

Special Issue **KODAKERY**

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This special issue of KODAKERY was prepared for people newly associated with the Company to acquaint them with Kodak . . . its people . . . its production . . . its policies. It is distributed to all in the Company in the belief that it will prove of interest to them and their families.

Kodak Code of Industrial Relations

The Code of Industrial Relations, reprinted here from the Employees' Guidebook, is not new. It is a summary, arranged in somewhat formal manner, of long-established Company policies. It seems appropriate to include the Code in this special edition of KODAKERY published to give the men and women, newly associated with Kodak, information

about the Company which may be of particular interest to them. The Code represents the aims and purposes of Company management, their fulfillment being constantly worked for. At the present time, various governmental controls prevent the application of some of these policies to as full an extent as would otherwise be possible.

The following policies and principles governing the relationship between the Company and its employees comprise the Code of Industrial Relations of the Eastman Kodak Company.

1. Wages

Wage rates are established on the basis of fairness to the individual for the work he is doing. It is the Company's intention (within governmental wage and salary stabilization limits):

1. To maintain uniform wage standards which will insure equitable wage payments throughout all divisions of the Company and, consistent with this,
2. To pay wages equal to or above those generally prevailing in the community for similar work performed under comparable conditions and requiring like responsibility, experience, effort, and skill.

Constant attention is required, and is being given, to developing and maintaining this policy.

2. Hours of Work

The hours of work on which overtime pay is based are eight hours per day and 40 hours per week. Time worked in excess of eight hours per day or 40 hours per week is paid for at time and a half, except in the case of certain classifications of staff and supervisory people. Overtime payments for any particular week are based either on the amount of daily overtime or the amount of weekly overtime, whichever will give the greater amount.

Work on a seventh consecutive day of work is considered overtime but is paid for at the rate of double time.

Hours worked on any day which have been calculated at overtime rates will not again be included when arriving at overtime hours over 40 for the week.

Work on the six holidays observed by the Company—namely, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas—is paid for at the rate of time and a half.

When work is done on a holiday which happens also to be the employee's seventh consecutive day of work, it will be paid for as a seventh day and not as a holiday.

3. Stability of Employment

There are wide seasonal variations in the demand for many of the Company's products. In order to avoid, so far as possible, the effect of these seasonal variations upon stability of employment, the Company for many years has given constant attention to the planning of its production schedules. As a result, a marked stability of employment has been achieved.

This planning program can not, of course, prevent lessened employment when business in general is bad and the demand for the products of the Company is greatly reduced.

4. Vacations with Pay

Annual vacations with pay, to provide a period of rest and relaxation, are allowed all those hired on a regular full-time basis. Subject to the rules of eligibility, those who have completed one year of continuous service in general factory employment receive one week of vacation which is increased to two weeks after five years of continuous service. Those employed on a "no lost or overtime" basis are allowed two weeks' vacation after one year of continuous service.

5. Wage Dividend

For many years, employees have received an annual lump-sum payment in addition to their wages, which is called the wage dividend. The wage dividend is not taken into account by the Company in establishing wage rates. It is paid in

recognition of the contribution made by the loyal, steady, and effective efforts of Kodak people to the Company's success. Payment of the wage dividend in any year is dependent upon the dividends declared on the Company's common stock and upon special action by the directors.

6. Retirement Annuities, Life Insurance, and Benefits for Total and Permanent Disability

The Company assists employees in providing for themselves and for their families against old age, disability, and death. For this purpose, a program of payments, based upon length of service and amount of earnings, has been established through a group contract between the Company and the Metropolitan Life Insurance Company. While sharing the cost of the life insurance with those who are insured, the Company pays the full cost of the retirement annuities. It also pays the full cost of disability benefits after the individual has had 15 years of service, having shared the cost of these benefits with him up to that point.

7. Sickness Allowance

Under an established plan, employees absent on account of illness are paid definite allowances based on their length of service and their earnings.

8. Freedom of Discussion with Management

The Company can not emphasize too strongly its desire that all employees shall feel free to seek information or advice from the management on any matter which is troubling them, or to call attention to any condition which may appear to them to be operating to their disadvantage. No employee need hesitate to do this, and his standing with the Company will not thereby be prejudiced in any way. He will find his foreman or supervisor or the plant employment department ready to talk over any of these matters and to give any assistance they can. The Company believes that most difficulties will be satisfactorily adjusted between the employee and the foreman or supervisor; but, if for any reason an employee is not satisfied with such adjustment, he is and should feel completely at liberty to bring the matter to the attention of anyone in the management.

9. Improvements in Methods and Processes

The continual development and introduction of new and improved methods and processes are necessary to the successful conduct of the business; and only by utilizing such improvements can the Company continue to provide stable employment at adequate wages. Nevertheless, before such improvements are made, careful attention is given to any possible effect upon the individuals concerned. This policy makes it possible to adopt improved methods essential to the growth of the Company and at the same time to avoid any considerable hardship to the individual.

10. Safety

The Company has endeavored for years to lessen the accident hazards in its plants by the installation of safety devices, and by systematic safety instruction and supervision. Constant study is carried on to discover possible sources of accidents and to plan means of avoiding them. As a result of this intensive work and the co-operation of Kodak people, both the number and severity of accidents in the Company's plants have been kept at a very low rate.

