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Info Storage & Retrieval

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

The legal information storage and retrieval system is now operational. Loading of the first 5200 documents into the computer was completed on June 6. Most of the aperture cards corresponding to these documents have already been distributed to all user locations, and the remaining ones will be distributed within the next week. All users are therefore encouraged to begin now to use the system.

Enclosed is a memorandum from the Project Officer outlining interim procedures for asking questions and getting answers back. Regular operating procedures will be explained more fully in a User Training Manual, which will be distributed shortly in connection with the scheduling of user training meetings.

During this month especially, users are encouraged to ask questions freely in order to enable us to learn the operational potential of the system and to effect any necessary modifications or improvements.

John B. Denniston

Enclosure