

THE COUNCIL FOR TOBACCO RESEARCH—U.S.A., INC.
110 EAST 57TH STREET
NEW YORK, N. Y. 10022

LITERATURE RETRIEVAL DIVISION
ROOM 808

September 19, 1977

Dr. Frank G. Colby
Manager, Science Information
Division
R. J. REYNOLDS INDUSTRIES, INC.
Winston-Salem, N. C. 27102

Dear Frank:

Here is our most recent draft of the Scope of Coverage. I believe that all the points you raised have been dealt with in either the Scope or the Scope Notes.

Overall, the Scope is very close to our "current practice." However, there are certain sections that undoubtedly will increase the number of articles selected for input into the System; I estimate that there will be approximately 1,000+ additional articles per year. I am not overly concerned about processing these additional articles, since I plan to expand the retrieval capabilities of the In-Process Data Bank.

In the event that we anticipate a substantial, additional delay in drafting or reviewing the Scope, I believe that I should distribute this draft to the members of my staff. This action will help establish uniform practice and avoid delays in processing that have resulted because of uncertainties with regard to selection criteria. And as you know, bottlenecks and delays at selection have caused us certain operational and management problems that I would like to eliminate.

I look forward to meeting with you this September 26th.

Regards,



Frederick B. Giller

FBC/as
Enc.