11. Working Conditions

The Company makes every reasonable

effort to provide and maintain sanitary working conditions. Protective clothing is supplied by the Company whenever it is deemed necessary for safety or health reasons.

12. Hiring Ages

The Company has not established, and has no intention of establishing, any arbitrary age limit beyond which applicants will not be hired, provided they are physically and mentally able to perform the work.

No one below the age of 16 is hired in any department.

13. Promotion

The Company aims to provide channels of promotion and to advance employees to more responsible work on the basis of their record of workmanship, competence, and general ability. Insofar as practicable, promotions will be made from within the organization.

14. Layoffs and Re-employment

In the event of business conditions requiring reduction in the force, consideration will be given to individual ability, workmanship, length of service, general record, and financial and family circumstances. The same factors will determine the rehiring of any who may have been laid off.

15. Medical Service

Adequate medical personnel and equipment are available in case of accident or illness at work. Special attention is given to the avoidance of health hazards and to the placement of employees in work for which they are physically adapted.

16. Savings and Home-Financing

A plan for systematic saving and for financing the purchase of homes is available through the Eastman Savings & Loan Association, a corporation organized independently of the Eastman Kodak Company and operated under the Banking Law of the State of New York.

17. Educational Assistance

The Company encourages employees to pursue suitable courses of study which will help them in their work, and refunds part of the tuition when the requirements of the course have been met satisfactorily.

18. Apprentice Training

A systematic plan of apprentice training is in operation. It gives opportunity for the training of young men in various trades.

19. Suggestion System

The Company welcomes constructive suggestions from employees on all matters in connection with the business. All suggestions are impartially considered and cash awards are made for original ideas adopted and put into operation.

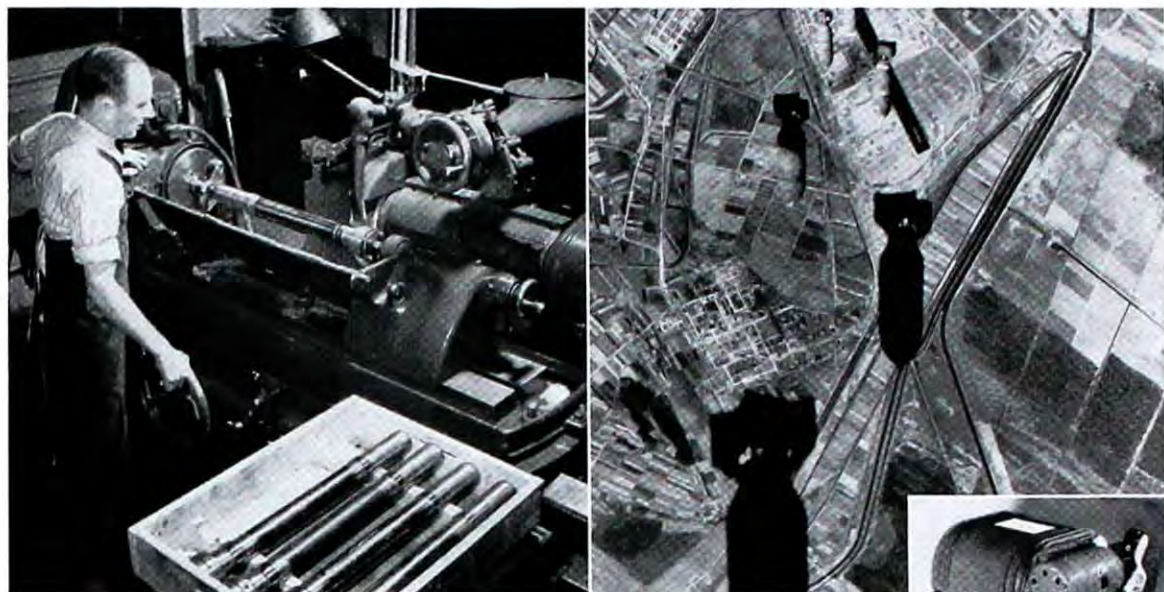
20. Employee Co-operation

Since the success of any company depends very largely on the ability fairly to satisfy the interests of customers, employees, and stockholders, and since this responsibility can be met only with the wholehearted co-operation of all the employees, the management anticipates such co-operation on the part of everyone in the organization.

* * *

The foregoing statement of principles will remain in effect unless changes are considered necessary because of general economic conditions or because of conditions pertaining particularly to the industry. No such change will be made except after due consideration of the mutual advantages, benefits, and responsibilities of the Company and its employees. In some cases, application of these principles may be affected by government regulations.

Kodak's Production Goes to War



War Goods—Photography and optics are playing a vital role in the war, and Kodak is in the forefront of production in these lines. Millions of feet of film have been turned out for aerial reconnaissance. Kodak cameras are recording the war's dramatic action and EK optics have given Allied guns deadly accuracy. At left, tubes for new high-precision telescopes are being turned out at Hawk-Eye. Most of the film, paper and other photographic goods used by the armed forces are produced at Kodak Park. At right is a typical aerial "shot" as bombs hurtle earthward. Films spot the targets and follow up to record damage. Inset is an aerial camera from Camera Works where many precision instruments are produced for war in great quantities, including several types of fire-control equipment.

