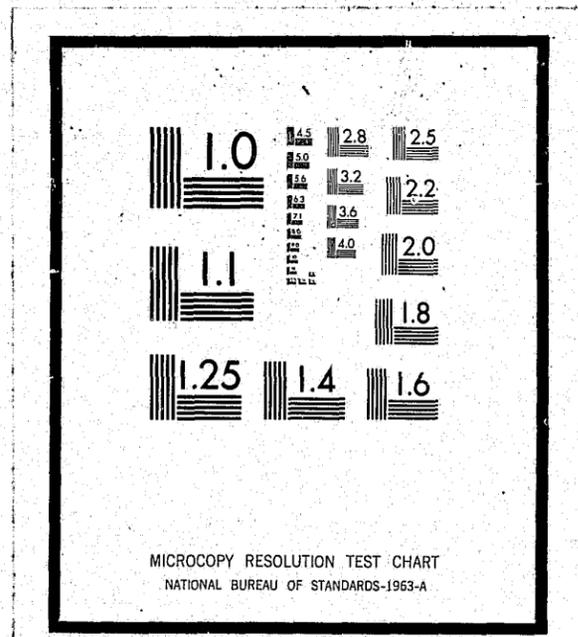


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed

6/12/75

CITY OF DALLAS IMPACT PROJECT
DATA BASE EXPANSION

FINAL EVALUATION

DALLAS AREA CRIMINAL JUSTICE COUNCIL

15625

CITY OF DALLAS IMPACT PROJECT

DATA BASE EXPANSION

FINAL EVALUATION

PREPARED FOR:

DALLAS AREA CRIMINAL JUSTICE COUNCIL

BY:

James H. Henley
Systems Analyst

DATA BASE EXPANSION

FINAL EVALUATION

Grantee Agency: Data Processing Division of the Dallas Police Department

Implementation Period: December 1, 1972 to November 30, 1973

Background

The primary purpose of the Data Base Expansion Grant was to provide a means for the collection of data identifying stranger-to-stranger offenses or arrests of persons suspected of stranger-to-stranger offenses. This data would provide the information necessary for the evaluation of other Impact projects. An additional objective was to expand the offense and arrest data base and to establish on-line historical records essential to improving analysis and planning.

Project Objectives

- A. Provide the Dallas Police Department with the capability of access to data relating to the time, place, and frequency of stranger-to-stranger offenses and burglaries.
- B. Provide the Dallas Police Department with the capability of access to physical and historical data on suspects related to stranger-to-stranger offenses and burglaries.
- C. Expansion of computer records and files to accommodate the data accumulated in items A and B above.

Project Implementation

In order to attain the stated objectives, the following items were to be accomplished:

- A. Required stranger-to-stranger data recorded on source documents.
- B. Source documents coded for computer entry.
- C. Existing offense file expanded to include stranger-to-stranger data and 13 months of on-line history.
- D. Expansion of the arrest file and establishing the data on line.
Arrest records to include:
 1. Age and description of arrestee.
 2. Arrestee's prior arrest record.
 3. Seriousness of offenses such as felony, misdemeanor, juvenile, or none.

6. Prime offense intended by arrestee.

E. Establishment of a 13 month on-line arrest history file.

Evaluation Criteria

- A. Measure of effectiveness: The effectiveness of the project could not be related directly to the attainment of a national goal. The success of the project would, however, enable other Impact programs to be evaluated in the terms of the national Impact goals.
- B. Measures of efficiency: The efficiency of the project was to be measured by the following criteria:
1. Accuracy of field forces in obtaining and reporting data on source documents.
 2. Accuracy of coding of the source documents for entry into the computer.
 3. Timely programming efforts to enter and store all data in the computer. Entry into the computer to be completed by March 1, 1973.

Evaluation Analysis

- A. One stated objective of the project was to provide access to data relating to the time, place, and frequency of burglary and stranger-to-stranger offenses. In connection with this objective, on September 9, 1972, the Dallas Police Department reporting procedure was expanded, by Special Order #72-192, (see attachment one) to include the identification and coding of Impact crimes on source documents.

The existing on-line offense file was expanded from a seven month retention period to include 13 months of historical data.

An inspection of the data in the June offense file showed an error-omission rate of 38.78%. Later analysis led to the discovery and correction of a programming error. An inspection of the November data showed a much reduced error-omission rate of 4.7%.

