

TO: D. R. Tarne

January 31, 1968

FROM: L. Smagatz

SUBJECT: TRANSFER OF SOFT GASKET FILES TO ROBINSON.

The planned date for completion of the moving of the History Folders and Gasket Record Cards will be February 23, 1968.

On Saturday, February 3, 1968 a crew of four will work for five hours. This will ready the majority of the "RD" numbers for transfer to Robinson. These will be sent to Robinson the next week. The group will also work on Saturday, February 10, 1968 and attempt to complete the segregation of soft packing items. These folders and record cards will be sent to Plant #4 the next week.

The Tool Cards will be pulled during regular working hours by department personnel.

There will be a short period of time after the transition where we will be doing some of the soft gasket work. This will enable Plant #4 to ready their forces.

L. Smagatz

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