1944 Ideas Bring \$46,423 in Awards

3845 Suggestion Approvals Set New Record

Each year, Kodak people receive thousands of dollars for ideas on a variety of subjects, chiefly dealing with reduction of production costs, betterment of product quality, or improved safety and fire-prevention methods and appliances.

In 1944 an all-time suggestion record was set at Kodak when 3845 approved ideas, most of which were concerned with the Company's war production, brought \$46,423.50 to their contributors.

Any individual at any of the Kodak plants, stores, or branches is eligible to turn his ideas into cash, with the exception of supervisory and technical employees whose duties regularly involve the submission of new ideas.

Suggestions are approved at regular intervals throughout the year, and the size of the individual award is determined by its esti-

mated value. In some instances an original award is supplemented by additional amounts when it is found later that the suggestion has proved more valuable than at first believed. Amounts of the awards range upward, according to their worth. Awards as high as \$1000 have been given for war-production ideas.

Some employees hand in scores of suggestions during a year, winning many awards which individually may not be large, yet which compile an impressive total. There is no limit to the number of suggestions which may be submitted by an employee, nor any limitation on accumulative

amounts he may receive in a year.

The submission of ideas is simplified by suggestion blanks and envelopes which are available in conveniently located suggestion boxes in departments throughout the plants.

Making of suggestions is a simple procedure. Explanatory drawings, blueprints and photographs may be turned in to illustrate ideas although this is not necessary. The employee need only write out his idea in simple terms. If further explanation is needed before granting the award, he will be contacted.

Kodak's suggestion system was inaugurated back in 1898. Since that time 164,439 ideas have been submitted. Both the number of suggestions and amounts received each year have shown marked increases in recent years as employees have become more suggestion-conscious.

Company's Output Wins 5 Army-Navy E Awards

Kodak's war-production record is one of which the Company and employees alike may justly feel proud—a record which has won five Army-Navy "E" awards to date and the plaudits of ranking officials of both branches of our military services.

With the advent of war, Kodak went all-out in its production for the United States and United Nations, turning out hundreds of items, some of them old-line products, yet many entirely foreign to the Company's previous output.

Kodak converted practically 100 per cent to the war effort at all its plants, and Kodak products, ranging from photographic and optical items to height finders, pontoons, bombsight parts, submarine cameras, and other devices, are doing much to speed victory.

Better Products Result

Not only have many of these products been turned out in greater quantity each year as the tempo of the war increases, but Kodak workmanship, ingenuity and research have reduced costs to the armed forces and suggested refinements promoting the efficiency and effectiveness of the equipment.

Time and again Kodak people have drawn commendation from Army and Navy officials. Typical is a letter received from Col. F. J. Atwood, chief of the Rochester Ordnance District, shortly before the end of 1944:

"It is with great satisfaction that I congratulate you and all of Kodak's Army of Production men and women upon being awarded that much deserved Fourth Star for your Army-Navy Production Award Banners at Kodak Office, Camera Works, Kodak Park, and Hawk-Eye Plant."

"Your organization's outstanding contribution to the war effort is in this way again recognized by your Army and Navy. Kodak has an enviable war record. Its service decorations have been truly earned."

Kodak's shift from peacetime to wartime products was accomplished in an amazingly short time. The Company converted its vast facilities and manpower to the task of producing materiel of war—

better and faster—which has aided immeasurably in turning the tide of victory. In some departments—film and kindred lines, especially—it meant chiefly stepping up production and pyramiding upon that increased production the special requirements of our fighting forces. In other departments it meant retooling and the development of new skills. The response of Kodak people to this program shattered record after record on production.

Many Methods Change

Many revisions of previously accepted methods were necessitated. In the field of packaging alone, for instance, new methods were developed to meet the problems posed by shipments to steamy, tropical jungles and the frigid cold of the Arctic regions. These issues, too, were met.

Kodak servicemen and many others using Kodak war products have written proved-in-combat praise of a wide variety of items bearing the Kodak label on the world's battlefronts. Guns are firing more accurately with Kodak optics, Kodak height finders are enabling ack-ack crews to knock down more enemy planes. Antitank guns are mercilessly smashing enemy armored strength, thanks to Kodak telescopes and other fire-control instruments.

Kodak Takes Lead

This is a photographic war, and perhaps most important of all is your Company's position in wartime photography for which thousands, yes millions, of feet of Kodak film have been used in aerial reconnaissance, bringing back vital data without which attacks could not be planned and invasions could not be launched successfully. Millions of pictures of the French coast were taken before D-Day and photography and Kodak products were credited with doing a vital job well. In the Pacific, too, planes swooped over long-secret Jap-held islands, photographing installations for follow-up bombers to blast. Others, with Kodacolor Aero Reversal Film, charted the islands for shoals and sandbars so that assaults could be successfully achieved.

All Over World

This unusual production record was not achieved in Rochester alone, but abroad as well—at the Company's plants in England, Canada, and Australia. And soon, undoubtedly, at Kodak's liberated factories in France. In addition, Tennessee Eastman and other plants it operates in Tennessee, such as Holston Ordnance Works where a new explosive is being produced in large quantities, all have done a marvelous job.

