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# Current Information Letter

For the Information of County Extension Agents and Extension Workers Only  
AGRICULTURAL EXTENSION DIVISION—PAUL E. MILLER, DIRECTOR  
File for Future Reference—Complete Index Will Be Furnished Annually

October 29  
1940

UNIVERSITY FARM  
ST. PAUL, MINNESOTA

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DOCUMENTS No. 00001

OCT 4 1940

FILE UNDER: EXTENSION INFORMATION AND REGULATIONS

A New Informational Link for County Extension Workers With State and National

Sources -- What CURRENT INFORMATION LETTER Is and How to Use It. -- Paul E. Miller.

Fills Long-Felt Need -- Current Information Letter has just been added to our extension publications series by action of the extension publications committee. The committee feels that this Letter will fill a long-felt need as a means of bringing timely subject-matter information and suggestions to our field agents to assist them in dealing with problems constantly arising for which we have no bulletins or other official literature available. Such a need has been expressed repeatedly, not only by county agents but by our specialists and subject-matter people in the Experiment Station. Problems in the field do not wait for research to be completed or bulletins to be published. On the contrary, they press immediately upon the county extension worker for solution or help. It is the function of this Letter to furnish whatever help is available, even when the information may be fragmentary and unofficial. Obviously, such information must be handled with great discretion of which more will be said later.

Will Deal With Subject Matter -- Primarily, Current Information Letter, as its name implies, will be a subject-matter letter, and will not be used for administrative matters. In order that it may be as speedy and flexible as possible, it will be mimeographed and will be very informal as to style and format. No regular publication dates will be observed but the letters will be issued as often as need is indicated, to keep agents posted on research work going on at the Experiment Station, to bring timely help on meeting emergency problems, and to present Experiment Station data from other states and from the United States Department of Agriculture which may be adaptable to local problems and accompanied by local interpretations from our own specialists or research staff. Letter No. 00002 -- the first subject-matter letter of the series -- is enclosed and is an excellent example of how this new medium is planned to help agents meet emergency situations.

One Subject Per Letter for Easy Filing -- For convenience in filing and reference, each Letter will be held to a single subject and annually an index will be issued to facilitate future reference. It is suggested that agents file this material in their regular subject-matter files. If preferred, the Letters may equally well be filed chronologically as a separate collection.

Use Calls for Discretion -- These Letters are intended primarily for the information of county agents and are not intended for distribution, display, or publication, though such use is not ordinarily forbidden and at times may be justified. In all cases, agents should handle such decisions with the greatest discretion. To safeguard material that is of a particularly confidential character, a special color of paper (pink) has been adopted like the second sheet attached and carrying a special

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FILE UNDER:

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warning at the bottom of the page. Material appearing on such sheets must be zealously guarded as indicated.

It should be obvious to all agents that the ultimate usefulness of this new Letter will hinge to a considerable extent on their discretion in using and guarding the information given; otherwise, much significant material may have to be omitted. All agents are urged to bear this responsibility constantly in mind.

Please Suggest Topics -- Experience will determine more precisely the policy to be followed and this present statement is to be regarded rather as a preliminary outline of aims and purposes. We believe, as this new channel is established, everyone concerned will contribute suggestions as to topics and problems to be treated. Naturally, most of these suggestions should come from the agents themselves and we hereby invite you, right now, to suggest such topics as you would like to see treated in the near future. We will also welcome any comments or suggestions relative to the setup and plans for this new publication.

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