

MEMORANDUM

April 2, 1981

For: Miss Brown
Mssrs. Decker, Jacob, Shinn

One of the Division's goals for 1981 is to eliminate the remaining backlog of documents awaiting processing and to complete the microfilming and shipping of aperture cards.

As you know, we now process documents at varying levels. In order to prepare aperture cards for all documents, regardless of the level of processing, it was necessary to modify certain procedures. The attached memorandum gives the reasons for these modifications and also provides details regarding a few minor changes in the handling and use of the new materials.

The memorandum will be distributed soon, in advance of the first shipment of aperture cards prepared using the modified procedure.



Frederick B. Giller