Everywhere the name Kodak, so famous in peace, has become equally famous in war. When the annals of World War II are chronicled, the chapter on fine Kodak products and determined Kodak people is sure to be a brilliant one.

Kodak Men and Women Hit 'Jackpot' with Suggestions



Idea Man—Kenneth McGowan, left, KP Paper Mill, receives a \$1000 check from C. K. Flint, general manager of Kodak Park, for an idea which prevented the loss of gelatin.



Repeat—For his suggestion on Matte Transfer Paper, Victor Gioseffi, KO Sales Dept. photographer, received \$500. Later he received a \$500 supplemental award for the idea.



Anne Does It—Anne Ridley, H-E Dept. 11, talks over her idea for a suggestion about the K-24 Aircraft Camera lens cap with Henry Freitag, assistant foreman. She received \$120.



Clicks—William Spross, of the Camera Works Shutter Dept., suggested a modification in the design of the Medalist shutter to assure more dependable operation. He received \$100 for it.

Over 11,770 Kodak Men and Women Serving Uncle Sam; 193 Give Lives

A total of 11,770 men and women from Kodak's Rochester plants and subsidiaries in North America have answered their nation's call to arms, and already 193 of these have given their lives. Several are listed as missing in action and many scores have been wounded.

Kodak service people are serving with distinction all over the face of the globe, many winning the highest decorations their country bestows for valor and performance "above and beyond the call of duty."

Kodak Park is the greatest contributor of men and women to the armed forces, of all Kodak. From there 4081 men and women are in uniform, and 71 have given their lives.

From Camera Works, 1744 people have gone into service and 26 have been killed.

1229 from Hawk-Eye

Hawk-Eye men and women in the service number 1229, with 16 giving their lives.

Kodak Office people in service number 442, with two military deaths and several missing.

This makes a total of 7496 Kodak men and women from Rochester serving their country.

Kodak divisions and subsidiaries throughout the United States have seen 3491 answer Uncle Sam's call, including 2354 from Tennessee Eastman. A total of 283 have entered service from Canadian Kodak.

Kodak Stores in the United

States have added 445 stars to the Company's service flag and Canadian stores have contributed 26.

Kodak men and women hold a wide variety of ranks in all branches of the service. There are two brigadier generals from Kodak's four Rochester divisions—Ted Curtis and Oscar Solbert, both on overseas duty. There are many other Kodak men in the nation's

Air Forces knocking Nazi and Jap planes from the air. Thousands have seen action on land with the infantry, armored divisions and artillery or participated in some of the great naval battles of the war.

In every theater of operations, from the frigid Aleutians to the steaming jungles of the South Pacific, Kodak men and women are ably serving their country.

More Than \$1,000,000 Paid To Kodakers in Uniform

Over \$1,000,000 has been paid by the Company to Kodak servicemen and servicewomen in bonuses under the Military Service Bonus Plan. If continuously employed for a year or more by the

Company prior to entering the service, a man or woman who dons Uncle Sam's uniform is paid a bonus of four weeks' pay. Those whose employment by the Company prior to induction has been more than six months but less than a year are given two weeks' pay. More than \$1,000,000 has been received in bonuses by Kodak men and women in uniform since the inauguration of Selective Service.

Many more thousands of dollars have been paid to Kodak servicemen and women in lieu of vacations to which they were entitled at the time of entering service.

The \$1,000,000 is exclusive of wage dividends paid to employees in the year following entry into the service if they qualified at the time they left.

Each Kodaker in uniform from the Company's plants, offices, stores and branches throughout the Western Hemisphere was sent a \$50 War Bond last Christmas.

Employees Get Insurance Plan At Low Cost

Life insurance, costing the individual but six cents a month for each \$100 carried, is available to Kodak people after they have completed six months of service. The remainder of the net cost of the insurance is paid by the Company.

Employees may subscribe to an amount approximating 1½ times that of their year's normal wages. Changes in amounts of life insurance and in employees' monthly contributions, due to changes in normal annual wages, are made annually on Jan. 1.

Insurance is paid to the beneficiary named in the policy in the event of death from any cause while the policyholder is insured under the plan. The beneficiary may be changed at any time upon request.

No Medical Examination

No medical examination for insurance coverage is required if an employee applies for the insurance within 31 days after becoming eligible.

Cost of continued life insurance is paid by the Company after the policyholder retires. This annuity is reduced each month as annuity is paid until it reaches a minimum of \$500 which is kept in force for life.

The policy may be converted to any of the usual types of insurance except term, at the rate applicable to the attained age and class of risk without medical examination within 31 days in the event the employee leaves the service of the Company.

The policy also includes total and permanent disability benefits for employees before the age of 60 and before 15 years of service, the amount of life insurance carried by the insured being paid in 54 equal monthly installments. Life insurance, however, is not reduced by disability payments for those with over 15 years of service prior to reaching normal retirement age. (See story on total and permanent disability on Page 6.) Life insurance claims paid to date total \$3,300,000.

Nurses Visit Sick EK Folks



Nurse Visits—Harriet Krampf of Camera Works' Bldg. Z, laid up with a leg injury, receives a call from Pauline Nack, Kodak visiting nurse, who delivered Bertha's payment.

52,000 Calls Made in Year By Kodak Visiting Nurses

Kodak's visiting nurses are busy people. In 1944, they made a total of 52,000 calls at homes of employees, performing many and widely varied services for Company men and women.

