

11-14
COPY
M E M O R A N D U M

Subject:- Pamphlet on Services by the
Department

To: Division Directors

From: Dr. Bigelow

Date: Jan. 24, 1931

Attached is a copy of the tercentennial pamphlet on this matter. Will you look it over and consider expanding it into a page or two in order to answer three questions:

- (1) What is the appropriation of your Division?
- (2) What is the staff of your Division?
- (3) What are the activities of your Division and in a general way how may they be utilized?

After a time Mr. Bradley will get in touch with you for this statement and will edit the statements in order that they may have a certain unity.