

Monsanto

FROM (NAME & LOCATION) Dept. of Medicine & Environmental Health - C. Elmer

Angie
Please advise
MPL

DATE: July 13, 1977

cc: C. G. Jost 4-7443

SUBJECT: Work History

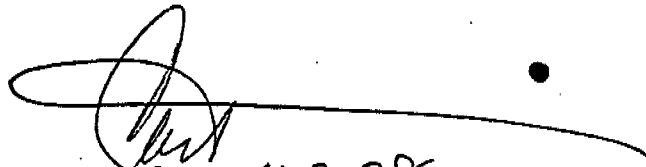
(Bany)
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REFERENCE:

TO Paul Bureau

Re our telecon requesting your estimate for man-months required to collect all Springfield plant work history. We would need: name plus demographic data such as birthdate, race, sex, date of hire (and termination where applicable) as well as a list of departments and time periods worked in each department at what jobs, by job code.

We would supply the format when you were ready to start - at this time we only need an idea of the time involved to do the job.


C. Elmer 4-2198

mo

Mike Stan

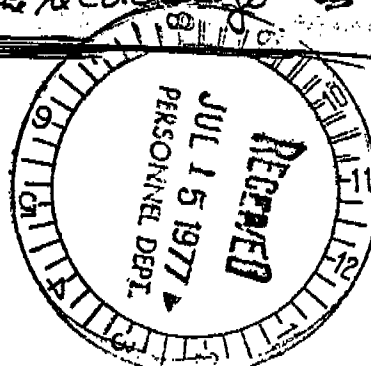
need to estimate the time required in terms of man days

To collect all of the above stated info on a form ready for

Key punching as far back as the records go?

~~Estimate~~
Estimate should include picking info off of

- A. Hard Copy file
- B. Microfilm



Im sure you'll have questions on this so let's discuss

RSV0029788



Name
 Birthdate
 Race
 Sex
 Date of Hire
 Date of Termination
 Department worked *
 Job by Dept *
 Time by Dept *
 Job Code *

(Work History
 Location
 S.S.#
 Area Description
 Job Description
 Term Period

* jobs now listed by code numbers
 * Depts now listed by code numbers

old Dept. names } now obsolete
 old Job titles } who can identify?

Personnel folders ^{Terminations} (1/2 size) ② 1933 - 1946 - 7 drawers 2 rows = 14 rows

Micro Film ③ 1946 - 1963 - #1-63-63 rolls

Personnel folders ① Ten 1963 - 1977 17 drawers basement
 18 drawers upstairs
 35

① Active 1977 21 drawers
 56

① 1963-1977 Ten
 + active
 60 folders/drawers
 56

② 1933-1946
 14 rows
 + 100 folders row
 1400

③ 1946-1963
 63 rolls micro film
 #1-63
 4900

3360

4760

9660

4900
 3360
 8260

9660 - folders
* 15 min each

$$60 \sqrt{144,900 \text{ mins}} \div 24 \text{ hrs} = 60.37 \text{ wks}$$

80
15
8

75%
office

$$\sqrt{144,900} \div 80.5 \text{ wks}$$

52 wks yr
+ 28 wks

8/15/77
G.G.