The Company's visiting nurse service was started in 1918 with one nurse. There are now eight nurses on the staff, under the direction of Mrs. Corrine W. Waldert. The nurses have their headquarters at Kodak Office.

Visiting nurses call on all employees reported ill, on the third day of their absence. The purpose of their call is to be of whatever help possible and to find out for the department head the probable period of absence. In planning departmental work, it is necessary to have this information. If the employee is seriously ill and needs nursing care, his group life insurance policy entitles him to Metropolitan Life Insurance Company bedside nursing service if he lives within the area served by the insurance company. When needed, the visiting nurse can make arrangements for the Metropolitan nurse to call. Kodak nurses do not give such bedside care.

Make Periodic Visits

Since Kodak's Sickness Allowance Plan, established in 1920, provides payments without any contribution by the employee, it is necessary to make periodic visits in order to authorize continued payments. As in any such plan, proof of sickness is required before such authorization can be made. The nurse then makes arrangements for the employee to receive the allowance to which he is entitled while ill.

A person out because of illness is urged to notify the Employment Department of the plant at which he is employed, giving his correct address, so that the nurse will be able to locate the employee and thus authorize payments promptly.

In cases of permanent and total disability where the individual car-

ries Metropolitan Group Life Insurance, the visiting nurse who has been calling on the employee during his illness explains how total disability benefits can be obtained and assists in completing the necessary form.

If an employee retires while ill, after having reached normal retirement age and having the length of service required under the Company's Retirement Annuity Plan, the details are explained and taken care of by the nurse.

Aid in Home Problems

In all cases of illness, the visiting nurse endeavors to help in the solution of any home or family problems arising therefrom. She can furnish information regarding hospitalization, sanitarium care, clinics, social agencies, specialists, convalescent homes, undertakers, and approximate fees for each. She aids in securing sick room supplies and equipment, and delivers crutches and canes which are loaned through the Company Medical Departments. She can help with the problems pertaining to care of the family during hospitalization or need for financial assistance because of illness. The nurse also arranges for dental care for children of employees at the Eastman Dental Dispensary.

In case of the death of an employee, the visiting nurse takes care of obtaining the insurance and any other benefits due to the family of the deceased.

In any case of sickness of an employee, emergency or otherwise, the nurse, with her knowledge of and experience with those problems which may result from illness or accident, is prepared to advise and assist the employee and his family.

Pay-Roll Check Stubs Show Tax, Authorized Deductions

Your pay-roll check stub lists the various deductions from your pay as authorized by you or as required by governmental regulations. First on your check stub is given your gross wage. Following this amount, the Federal Old Age Benefit Tax is shown.

This amount is fixed by the Government at present at 1 per cent of your pay and has been deducted since 1937 by employers of the nation under the Social Security Act. The amount deducted is paid by the Company to the Government along with a matching amount. A record of each individual's earnings and payments is kept at the Social Security Offices in Baltimore. These Social Security payments are entirely apart from the Company's retirement annuities for which Kodak bears the entire cost.

The second deduction shown is your U.S. Withholding Tax, deducted by the Company and paid to the Government, the amount being fixed by law depending on your salary and dependent exemptions.

Each person, if he desires, may check the correctness of the above two tax deductions and verify the

fact that he has received full credit on the books of the Government. In the case of Social Security, cards are available in the plant employment offices for use in writing to the Baltimore office. In the case of the U.S. Withholding Tax, the Company at the end of each year gives each employee a withholding receipt which not only serves as a check on U.S. tax deductions for the year but may also be used to file income tax returns. Employees should bear in mind that the tax deduction is not exactly the amount of tax but is merely a means of collecting the tax and subsequent adjustments may be necessary.

For your convenience, in connection with various savings plans of the Eastman Savings & Loan Association, War Bond purchases, group life insurance, etc., you may authorize other deductions to be made from your check. These also are noted on your check stub which you retain.

Many Kodak People Belong to RHSC

Approximately 22,000 men and women of Kodak's four Rochester divisions and some 26,000 dependents were members of the Rochester Hospital Service Corporation as of 1944, most of whom subscribed to the hospital insurance for both themselves and their families.

Between the inauguration of this type of hospital service in Rochester in August 1935, and up to Sept. 1, 1944, Kodak folk realized \$1,174,040 in hospital benefits for the 21,622 patients admitted for treatment. Of these, 7221 were employees of the Eastman Kodak Company, the remaining 14,401 being members of their families.

In 1944 alone Kodak members of the RHSC received \$238,939 in hospital credit. A total of 4409 claims was filed and Kodak folks and members of their families were hospitalized 31,228 days.

A community-sponsored non-profit hospital service plan, with 11 member hospitals serving Monroe, Ontario, Livingston and Wayne counties, the RHSC provides members with 30 days' care—including bed and board with semiprivate conditions, general nursing service,

laboratory and pathological examinations, physiotherapy, drugs and dressings, use of operating room, blood chemistry tests, serums, anesthesia, ambulance service, oxygen, basal metabolism tests, electrocardiograms and delivery room and ordinary nursery care.

More complete details about the benefits of RHSC membership may be obtained from Kodak employment or personnel departments.

