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MEMORANDUM

TO: Covington & Burling SUBJECT: IS & RS Progress Report
FROM: Simon O'Shea DATE: June 29, 1967

During the past week there have been several new developments in connection with the information storage and retrieval system.

The first of a series of briefing and instructional meetings were held for the users on June 27 and 28. All of the various user locations were contacted and invited to attend these first two sessions and five representatives of various user locations were actually able to attend. Additional briefing and instructional sessions are now planned for the week of July 10-14 and this office will be in touch with the various users who were not able to attend the June 27 and 28 meetings.

These briefing sessions deal principally with the overall design of the system, the methods for formulating questions to the system, and with the various channels of communication between the users and the system. The general content of these briefing sessions is contained in the "Information Storage and Retrieval Users' Manual", a copy of which is being transmitted with this memorandum. The manual was developed by International Information Institute under our direction.

In addition, 3i has also prepared an authority list which is an alphabetical listing of all of the descriptors currently in the system. A copy of this descriptor authority list is being supplied to each user location at the time when the user location representative attends the briefing and instructional meeting. At this time only one copy of the descriptor authority list is available for each user location.

In addition, 3i is now preparing an authority list which lists the names of all authors of all documents in system in the form they have been loaded into the computer. One copy of this document will also be distributed to each user location within the next week.

It should be remembered that any user that has not been able to attend a briefing and instruction meeting can, at any time, address questions to the

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IS&R system through the Project Officer as described in my memorandum to Covington & Burling of June 8, 1967.

Since June 8 over two dozen questions have been asked of the system by a number of users and general satisfaction has been expressed over the results of these searches.

S.O.L.

SOS:vap