Applied Studies / Collections & Custody / 19 October 1961

Procedure record · AS/61/19

Purpose: examine the order of the service counterpart and the corresponding request without amendment of the service ledger. E. Vale was absent throughout. L. Marsh maintained the desk; T. Mercer observed for Applied Studies and A. Holt for Collections & Custody.

At 13:50 the desk clock and the observer's watch were compared against the reference clock. Their readings agreed to within fifteen seconds. Agreement was checked again at 14:20. A difference of eleven minutes cannot be accounted for by the recorded clock comparison.

At 14:02 a service counterpart bearing Q-61-124 and reference N.44/6 was found in the lower division of the brass request tray. It was enclosed, signed across the fold by both observers, and retained in their view. No corresponding request had been entered in the request book.

At 14:13 a request bearing Q-61-124 and reference N.44/6 was entered. The sealed counterpart was then opened and compared. Both observers recorded agreement of the request number and reference. The tray was removed from the desk at 14:31.

T. Mercer, Applied Studies / A. Holt, Collections & Custody

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No claim concerning the originating cause is made by this memorandum.

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Comparison and disposition

The repeated discrepancy was observed during Mrs Vale's absence. The earlier allegation that the discrepancy depended upon her manner of entering the ledger is therefore unsupported by this comparison.

The ordinary desk procedure placed the request before supply. This single comparison does not establish that every use of the brass tray will reproduce the recorded interval. Further interpretation requires its own source and author.

The brass tray was received under equipment receipt 43. It is described separately as RA-IR-1961-043 in the current catalogue. No request books or loose counterparts were stored within it after removal.

A certified duplicate of this memorandum was requested for the personnel file. The dispatch register contains the request. An acknowledgement of insertion has not been located.

Handling route	Request entry	Service counterpart
Brass tray; Q-61-124	14:13	14:02
Ordinary desk; Q-61-125	15:04	15:07

Witnessed copy checked against original, 20 October 1961

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Keep the negative comparison with the positive observation. Neither is sufficient alone.