copy for Mr. Dubois
Room 323

INTER OFFICE MEMORANDUM

17 March 1947

SUBJECT: Personnel

TO : Mr. Sprecher

1. Miss Peggy Trent, my secretary and stenographer of the I.G. Farben Corporate Organization and Responsibility Unit, has notified Civilian Personnel of her intention to return to the United States on or about 7 April 1947. She is leaving for a five (5) day trip to Luxembourg and Belgium on 22 March. As a practical matter, her services will no longer be available after Friday of this week.

2. It is requested that a replacement for Miss Trent be supplied immediately. The urgency of the Minutes Screening Project, which has been given a top work priority by Mr. Dubois, and present and future work on individual and corporate responsibility, make it impossible to carry on without a full time clerk-stenographer. It is requested that every effort be made to obtain one before Miss Trent's departure.

3. There is currently a large accumulation of Committee Minutes which require very careful screening. Some of these, such as the KA, require almost full translation. At present, Miss Gavares and Mr. Martin are assigned as Research Analysts. Miss Gavares, who does not speak German, is occupied full time maintaining and expanding individual folders and curricula vitae; Mr. Martin has been screening minutes in the field. Mr. Hauptmann, currently assigned to Slave Labor, has helped me part time. His screening is careful and thorough but he works slowly. His part time help is insufficient to put a substantial dent in the backlog.

4. In view of the present and anticipated work load, I request the full time assignment of at least one additional bilingual Research Analyst, preferably one with I.G. experience who translates well and works quickly.

WILLIAM A. ZECK

cc: Mr. Dubois - Room 323
Mrs. Uiberall