

MEMORANDUM

To:-

All senior staff.

From:-

D/Supt.

Date.....3.4.70.....

Filing system.

I propose to try out a new system of filing for an experimental period. This entails the incorporation of all children of one family into one file. In this file there will be a section relating to matters affecting the family as a whole, and one section for matters relating to each individual child. Matters concerning the whole family will therefore need to have only one copy made, as will matters concerning one child. However, where matters relate to some of the children of the family only, copies will need to be made for each child affected.