For accuracy and convenience in identification and reference, the following system has been established. Each item is identified by a group letter, based on the categories proposed in the memo to Kevin Lynch from Gyorgy Kepes dated 10/14/55, and listed below in somewhat condensed form. Within each group the material is further identified by a whole number and a decimal, separated from the group letter by a bar. The whole number identifies a sub-group, and the decimal the specific item. An example is as follows:

f/2.3

f refers to “photographic sequence of building elevations.”

2 refers to “Boyleston Street, Northside, Clarendon to Dartmouth, long shot.”

.3 refers to photo number 3 in sequence.

The group letters and their description follow:

<table>
<thead>
<tr>
<th>GROUP LETTER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>a/</td>
<td>maps, serial photos, illumination data, traffic charts.</td>
</tr>
<tr>
<td>b/</td>
<td>models</td>
</tr>
<tr>
<td>c/</td>
<td>photographic sequence: approaching, passing, leaving via streets.</td>
</tr>
<tr>
<td>d/</td>
<td>photographic sequence: looking out while moving out.</td>
</tr>
<tr>
<td>e/</td>
<td>motion picture sequence of c/ or d/ at various speeds of travel.</td>
</tr>
<tr>
<td>f/</td>
<td>photographic sequence: building elevations.</td>
</tr>
<tr>
<td>g/</td>
<td>photographic sequence: texture pattern of floor levels; with diagrams.</td>
</tr>
</tbody>
</table>
photographic panorama: around vertical axis.

photographic panorama: around horizontal axis.

bird’s eye photographs: different locations, elevations, times.

frog’s eye photographs: different locations, elevations, times.

photographic sequence: 24 hours, same location.

photographs: traffic pattern, same location, different times.

photographic sequence: same location, different weather conditions.

photographic study: details, and furniture.

photographic study: communication means (including color notes).

photographic study: activities characteristic of people using area.

photographic study: movement and action of people relative to physical surroundings.

photographic study: transportation vehicles.

color notes: building sequence, pavement, etc.

texture notes.

sound recordings: variety of points.

sound recordings: moving point.

historical

Sub-groups established at this time are as follows:

c/ photographic sequence: approaching, passing, leaving via streets. {this line underlined}
c/1.0 Boyleston, eastbound (north side).
c/2.0  Boylston, westbound.
c/3.0  Huntington, eastbound.
c/4.0  Huntington, westbound.
c/5.0  St. James, westbound.
c/6.0  Providence, westbound.
c/7.0  Blasden, eastbound.
c/8.0  Dartmouth, northbound.
c/9.0  Dartmouth, southbound.
c/10.0  Trinity, northbound.
c/11.0  Clarendon, northbound.
c/12.0  Clarendon, southbound.
c/13.0  Boylston, eastbound (southside).
c/14.0  Boylston, eastbound, via auto.

d/  photographic sequence: looking out while moving out. {this line underlined}
d/1.0  from Public Library.
d/2.0  from Trinity Church.

f/  photographic sequence: building elevations. {this line underlined}
f/1.0  Boylston, northside, Clarendon to Dartmouth, close-up.
f/2.0  “ northside, “ long-shot.
f/3.0  Trinity Church, northside.
f/4.0  Plaza Hotel, northside.
f/5.0  Public Library, eastside.
f/6.0  Boylston, northside, Arlington to Berkeley.
f/7.0  “ southside, “
f/8.0  “ northside, Dartmouth to Exeter.
f/9.0  Newbury, southside, Arlington to Berkeley.
f/10.0  “ northside, “