

Memo of the Month:

Cleaning Up at Commerce

OFFICE DECOR GUIDELINES

Neat and attractive working space contributes to high morale and increased employee productivity. Our new offices in the DOC Building present a neat and business-like appearance and must be kept that way. I am sure each of you shares the Administrator's enthusiasm for cleaning up working areas.

To assist in this, the following simple guidelines have been prepared:

1. Records and files not required for frequent use should be transferred to General Files or identified for disposal.
2. Unnecessary furniture and equipment should be reported to the Office of Administrative Services for removal.
3. File cabinets should be kept clear on top. Files not in use should be in file cabinets.
4. Desks, tables and bookcases should be kept neat. Bookcase tops and window sills should be kept clear.
5. Personal mementos and plants should be in good taste and kept to a minimum.
6. To avoid a cluttered appearance, no office wall should contain more than one large or two small pictures, maps, etc. All such items should be in frames and properly hung. No items are to be fastened to the walls or doors with scotch tape, thumb tacks, etc.
7. Desk lamps should not be required, except in infrequent areas where lighting is clearly not adequate.
8. Office machines should be limited to those required for frequent use and should be covered when not in use.

Implementation of the above guidelines is the responsibility of each employee and his supervisor and should be completed as soon as possible. Visual inspections will be conducted periodically to determine our progress and will be reflected in a monthly report to the Administrator.

Your assistance in the above is earnestly requested.

GEORGE R. GRIFFITHS
Assistant Administrator
for Administration

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BOOKS:

Beyond Cleaver

A Review by Suzannah Lessard

Soledad Brother

The Prison Letters of George Jackson

Coward-McCann \$5.95

Bantam \$1.50

George Jackson is a product of that most prolific breeding ground of black revolutionaries, the California prison system. Ten years ago, when he was 18, he was accused of conspiracy in the armed robbery of \$70 from a gas station. His lawyer told him that since he had a record—the usual ghetto youth's history of petty crime—nothing could be done and, though there was evidence of his innocence, he should plead guilty and throw himself upon the mercy of the court. He did, and received a sentence of one year to life. He has served 10 years now. Last February he came into the public eye when he was accused, with two other black inmates, Fleeta Drumgo and John Cluchette, of the murder of a Soledad guard.

He emerges from obscurity transformed from a precipitous, despair-ridden adolescent into a man of knowledge, passion, and control, into a demon energy of absolute commitment, into a terrible prophet. His recently published letters of the last six years are his testament. They range in tone from icy

clarity to anxious confusion, from love to anger, from intractable bitterness to generous and compelling warmth, documenting both the processes of the revolutionary mind and the full spectrum of feelings and awareness of a sensitive intelligent man who has been driven into a revolutionary position. Whatever the fallacies of the militant black movement, whatever the outcome, it is clear from Jackson's letters that in pitting himself against a society which branded him as a condemned man from the start he found salvation; that his strength, his refinement, even his capacity for growth are all the result of his adoption of, in his word, "antithesis."

Jackson went to prison in 1960: "I fell into this garbage can in a narcotic stupor and they just closed the lid for good." At that point the rigorous transformation began. Early on he met the new breed of black cons, the militants and the Muslims. He began to read—history, economics, Mao, Malcolm X, and later Cleaver. Though he did not become a Muslim (he didn't believe in prayer or submission) he learned from their code of pride and discipline, turned his powers, squandered up to now, to a

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