

David Myers

Farm Security Administration
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MEMORANDUM TO: David M. Myers

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FROM: Roy E. Stryker

March 13, 1939

Dear Myers:

In order to save time I have prepared this memorandum which I should like you to go over before your first conference with Rothstein and myself.

We have decided that it will be best for you to spend each morning from 9AM to 1 PM, including Saturdays, to work on regular assignments here in the office or in the laboratory. These assignments will be chosen from one of the following:

Laboratory	(Roy Dixon)
Sort & Numbering Prints	
Washing and Drying Prints	

Office	
Mounting Prints	(Walter Payton)
Checking Prints	(Reg Hotchkiss)
Stamping Duplicates	(Marie Ballas or John Vachon)
Filing Duplicates	(" " " " ")
Helping Check Prints for File	(John Vachon)

This will vary from day to day and is subject to change. You will note in paranthesis the people who will give you directions after the assignment is made.

In the afternoons you will be free to follow certain assignments doing actual photographic work, preparing shooting scripts, research on the file, etc. These afternoon assignments will be worked out in conference with Arthur Rothstein and myself.

You will be assigned a limited amount of film for outside work, the amount will depend upon the quality of work you do and whether or not the final product is usable in the files. All developing of your negatives will be done in the laboratory by the regular staff. No prints will be made from any of your negatives without first having my approval. This is necessary since the laboratory is very much under-staffed and under continual pressure to get out regular routine work.

You will be at liberty to go to the dark rooms in the afternoon and watch the regular men at work as long as it does not interfere with

with their regular work.

You will find Mr. Rothstein most cooperative and willing to give you a good deal of technical assistance. Remember also that he has regular assignments to cover.