

COPY OF MEMORANDUM.

Subject: Salary Standardization Record.

Referred to - Drs. Divisions
By - Dr. Kelley.
Date - Nov. 1, 1918.

The office of the Supervisor of Administration has requested that the list of employees attached hereto make out cards to be used in the salary standardization of that Department. These employees entered the service of the Department after the time when these cards were first made out.

The communication from the Supervisor of Administration reads as follows:

"I find that we have no cards for the list of persons in your Department which I am enclosing. I am therefore sending you some of these cards with the desire of having these individuals each fill out a card, placing especial emphasis on an accurate description of their present duties."

Please attend to this matter at your earliest convenience.