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J. N. MARTIN, Ph. D., PROFESSOR  
I. E. MELHUS, Ph. D., PROFESSOR  
A. L. BAKKE, Ph. D., ASSOC. PROF.  
ADA HAYDEN, Ph. D., ASST. PROF.  
J. C. GILMAN, Ph. D., ASST. PROF.  
E. F. CASTETTER, M. S., INST.  
R. I. CRATTY, CURATOR  
W. S. COOK, B. S., INST.  
ELIZABETH TIERNAN, OFFICE ASST.

IOWA STATE COLLEGE OF  
AGRICULTURE AND MECHANIC ARTS  
DEPARTMENT OF BOTANY

AMES, IOWA

7-H

Dr. L. H. Pammel.

Dept. of Botany.

Dear Dr. Pammel:— Very frequently requests from the Dean, registrar or from a student comes in for report on unfinished work or for a grade which has not been recorded. The records are with difficulty secured or not available in many cases for as records have been kept except the instructor's class book and that is often missing.

Such an instance has occurred in the instance of Mr. Beecraft's class book which is not to be found.

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Might not a duplicate copy of  
reports sent to the registrar be  
filed, <sup>in the office</sup> to advantage and secure  
for us a record to which refer-  
ence might be quickly made.

Very truly,

Ada Hayden.

Nov. 29, 1923.