Presently, the offense file is fully operational, on an on-line basis providing the capability of reviewing both actual and unfounded offenses for a 13 month period.

- B. The second stated objective of the grant was to provide access to additional physical and historical data on suspects related to stranger-to-stranger offenses and burglaries.

On September 24, 1973, Special Order #73-142 was issued providing instructions on the use of a new Arrest Report and Prisoner Activity Report. (See attachment two.) This report was developed by the Planning and Research Division specifically to provide the data required in the expanded arrest file.

The Data Services Department completed all of the required programming and testing for the establishment of an on-line arrest file, and the file became operational on April 2, 1973. However, the arrest file experienced and is continuing to experience problems in implementation.

The arrest file requires data entry from several sources; booking data from Detention Services, Youth Section, and the Patrol substations, individual charge data, physical and historical data from the Identification Division, and arrest disposition data from the Criminal Investigation Division. Complete data is currently being entered from Detention Services, Youth Section, Patrol substations, and the Criminal Investigation Division, but only the information necessary to generate state and FBI reports is being entered in the Identification Division. This reduced level of data has resulted in the indefinite postponement of the programming required to complete the 13 month history file, thereby rendering this objective of the grant unfulfilled.

The data from approximately 203 arrests per day is required to be entered into the computer by the Identification Division. With a staff of three to enter the data, approximately 4.4 minutes are available per entry. (See attachment three.) The personnel in the Identification Division were unable to maintain the input requirements necessary to reach the objective of the 13 month historical file. Consequently, the input requirements were reduced both in quantity, by eliminating the entry of City charges and requiring only investigative charges to be entered, and in quality, by reducing the required data being entered. (See attachment four.) This reduction in work load resulted in an average input time available of approximately 9.3 minutes per entry. (See attachment three.)

Even with this reduction in work load, the Data Processing Division is still correcting the Uniform Crime Reporting codes at the end of each month to enable state and FBI reports to be run. This special handling could be avoided by performing the file maintenance identified in the Criminal System Maintenance Needed Report. This report generally contains a maintenance needed and error backlog considerable larger than the backlog generated in the previous day's update.

A key element not presently being entered in the arrest file is the identification jacket number assigned by the Identification Division. A dummy number, C999999, is entered to bypass the required presence of the identification number. The correct number is usually not

available at the time the other data is entered. However, provision could be made for its entry in place of the dummy number at a later time.

The identification number is to be the key number required for locating the arrest record of a person in the arrest history file. Entry of the identification number in a history file inquiry would allow access to a complete arrest record whereas any other entry, such as arrest number or name, would not provide the desired accuracy or completeness.

- C. The third grant objective of expansion of the computer records to allow accumulation of the arrest and offense data has been partially accomplished. The offense file has been expanded to its full 13 month size. The historical arrest file requirements were prepared in early 1973. However, no programming has been done on the arrest history file due to the quality of the data input. Limited data is being entered and the key element for locating the available data, the identification number, is not being entered at all. The Data Services Department estimates the historical file could be prepared for input in six weeks. Approximately six months would be required to prepare the file for actual on-line inquiries.
- D. During the planning stages, the Data Processing Division involved all affected groups in the planning process with the exception of the Inspections Division. The initial inspection of the offense file was delayed since the Inspections Division did not know their services would be required until the time of the first inspection.

The Data Processing Division has assisted the Identification Division in the correction of errors at the end of each month, in spite of the notification to the contrary. (See attachment five.) The Identification Division should be required to correct their own mistakes and not rely on the Data Processing Division, and be held responsible for the large backlog of errors at the end of the month.

- E. A financial analysis of the project showed an unspent balance of \$5,054.32 or 13.43% of the total funded value of the project. (See attachment six.) The actual unused programming amounted to 640 hours or 30% of the total available hours. This is accounted for by the failure to provide the arrest history file.
- F. In conclusion, the Data Base Expansion project has provided an on-line offense file which may be used to evaluate Impact projects and an on-line offense history file which may be used in crime analysis.

The second major objective of providing an on-line arrest file and a 13 month on-line arrest history file has been met on a very limited basis. However, the arrest file could be salvaged and established as a functioning file by accomplishing the following:

1. Assuring all the arrest information, both City and County, is entered into the computer.
2. Assuring the correct identification jacket number is entered as soon as it is available.
3. Assuring the Criminal System Maintenance Needed Report is worked on a daily basis.
4. Requesting Data Services Department start the required programming as soon as possible to provide the on-line history file and reporting outputs.
5. Correcting all improperly entered identification numbers on the file. If this is not done, the data accumulated will not be useful in the arrest history file.

