

GUARDIAN ORDER

GO 1195

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Info Bureaus

CONFIDENTIAL

CIC SERIES NO. 3

Standards for Reports

Due to the tremendous traffic from the Guardian Office Info Bureaus around the planet to World Wide and because CIC Branch I Bureau I WW is currently converting over to micro-film, the following standards for reports must be set. These standards serve a dual function. First, they make it easier for the executives who handle the particles, and secondly, they reduce the amount of handling required to get the data into the files.

These standards are as follows:

1. All reports sent to WW must be typed where possible.
2. The reports must be on white paper and typed/written in black ink.
3. The reports must be on standard size paper (i.e. Foolscap or Quarto for UK and Commonwealth, A4 for Europe, and 8½ x 11 or 8½ x 13 for the US). The important item here is that the reports do not exceed standard sizes of paper as these will not feed into the micro-film camera.
4. Use black typewriter ribbons, black carbon paper, black pens, Reports done in other colours will not reproduce as well.
5. Poor quality copies must be accompanied by a typed copy of the original (more on this in CIC Series No. 6).

The above will handle the problems with reports sent to WW and will make operations much smoother and more efficient.

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