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Report for week ending 24 November 1953 from MACHINE RECORDS BRANCH

Administrative:

Two meetings were held regarding mechanization of leave recording. (See attachments).

Operational:

Special Projects - A schedule for the submission and processing, by Office, of changes to the T/O File is being devised to prevent a peak workload. These changes involve the conversion of the present Civil Service four digit base number into a four digit base with a two digit sub number, and the addition of the Career Service designation code, and the Office code letter to all the cards in the file.

Listings for the January issue of the Telephone Directory have been completed and were transmitted to on 20 November.

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