

GUARDIAN ORDER

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Info Bureau

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Quality of Copies

Recently the Info Bureau World Wide, in the process of converting over to micro-film, has been running into a problem with the quality of the copy of the reports being sent to WW. This is especially true in the area of xerox copies sent to us. The procedure in micro-filming is the original copy (once micro-filmed) is destroyed, but in the case of poor copies it is useless to even put it on film. So in the future ensure that all reports sent to WW are clear and can be easily reproduced on micro-film. Where this is not possible, as in the case of original documents (which are themselves poor copies), a typed copy should be attached to the original.

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for June Kember  
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