Park Has Scouts

Kodak Park's Troop 50, Boy Scouts, open to sons of Park employees and others, has a membership of 74, of which a dozen or more are in the armed forces.

Lester "Buck" Brown of Bldg. 34 is scoutmaster. His assistant is Albert Leusch, Bldg. 18. Head of Sea Scouts is Leslie Holden, Bldg. 59; of Air Scouts, Silas Hulse, Bldg. 14.

Company's Vacation Plan Provides for Relaxation

Since everybody benefits from a period of complete relaxation, Kodak has provided for such a period through its general vacation plan. Persons working on an hourly basis get a week's vacation after a year's service and two weeks after five years. Employees assigned to the no-lost-or-overtime pay roll get a two-week vacation annually after the first year.

At least six months must elapse between yearly vacations, and vacations cannot be accumulated from one year to another.

Absence from work for not more than six months because of illness, accident or leave of absence during the year preceding the sched-

uled vacation does not reduce the vacation period.

Employees who retire, enter military service or are laid off may receive payment of wages in lieu of their vacations if they are eligible for a vacation at the time they leave. This also applies to women leaving to be married, including those who leave because of a marriage which took place at any time during the last period of continuous employment at Kodak.



Getting Ready—These three girls of the Camera Works Pay Roll Dept.—Helen Connellan, Helen Misher and Mary Jane Beck—make last-minute preparations for the distribution of the 1945 wage dividend checks at the plant.

43,959 Kodak Folk Get Wage Dividends in 1945

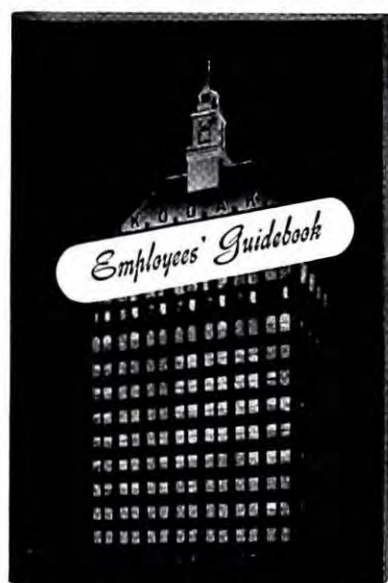
A total of 43,959 Kodak people in the Western Hemisphere, including 31,015 in Rochester alone, shared in the Company's wage dividend in March 1945, under the liberalized participation re-

You'll Find It In Guidebook!

The Employees' Guidebook, upon which this special issue of KODAKERY is based, is a mighty important little volume to have at hand. The book is given to all new employees and is available to those older employees as well who wish to brush up on Kodak employment data and who may have lost or misplaced theirs. Employees who do not now have a copy of the latest issue of the Guidebook are urged to obtain one from their foreman or supervisor.

Persons who find any questions in their minds after reading the Guidebook are asked to feel free to contact their foreman or supervisor or their plant Industrial Relations Dept. where their queries will be answered and Company policies will be explained.

This issue of KODAKERY merely supplements the facts found



in the Guidebook and presents the information in news style. Newcomers to the Kodak family are urged to read the Guidebook and become acquainted with the more complete information it contains.

Covering all information about employee-company relationships, it explains the code of Industrial Relations, the wage dividend, vacation plan, retirement annuities, sickness-allowance plan, medical service, hospital care, the Savings & Loan Association, educational opportunities, suggestion system, safety, plant and office rules, and many other pertinent facts.

Read it—you'll find it interesting from cover to cover! Keep it, as it will serve as a handy reference from time to time.

quirements decided upon by Kodak directors last November.

This was not only the greatest number of Kodak men and women to receive a Company wage dividend, but, because a 75-cent boost in common stock was voted by the directors, payments were at least half again as much as they were in 1944, with every eligible Kodaker who had completed five years' service by the year's end receiving a dividend check for nearly three times his average weekly wage during the preceding five years. Employees of shorter duration received proportionately less.

Surpasses Figure for '44

The 1945 wage dividend amounted to \$3,652,762, compared with \$2,075,069 paid the previous year. It was shared by all individuals who were members of the Company for any period during 1944 and were still on the pay roll at the date of payment in March. Including the 1945 dividend, the 33rd paid to employees by the Company, dividend payments by the Company have surpassed \$60,000,000 since the dividend plan was inaugurated in 1912. The changes approved by Company directors late in 1944 increased the number of new employees eligible for dividends and enlarged somewhat the amount paid to individuals in various employment classifications, entirely apart from the voted increased dividend percentage, itself.

Sick benefit payments, suggestion awards, and other payments except wage dividends themselves, were added to wages or salaries and overtime pay in computing dividends. Part-time employees qualified, and all payments that, upon calculation, were less than \$15 were made at a \$15 minimum.

Servicemen Get Checks

Those entering military service who worked any part of the year preceding payment received their dividends even though absent on the date of payment. On their return, they participate provided they worked any part of the preceding year. The wage dividend records are adjusted so that after return their future dividends will be approximately the same as if they had not been away.

Payment of wage dividends is subject to annual authorization by the board of directors and is dependent upon the Company's dividend to common stockholders being sufficient to provide wage dividends under the formula which is as follows: For each dollar by which dividends declared on the common stock during the preceding calendar year exceeded \$3.50 a share, the wage dividend rate is $\frac{1}{2}$ of 1 per cent (.005) of the salaries or wages received by qualified employees within the five calendar years immediately preceding the date of payment.

