

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

M E M O R A N D U M

TO: Dan Sweat

Date: October 9, 1969

FROM: Ken Millwood *KLM*

RE: Urban Corps Office Space

I am directing this to you for lack of knowledge of the proper channel. The Urban Corps is now planning for its needs, in terms of manpower, and financing for 1970. One critical need will be expanded office space. Our staff will include some twenty-five (25) people after January 1, 1970 (20 of which will be interns). We had fifteen (15) staffers this summer and at that we were crowded. This condition led to a degree of inefficiency and a lack of proper co-ordination.

After January 1, we will need to use the room behind our present office. This space was previously used by the Atlanta Youth Council but is now vacant. We can house ten (10) or twelve (12) of our staffers in there (although they will still be cramped). I am asking you to either give me permission to use the room yourself if possible or to inform me of the proper procedure for obtaining this permission. If we will not be able to use this space, I would like for you to offer your suggestions as to how we might solve our office problem.

ATLANTA URBAN COURTS

MEMORANDUM

TO: Dan Goss

FROM: Ken Willard *K/W*

RE: Urban Courts Office Space

I am directing this to you for lack of knowledge of the proper channel. The Urban Courts is now planning for its needs, in terms of expansion and financing for 1970. The critical need will be expanded office space. Our staff will include some transients (12) people after January 1, 1970 (20 of which will be interns). We had 11 men (12) staffed this summer and at that time we were crowded. This condition led to a loss of efficiency and a lack of proper coordination.

After January 1, we will need to use the space behind our present office. This space was previously used by the Atlanta Youth Council but is now vacant. We can house ten (10) or twelve (12) of our staff in there (although they will still be transients). I am asking you to either give me permission to use the room yourself if possible or to inform me of the proper procedure for obtaining this permission. If we will not be able to use this space, I would like for you to offer your suggestions as to how we might solve our office problem.

245