

(Copy of dispatch from G WW of 16 Oct. 67 RE: Cross Filing)

Intelligence Co-Ord, WW

Oct. 16, 1967

Guardian WW

Dear Jane -

Are our files really be cross-filed well - like all factors about each person noted & put into WW files.

For instance, on attached report, a factor of the Royal Army Medical Corps would go in all files concerned.

A Director of the World Fed. of Mental Health would go in all files of persons who are directors.

Etc. Etc. - it is all this cross filing which does the work for us. Is this being done?

Love,

MarySue

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Dear Jane -

You should do an easier system by just making enough xerox copies so as to have a folder contain every copy relating to it. Say you have the Psychology Society. Into this folder you would put a xerox copy of all persons belonging to it that you might get reports on. And in the individual folders of each person you would have a note - Member of Psychology Society - this way your files do it all for you & no card index is needed.

Love

MarySue