Plants Located All Over the Globe Give Kodak World-Wide Scope

Kodak is a world-wide organization. From a humble beginning in Rochester, back in 1880, it has grown into a family of units consisting of plants, branches and stores all over the globe employing more than 50,000 persons at the close of 1944. Kodak Park Works is by far the largest plant in the world devoted to the manufacture of photographic goods. Its products consist chiefly of film, photographic paper and photographic chemicals, the vast majority of which have been going to the armed services in recent years, helping materially to fulfill the prophecy of a German military leader who, early in this global struggle, declared that the forces with the best photographic reconnaissance would win the war. The war, too, launched the Park on many other manufacturing pursuits far afield from photography. Pontoon for "rhino ferries" and ship-to-shore causeways which have aided so materially in our invasion tactics, for example. There are many, many others.

Many Products Made

Camera Works, as its name implies, is where Kodak's cameras are produced, although with the advent of hostilities, the plant's energies and capacity were expanded and diverted to the making of a variety of products for the Army and Navy. Differentials for various war devices, parts for bombights, anti-aircraft fire directors and other fire-control instruments help make up the list. In addition, Bldg. Z in downtown Rochester is operated for the Navy by Camera Works, producing special fire-control instruments.

At fast growing Hawk-Eye, many instruments vital to the nation's war effort are turned out. Among these are optics for fire-control instruments, used on all types of American artillery, without which our guns could not be fired with such deadly accuracy. Telescopes, which are playing a most essential war role, are also produced here along with the all-important height finders, which have enabled our anti-aircraft guns to take such a high toll of enemy planes. Other intricate and vitally needed optical devices are turned out for the Army and Navy, including great quantities of lenses, light filters, and other peacetime accessories, now converted entirely for war.

Office Is Clearing House

Kodak Office, the nerve-center of all Kodak, houses the Company's general offices and acts as a clearing house for the myriads of problems and details that go with the operation of a big business; includes, as well, factory-type divisions such as the camera-repair department and bustling packing and shipping departments.

Kodak's largest U.S. plant outside Rochester is Tennessee Eastman at Kingsport, Tenn., where production has also become considerably more diversified since the war. Although T.E. continues to supply the cellulose acetate for the production of film at Kodak Park, it also manufactures rayon yarn and staple fiber to be woven or knit into fabrics, Tenite—a plastic used in a wide variety of wartime articles, and innumerable metal-saving products which likewise play an important war role.

Tennessee Eastman is also operating other plants in its area for the Government, including Holston Ordnance Works where a new explosive is produced.

Good Job at Harrow

Kodak Limited, at Harrow, England, near London, is Kodak's largest plant outside the United States. Needless to say, this organization, even under difficult battle area conditions, has been doing an outstanding war job for the United Nations on many products paralleling those made in Rochester.

There are other war-active Kodak plants in Canada and Australia, a photographic gelatin factory at Peabody, Mass., and Taprell Loomis at Chicago where albums and picture mounts are made.



Harrow—Above is a view of the Harrow Works of Kodak Ltd., just outside London, England. Kodak men and women there, working under extreme difficulties with the ever-present threat of bombing during the Nazi "air blitz," and then through the robomb menace, are turning out badly needed materials of war. Harrow is the largest Kodak plant outside the U.S.

Kodak has still other units on Continental Europe, contact with which has been cut by the war. However, with the liberation of Paris, it was found the Vincennes plant—Kodak-Pathe—escaped bombings and other war damage and has already resumed production of film and paper as the supply of coal permits.

EASTMAN KODAK COMPANY

(Consolidated Statement)

Income and Expenses—Year 1944

Our total income during 1944, practically all (over 99%) of which was received for products sold and services rendered, amounted to.....	\$305,913,337
Out of this total income, we spent for materials, products, and services the sum of.....	91,361,023
Leaving.....	\$214,552,314
From this amount, there was paid to or set aside for Kodak men and women:	
In wages and salaries paid	\$105,441,895
In retirement annuities, life insurance, wage dividends, unemployment insurance, etc., paid or provided for....	15,040,920
Total	120,482,815
Leaving.....	\$ 94,069,499
From this amount, we set aside for the replacement of plant, tools, and equipment as they wear out or become out of date the sum of.....	13,433,164
We also set aside for war-time adjustments, reconversion costs, etc.....	2,500,000
Total	15,933,164
Leaving.....	\$ 78,136,335
From this amount, we set aside to pay our annual taxes—federal, state, and local (excepting Social Security taxes)—the sum of	55,105,025
Leaving.....	\$ 23,031,310
From this amount, we paid to our stockholders as dividends on their common and preferred stock the sum of.....	14,607,017
Leaving.....	\$ 8,424,293

This final amount was retained in the business to purchase for the future additional plant, tools and equipment which will be necessary if our Company is to develop and expand.

