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Memorandum to: Miss Brown  
Messrs. Haas  
Hetsko  
Ramm  
Smith  
Yeaman  
Colby  
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Hardy  
Holtzman  
Jacob

Preparation of a permuted authority list (called a "KWIC" index), encompassing all terms used to index documents in the retrieval system as of September 1, has now been completed. Today or tomorrow 3i will be mailing out a copy of this new index volume to each user, and hence you may expect to receive it early next week.

Each user is strongly urged to take the time to familiarize himself with the KWIC index as soon as it is received and to make it a primary reference in formulating questions for the system. A copy of a memorandum from the Project Officer explaining its advantages is attached.

John B. Denniston

Enclosure