



CHICAGO
December 28, 1918

TO ALL SUPERINTENDENTS

FOR EMPLOYMENT MANAGER

Tabulation Codes

Dear Sir:

We are now preparing codes to be used in connection with our employee statistics, and wish to ask that you forward at your earliest convenience information as listed below:

- 1 - Name and number of each department at your Works
- 2 - Occupations as designated at your Works.

We expect to start punching tabulator cards very soon after January 1st, and will be pleased to have you hasten along this information.

Yours very truly,

Manager, Industrial Relations

HJD-JY