

October 22, 1954

Internal Memorandum

Conversation with Mr. Robert Lovett at the Baker Library

(See earlier memorandum of conversation with Arthur Cole and Mr. Lovett)

Mr. Lovett said that the Stevens Institute has material which was left by Frederick Taylor, who is the father of much of the management work that is being done today. A Miss Elizabeth Hayward, a research worker, has been working with the Taylor material, and it is possible that she has developed some criteria concerning these matters of what is valuable for historical research. Miss Hayward could possibly be reached through Merck Chemical, for which she is now doing some work.

Mr. Lovett also suggested that many institutions were setting up what are called retention schedules or destruction schedules, and that these should be explored for material which is believed to be valuable under other judgments.

He also suggested that we ask whether the various banks had a file of minutes of various committees, that we enquire what period they covered, what form they were in, what title they carried, the date, the number of volumes, etc. In regard to correspondence, he thought we would like to be asking how it was filed, how long it was kept. He thought we should know whether indexes of various minutes were kept. He suggested we would need personnel material about key men, and that we would want to explore the operations of the banks and how policy decisions were arrived at.

All this is suggestive and should be added to the general work which Miss Burnett is now doing. It has been reported to her.