

## MEMORANDUM

June 17, 1996

To: David Marwell, Jeremy Gunn  
cc: Phil Golrick, Laura Denk

From: Kevin Tiernan

Subject: Instructions for Metropolitan Crime Commission Records photocopying  
project

We tabbed for copying documents in twenty-two boxes of the Metropolitan Crime Commission. Records Management and Protection, Inc. of New Orleans has agreed to contract a temporary service to photocopy these records. I have written some brief instructions for the Records Management and Protection employees to use when the temps are hired. Please review and comment on these instructions.

**Instructions for Metropolitan Crime Commission  
Records Photocopying Project**

1. Use the paper, folders and fasteners we have provided. These materials are made of archival quality material, and have been chosen in the interest of long term preservation.
  
2. We tabbed documents which we would like to have copied. Usually only the first page of a multi-page document is tabbed. The entire document should be copied. If there are specific instructions on the tab, then please follow those instructions.
  
3. Remove staples and other fasteners from multi-page documents before copying. Please make sure that each page is copied fully and legibly on the paper. Replace staples or other fasteners on the original and clip the copy as the original was stapled.
  
4. Label each folder for copied documents exactly as the original's folder is labeled. Also label the new folder with the number and title of the box from which you get the original document. Please use pencil to label the new folders.