

PC 14

February 28, 1964

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TO : Mr. Rankin

FROM: Mr. Willens

I believe by this time you have received my memorandum reflecting a conference held a few days ago with Mr. Sturman and Miss Farrar regarding the Commission's files. As I indicated in that memorandum, the Archives specialist intends establishing an extensive file on persons mentioned in the investigative reports. In each person's file will be contained copies of the pages of the reports which concern them.

It is apparent that this effort duplicates the name index currently in preparation under the supervision of Mr. Slawson. I do not think that both projects should be done simultaneously with the resultant waste of our limited manpower. It is my recommendation that the work on the name index be stopped and the results of this work be made available to Miss Farrar. I think that any additional secretarial time that is available should be utilized by Miss Farrar on the overall Commission files.