The data provided in the arrest file will be required by the Real-Time Tactical Deployment grant. If the proper corrective measures are not taken, the successful completion and operation of the analytical phase of the Real-Time Tactical Deployment grant will be seriously jeopardized. The arrest file data will be required to perform the suspect analysis after a crime problem has been identified by the Real-Time Tactical Deployment system.

Dallas Police Department

SPECIAL ORDER

Attachment One
NO. 72-192

NO. 72-192

TO: All Members of the Department
INDEX AS: Impact Grant: Requirements
DATE OF ISSUE: September 9, 1972

This order consists of the following sections:

- I. Purpose
- II. Definition of Stranger-to-Stranger Crimes
- III. Burglary
- IV. Necessary Information to be Included in the Offense Report
- V. Necessary Information to be Included in the Supplement Report
- VI. Staff Review Instructions for Coding Stranger-to-Stranger Crimes

I. Purpose - The purpose of this order is to expand the reporting procedure so as to provide required information for the identification of stranger-to-stranger crimes and burglaries. Offense information and victim/offender relationships must be furnished as basic information. This data will be essential for the proper evaluation of projects implemented under the Impact program.

II. Definition of Stranger-to-Stranger Crimes - Stranger-to-stranger crimes consist of murders, forcible rapes, robberies, and all aggravated assaults when such crimes do not take place in a situation involving relatives or friends. Murders, rapes, robberies, and aggravated assaults between relatives, friends, or persons well known to the victim are not stranger-to-stranger crimes according to the Law Enforcement Assistance Administration (LEAA).

III. Burglary - All burglaries will be considered Impact grant program crimes regardless of suspect/victim relationship.

IV. Necessary Information to be Included in the Offense Report

A. Special emphasis should be placed on obtaining the following information which is presently provided for on the offense report.

- 1. Beat and District - (blocks 2 and 3) on what beat and district the offense actually occurred.

2. Type of Location - (block 10)

a. On Street

- (1) Shopping Center
- (2) Commercial Area
- (3) Residential Area
- (4) Other (Describe)

b. Off Street

- (1) Liquor Store
- (2) Service Station
- (3) Grocery Store
- (4) Apartment Building
- (5) Transit Vehicle
- (6) Etc. (specify type of business or premises)

3. Time - (blocks 22 and 23) time of day, date, etc.

4. Stolen Property - (block 32) cash, jewelry, clothing, etc.

5. Type of Weapon or Means of Attack - (block 53) this should be as complete as possible.

B. The following information not asked for on the offense report must be determined and reported in the narrative section (block 54):

Victim/Offender Relationship - If the offense is a murder, forcible rape, robbery, or assault, identify whether it:

- a. is a stranger-to-stranger crime.
- b. is not a stranger-to-stranger crime since the offender is known or related to the victim.
- c. is one in which the victim/offender relationship cannot be determined.

V. Necessary Information to be Included in the Supplement Report
Clearing An Offense by Arrest of Stranger-To-Stranger Offenses

A. The following information is presently asked for on the supplement report.

Suspect Information - (block 10) name, race, sex, age of arrested person.

B. The following information not asked for on the supplement report must be determined and reported in the narrative section (block 9).

Victim/Offender Relationship - Follow the same procedure for identifying the victim/offender relationship as set forth in Section IV, B. Any change in status from the relationship as stated in the original offense report can then be readily identified and modifications in the record can be made accordingly.

VI. Staff Review Instructions For Coding Stranger-to-Stranger Crimes

A. The victim/offender relationship in stranger-to-stranger crimes will be identified in the narrative section of the offense report. Personnel in the Staff Review Unit of the Report Section will transfer this information to the upper right hand corner of the OSR record display for the field designated "STS", using one of the three following numerical identifiers:

Number "1" - Stranger-to-Stranger Crime

Number "2" - Not Stranger-to-Stranger Crime

Number "3" - Unknown Victim/Offender Relationship

B. Upon receipt of a supplement report in which the victim/offender relationship has changed from the original classification, update of the field on the record display can be made using the same procedure as that for modifying any other record field.

C. Staff Review will return to the originating officer any offense or supplement reports lacking the required information.

