

9 December 1949

MEMORANDUM FOR: CHIEF, COAPS

FROM: Assistant Director, OCD

SUBJECT: Daily output of abstract typists using  
special typewriters and 3-inch multigraph  
mats

1. [REDACTED] has asked that I look into the statements on page 28 of my recent report concerning daily output of typists preparing abstracts on 3-inch masters, using electric typewriters.

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2. My estimate of 30 per day was arrived at as follows: 3,000 abstracts in October, divided by 5 typists, equals 600 per typist. 600 divided by 21 working days equals 28.6 per typist per day.

In publishing an estimate of 30 I recognized that it was an under-estimate, but this seemed desirable since I was going on to discuss production by OSI. With 8 special typewriters, and presumably 8 special typists, OSI might reasonably be expected to turn out not less than 240 abstracts per day, or 5,000 per month. Smaller production than this would indicate ineffective operation. This is something which we will want to look into after OSI gets its typing job on a firm footing, and I did not think it wise to publish an estimate which might cause us to set our sights too high.

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3. [REDACTED] who runs our classification and abstract-typing operation, makes an off-the-cuff estimate of 50 per day by a typist who does nothing else. In October, he tells me,

(a) One of our five typists was off-duty, sick, for most of the time.

(b) The remaining four, in addition to their actual typing, also (1) proofread each other's work, as of course is necessary, and (2) handled the batching and transmissions of their work.

JAMES M. ANDREWS ok

cc: Deputy Executive  
Management Officer

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