

WDS:mfd:13Mar64

MEMORANDUM

PC 16
March 12, 1964

Int. CW
TO: J. Lee Rankin
Howard P. Willens

FROM: W. David Slawson

SUBJECT: Name Index File

About a week or two ago the decision was made by all of us that the Name Index would be handled through the Archives personnel, headed by Miss Farrar, and that these personnel would place the pages of each report which referred to an individual in a separate file folder under that individual's name. Extra personnel had been sent over from the Archives to do this and are working on it now.

This afternoon, March 12, I was conversing with one of the extra personnel sent over. In fact, I think she is the only extra person who has as yet arrived here. She said that in the time that she has been here, which is about two weeks, she has been able to complete sixteen (16) full reports. Miss Farrar, who is also working part time (very part time) on this project, has also completed a few reports but not very many. The girl told me that at the rate the indexing was progressing it would take at the minimum, three to four months to complete the work, assuming that no new material came in the meantime.

I do not like to always take the role of Cassandra on this subject, and I know that my constant pushing must get tiresome, but once again I would like to draw all of our attention to the fact that this Index could be of substantial value and that under the procedures now operating it will not be completed in anywhere near the time necessary to make any real use of it. I believe that the method we decided upon is a good one. The only defect seems to be that not enough women are on the job. I recommend that, if possible, the project be treated as a "crash project" with as many as nine or ten women put on it in some separate office or group of offices, if necessary in another building, so that the project can be completed to date within two or three weeks. After that, one woman working part time could probably keep it current through the rest of our task.

cc: Mr Rankin Chron File
Mail Room
Mr Willens
Mr. Slawson