Frank Dyson
FRANK DYSON
CHIEF OF POLICE

TO: All Members of the Department

SUBJECT: New Arrest Report and Prisoner Activity Report

DATE OF ISSUE: September 24, 1973

1. Effective 0000 hours October 1, 1973, all officers will use Arrest Report (Form 69-8R) and Prisoner Activity Report (Form 68-16R4) to book prisoners into the city jail system.
2. These two forms will be made into special pads which will allow officers to fill out the top portions (spaces 1 through 29) of both forms by using carbon paper.
3. Up to twenty-eight (28) city charges and investigative charges may be placed on the same Arrest Report.
4. Arrest numbers will be assigned by the computer and will be written on the report by the terminal operator.
5. Booking officers are responsible for checking the Arrest Report and Prisoner Activity Report for completeness before accepting it.
6. Detention Services Division will deliver the original of the Arrest Report to the Report Division. The Report Division will retain responsibility for duplication and distribution.

This order will remain in effect until these procedures are absorbed into divisional operating procedure manuals.

Frank Dyson

FRANK DYSON
CHIEF OF POLICE

FKL:jg

INSTRUCTIONS FOR FILLING OUT THE ARREST REPORT

- A. The original will be the Arrest Report. The carbon copy will be the Prisoner Activity Report.
- B. The officer filling out the forms is responsible to see that the carbon paper is properly placed between the forms.
- C. Up to twenty-eight (28) city and investigative charges may be placed on one Arrest Report.
- D. Only one Prisoner Activity Report is needed for each prisoner.
- E. The booking officer is responsible for checking the forms for completeness before accepting them.
- F. The reverse side of the Arrest Report is an Arrest Report Supplement Form. It can be used to continue information from the front of the Arrest Report or to furnish supplementary information about the arrest.
- G. The information required for the spaces on the Arrest Report is:
1. Arrested Person Print the last, first, and middle name of the person arrested.
 2. Service Number This is the number assigned to the incident by the dispatcher. This is the SVN associated with the arrest.
 3. Arrest Number This number is assigned by the computer when the arrested person is booked. (Filled in by terminal operator)
 4. I.D. Number This is the identification number of the person arrested.
 5. Extra This is for the Report Division to list the number of copies needed for proper distribution of the Arrest Report.
 6. Beat List the beat where the person was arrested.
 7. S to S This is for stranger-to-stranger crime information. Print "yes" if it is a stranger-to-stranger crime and "no" if it is not.
 8. Arrested Person - Home Address List the home address of the person arrested. Include city and state if not Dallas.

9. Location of Arrest (Address) List the address where the person was taken into custody. Include city and state if not Dallas.
10. Race, Sex, Date of Birth, Age, Height, Weight, Hair, Eyes Race - List the race of the person arrested by using:
 - W - White
 - N - Negro
 - L - Latin
 - I - Indian
 - C - Chinese
 - J - Japanese
 - O - Other

Sex - Use "M" for male and "F" for female.

D.O.B. - List date of birth.

Age - List age.

Height - List height.

Weight - List weight.

Hair - List color of hair.

Eyes - List color of eyes.
11. Describe Location of Arrest This will be a description of the function of the location where the arrest is made - public street, bar, retail store, apartment house, etc.
12. Arresting Officers and Badge Numbers List the last name followed by the badge number of the officer(s) involved in the arrest. (Military time is preferred.)
13. Date/Time of Arrest, Location of Offense (Address) Give date and time of arrest. (Military preferred) List the address of where the offense occurred. Include city and state if not Dallas.
14. Charges A total of twenty-eight (28) city and/or county charges may be listed on each Arrest Report.
15. Describe Location of Offense This will be a description of the function of the location where the offense occurred.
16. Social Security List the arrested person's social security number.

17. How Arrest Made

On View - Check if officer witnessed the offense.

Call - Check if officer received a call which resulted in the arrest.

Warrant - Check if the arrest was made on authority of a warrant.

18. Sober

If the arrested person was sober at the time of the arrest, check "yes." If not, check "no."

Observed Drinking

If the arresting officer saw the arrested person take a drink, check "yes." If this was not witnessed, check "no."

19. Resist

If the arrested person resisted arrest, check "yes." If there was no resistance to being arrested, check "no."

20. Drug User

If the officer knows that the arrested person is a user of illegal drugs, check "yes." If he knows that the arrested person is not a drug user, check "no." If he has no knowledge about the arrested person's use of drugs, check "unk."

