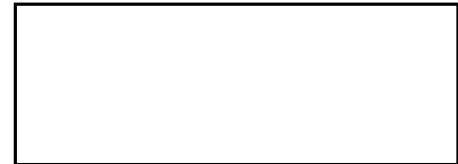
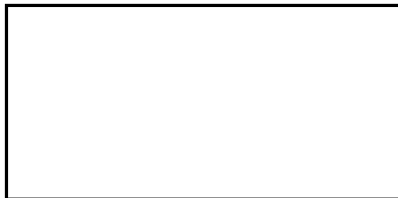


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20 JUL 1960

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I am forwarding two (2) suggested plans for your Shelf Filing Installation.

Plan Number 1: proposes the use of your TWX Room (Room 1) for the installation. I have attached to this plan filing profiles which show a suggested arrangement of your material on the shelves. Please note that this plan provides for erecting the shelving along the walls of this room to a height of 8 shelves. The top or eighth shelf is reserved for temporary storage of files pending destruction or retirement.

Plan Number 2: the amount of shelving is the same as Plan number 1. Sections of shelving cannot be erected in this room (Room 2) as a single unit because of physical characteristics of the room.

Each "block" in the attached profiles represents one shelf unit with a filing capacity of 2½ linear feet. This arrangement does mean however that all folder tabs should be in the third (right end) position. Numerical folder tabs would then read from left to right with the last three digits of the numbers on the outside nearest to the aisle. Alphabetically arranged files would also read from left to right with the surname typed on the tab in the extreme right (nearest to the aisle) position.

I am also attaching a copy of my memorandum   specifying the equipment needed for your installation. This includes a step ladder and 2 removable workshelves. After you have reviewed these two plans, please let me know of your decision. In the meantime, we will proceed with the requisition for the equipment.

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If we can assist you by preparing new folders for your files I will be glad to have it done here at headquarters.

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Distribution:

1 - OO/C
1 - RMS

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS