, lately Postman Higher Grade, Bedford.
 UNDERWOOD, Leslie Albert Francis (Deceased), lately Overseer, Plymouth.
 VASSIE, Clement Francis, lately Technician Class IIA, Telecommunications Headquarters.
 WATERS, Archibald Edward, lately Mechanic 'A', South Eastern Postal Headquarters.
 WHYTE, Innes, lately Senior Technician, Liverpool.
 WILLARD, Mrs. Alice June, lately Assistant Supervisor, London Telecommunications Region.
 WILLIAMS, Miss Mair Olwen, lately Assistant Supervisor, Chester.
 WOODFIELD, Albert John, lately Factory Technician, Factories Division, Birmingham.
 WORRELL, James Douglas (Deceased), lately Telephonist, Gloucester.

The notice in the Supplement to the *London Gazette* of 18th June, 1971, regarding the grant of the Imperial Service Medal to William Mons Still should have read Walter Mons Still.

LONDON

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text notes that without clear records, it becomes difficult to track expenses, revenues, and other critical data points.

2. The second section focuses on the role of technology in modern record-keeping. It highlights how digital tools and software solutions can significantly improve the efficiency and accuracy of data collection and storage. The author suggests that organizations should invest in reliable technology to ensure their records are secure, accessible, and easy to manage.

3. The third part of the document addresses the challenges associated with data management. It points out that as the volume of data grows, organizations must implement robust security measures to protect sensitive information from unauthorized access or loss. Additionally, the text discusses the importance of regular data audits to identify and correct any errors or inconsistencies in the records.

4. The final section provides practical advice for implementing a comprehensive record-keeping system. It recommends that organizations establish clear policies and procedures from the outset, ensuring that all employees understand their responsibilities regarding data collection and reporting. The text also suggests that regular training and updates are necessary to keep the system current and effective.