21. Type of Drug

If the officer knows the type of drug the arrested person uses, list it in this space.

22. Weapon (Describe)

If the arrested person was armed at the time of the arrest, give a description of the weapon.

23. Armed

If the arrested person was armed at the time of the arrest, check "yes." If not, check "no."

24. Date and Time Booked

List the date and time booked. (The exact time will be furnished by the computer.)

25. Condition

This applies to the arrested person at the time of the booking at the jail office.

Drunk - If yes, check this space.

Sick - If yes, describe the illness.

Injured - If yes, describe the injury. (This space may be used later by jail personnel on the Prisoner Activity Report.)

26. Location Where Treated

Medical Treatment - If the arrested person received medical treatment before being booked in the jail, the arresting officer will check "yes." If no medical treatment was given, check "no." (Jail personnel may use this space on the Prisoner Activity Report at a later time.)

If the arresting officer takes the arrested person for medical treatment before booking into jail, list the place where the treatment was administered. (Jail personnel may use this space on the Prisoner Activity Report at a later time.)

27. Alias or Nickname

List alias or nickname in this space.

28. Hold Placed on Vehicle/
Towed To.

If hold is placed on a vehicle involved with the arrest, give the location of where it was taken.

29. Property Placed in Property
Room/Tag Numbers

List all property placed in the property room and corresponding property tag numbers. (If additional space is needed, continue list on reverse side.)

DO NOT USE CARBON PAPER BEYOND THIS POINT

30. Vehicle Involved

List license plate number, year and issuing state along with year, make body, and color of the car.

31. This space is reserved for future function.

32. Operators License

List the license number, issuing state, and type. (Operators, CH, CO, OCC)

33. Where Arrestee Employed
or School

If employed, list the name and address of the business where the arrested person is employed, the arrested person's occupation, the home and business telephone numbers of the employer. If the arrested person is the owner of the business or is self-employed, this should also be indicated.

If a student, list the name of the school, the address, and telephone number.

34. Complainant List the name, address, home phone, and business phone of the complainant. (With area codes if not 214)
- 35-36. Witness List the names, addresses, home phone and business phone of any witnesses. (With area codes if not 214)
37. Parent/Guardian/Next of Kin List the name, address, home phone and business phone of the person who has legal custody of an arrested minor. (With area codes if not 214)
38. Name of Parent/Guardian Notified List the name and relationship to the arrested minor of the person notified of the arrest, the date and time of the notification, and the name and badge number of the officer making the notification.
39. Accomplice List the name and arrest number of accomplices. (If the arrested person has a companion at the time of the arrest, list the companion's name.)
40. Investigator Badge Number This is for use of the section investigating. Give name and badge number of investigator assigned.
41. Transporting Officer - Badge Number This is for the name, followed by the badge number of the officer(s) who transport the arrested person to jail.
42. Supervisor - Badge Number This is for the jail supervisor, followed by his badge number, who is overall in charge of the jail at the time the arrested person is booked.
43. Booking Officer - Badge Number This is for the jail officer's name followed by his badge number, who actually authorizes the arrested person to be placed in jail.
44. Searched By - Badge Number This is for the jail guard's name, followed by his badge number, who takes custody of the prisoner from the arresting officer and searches him before placing him in a jail cell.
45. Disposition This is for the disposition of the arrested person if he is transferred to another facility or agency, released, or etc. Not necessarily transferred - FOFF, RLEP.

46. Notations

This space is used by the investigator to list what he does with the case.

47. Narrative

The arresting officer will use this space (which is continued on the reverse side of the form).

48. Prior Record

Any prior convictions or other criminal activity should be listed here.

49. Intended Offense

What crime the prisoner originally planned to commit.

50. Scars, Tattoo, Hair Style, Mustache

List any distinguishing features which would help to later identify the arrested person.

51. Missing Body Parts

List any missing body parts which would help to later identify the arrested person.

52. Place of Birth

List the city and state in which the arrested person was born.

53. Right Thumb Print

Roll a print of the arrested person's right thumb print here.

ARREST ANALYSIS

Summary of jail arrests from January 1, 1974 to March 24, 1974.

Total Arrests = 16,828
Total Days = 83
Arrests Per Day = 203

Total City Arrests = 8,833 or 52.5%
Total Investigative Arrests = 7,995 or 47.5%

DATA INPUT ANALYSIS

TOTAL INPUT REQUIREMENTS

Days in Year = 365
Administrative Leave Days = 104
Holidays = 8
Vacation Days = 10
Days Not Available = 122
Days Available = 243

Arrests Per Year = 74,095
Working Days = 243
Arrests to be Input Each Working Day = 30

Minutes/Eight Hour Day = 480
Breaks = 30
Minutes Available for Input = 450

Total Arrests to be Input/Working Day = 3
Input Clerks = 3
Arrests/Clerk = 102

Minutes Available for Input = 450
Arrests Per Clerk = 102
Minutes Available Per Entry = 4.4

INVESTIGATIVE INPUT REQUIREMENTS

Arrests/Year = 74,095
% Investigative = 47.51%
Investigative Arrests/Year = 35,202

Investigative Arrests/Year = 35,202
Working Days = 243
Investigative Arrests/Working Day = 145 or 48.3/Clerk

Minutes Available for Input = 450
Investigative Arrests Per Clerk = 48.3
Minutes Available Per Entry = 9.3

Memorandum



CITY OF DALLAS

DATE December 27, 1973

TO T. A. Hutson
Assistant Chief of Police
Support Services Bureau

SUBJECT Temporary Work Load Reduction in ID's Update Center

ID's update center has two basic types of updates:

- Type 1 - Updates required with every arrest
- Type 2 - Updates required as arrest conditions dictate

Presently ID is doing 1800 Type 1 updates per day and a maximum of 1550 Type 2 updates per day.

We propose a temporary work load reduction of 688 Type 1 updates per day, and a maximum of 944 Type 2 updates per day. This is approximately 50% work load reduction.

The following is a list of elements to be updated on the proposed work reduction schedule.

Elements	Phase No.	Type Update
Arrest Address	1	2
Initials (operators)	30	1
UCR	30	1
Object of Attack	30	1
Class Property	30	1
Service No.	30	2
Stranger To Stranger	30	2
Initials (operators)	4	1
I.D. Number (one issued by ID)	4	1
Arrest How	4	1
Nickname	4	2
Weapon	4	2
Armed	4	2
Alias Name 1	4	2
Alias Name 2	4	2
Accomplice Arrest No.	4	2

(cont.)

Temporary Work Load Reduction in ID's Update Center
Page 2

<u>Elements</u>	<u>Phase No.</u>	<u>Type Update</u>
Scars	4	2
Missing Body Parts	4	2

NOTE: Charge change will remain the same until Data Services completes the required change order.

Garland D. Bellamy
Director
Data Processing Division

JWG/lis

DATA BASE EXPANSION

Financial Analysis

	Total Budget	Total Expenditures	CJC Contribution	City Contribution	Balance Unspent
Personnel	\$26,228.00	\$21,703.84	\$13,039.11	\$8,664.73	\$4,524.16
Professional Services	8,540.00	8,540.00	8,540.00	0.00	0.00
Travel	740.00	740.00	740.00	0.00	0.00
Supplies	250.00	284.94	284.94	0.00	(34.94)
Indirect Cost	<u>869.00</u>	<u>1,303.90</u>	<u>0.00</u>	<u>1,303.90</u>	<u>565.10</u>
TOTAL	\$37,627.00	\$32,572.68	\$22,604.05	\$9,968.63	\$5,054.32

Actual hours unspent on programming by Data Services:

Programming Budget	\$18,690.00
Programming Expenditures	<u>13,039.11</u>
Balance Unspent	\$ 5,650.89

Hourly Programming Rate = \$8.90/hr.

Unspent Hours = 639.93 hours or 30% of total programming hours were not spent.

Memorandum

Attachment 1.00

CITY OF DALLAS

DATE September 20, 1973

TO Captain W. R. Frazier
Identification Division

SUBJECT Criminal System Update

September 18, 1973 we met and agreed to turn over management of the update area to Identification Division on September 19, 1973; however, several problems have occurred.

The problem seems to be mostly procedural. They are as follows:

1. Arrest reports with updated reports that haven't been updated.
2. Arrest reports missing that have been updated.
3. Arrest reports missing that have been partly updated.
4. Arrest reports missing.

We are attempting to solve as many of these problems as possible. The Criminal System Maintenance Needed Report will highlight these problems.

The update group should have the responsibility of solving these problems; however, we are assisting them until October 1, 1973. On this date we will turn over supervision of this group to Identification Division and we will be available in an advisory capacity.

Garland D. Bellamy
Director
Data Processing Division

JWG/lr

END