'Kodactivities' Many and Varied



Blood Donors—Kodak people have given thousands of pints of blood to the Red Cross for plasma to save the lives of our fighting men. The mobile unit makes periodic visits to the plants, which, time and again, have shattered Rochester industrial plant blood-donor records. Among Kodak's leading donors are Frank Noce, left, Cine Slitting Dept., Kodak Park, with 20 pints and Mrs. Homer Kenyon, Kodacolor Dept., with 19 donations, who were singled out for their high patriotism to launch a tanker at a local shipbuilding yard. Mrs. Kenyon's husband, of the Park's Silver Nitrate Dept., is a 19-time donor and he and his wife are the Rochester couple with the most donations.



Fighting Hogans—The Hogans are a typical Kodak family, going all-out for the war effort in war plants and in uniform. At left is Mom, Mrs. Tom Hogan sr., who keeps things humming at home, proudly holding the pictures of her two soldier sons, Corporal Bud, left, and Sergeant Francis. At right is Pa, of Bldg. 50, Kodak Park, head of the family. Bottom row, from left, are: Mike, Sensitized Paper Packing, KP; his wife, Gertrude, Roll Coating Dept., KP; Ruth of Camera Works, now in the WAC, wife of Francis; June, Color Print Service, KP, now in WAVES; another June, Bud's wife, in Kodacolor Paper Print Dept., KP; and Tom jr., a high school senior who worked part time in the Paper Mill, Bldg. 50, last summer.



Chest Trip—Just before the Community Chest campaign for '44, Kodak people went on a tour of Chest agencies to see at first hand the work being carried on, and came back enthusiastic Chest supporters. Above, John Vass, Hawk-Eye; Esther Horn and Barney Pilot, Kodak Office, stop at Rochester Children's Nursery. In characteristic Kodak fashion, the campaign went "over the top."



Training—Above is one of many optical training courses held each year at Hawk-Eye. The instructor is Rhea Van Brocklin, and the girls are being taught the operations in turning out optical instruments and about the tools used. Such training courses throughout the Company have proved most valuable in that they give the employee expert basic instruction before he takes over his job. Safety is also taught in similar classes.



Tuition Refund—Hundreds of Kodak people each year take advantage of the Company's Tuition Refund Plan, receiving refunds up to 50 per cent of the cost of approved courses, with a maximum of \$50, upon satisfactory completion. Above, Willis Teall, Cine Processing Dept., and Doris Bond, Emulsion Coating, receive their tuition refund checks at the Park from Eleanor Hammell, Industrial Relations.



Song Fest—Kodak girls have done a swell job as USO hostesses, serving meals and entertaining at the Servicemen's Center, helping out at the Red Cross and in hospitals, putting many off-time hours into war work. Above are some Kodak girls joining in community singing with servicemen at the USO.



Tea Time—With the advent of war in Europe, Kodak homes in Rochester were opened to children of the people of Kodak Ltd., England. Many have since returned to their homeland, some to enter the armed forces, but others will remain until the clouds of war are entirely gone. A tea was given for the "Kodakids" and their foster parents on the occasion of the visit of Donald McMaster, right, Director of Kodak Ltd. and Manager of Harrow Works. He told the children of their native land and brought many personal messages from their fathers and mothers.

Honored—Blindness is no handicap for Francis Affleck, shown on the job at Kodak Park, turning out sight mounts for Flying Fortress guns under the watchful eye of his dog, 'Imp.' Francis was selected as one of the nation's 10 "Heroes of the Home Front" for 1943 by the National Association of Manufacturers and was honored at a luncheon in New York City.

Kodak, Busy at War Job, Looks to Peacetime Era Through Confident Eyes

The postwar future looms bright on Kodak's peacetime horizon. Although still busily engaged in the task of turning out vital war items, many in ever-increasing quantities, the Company is likewise giving careful thought to activities in the years after the war.

The prospects have been well estimated in a talk given by Albert K. Chapman, Kodak vice-president and general manager. He expressed confidence that "we are going to emerge from the war era with a greatly strengthened organization," not only augmented in numbers, but, as he added, the Company, under the pressure of necessity, has "acquired knowledge and skill at a greatly increased tempo."

This, he pointed out, is true throughout the entire organization, ranging from research, development and engineering to production. "After what we have accomplished in our war effort, we are justified in facing the postwar era with confidence," he stated.

As an example, he cited color photography, which, he said, is in the relatively early stages of rapid commercial development.

"We now have many successful color products," he said. "There will be improvements in them, and there will be new color products. Color is going to invade new areas of the whole photographic field."

Many of Kodak's regular peacetime products, or adaptations of them, have been required by the armed services, and development work on such items as well as work on improved methods of pro-

duction has gone on during the war at an even accelerated pace, he declared.

"It is to be expected, therefore, that many important new things are going to flow directly out of our war work. In some cases they can make their appearance at a relatively early date. This is particularly true of the process plants, such as Kodak Park, where our wartime products and methods have been similar to those of the prewar era.

"Just before the war, we were embarked at the Camera Works and the Hawk-Eye Works on an apparatus development program of considerable proportions. Many new and interesting items were in various stages of completion. Fortunately, some of them had reached the tooling stage and for one or two of importance the tools had been partially completed. These things can be introduced early in the postwar period. The development work on others can be finished in a relatively short time. On the whole, therefore, it is safe to say that we shall have a good deal of new and improved photographic equipment to place before the public.

"Perhaps enough has been said to indicate that our difficulty is not lack of ideas for future development, but rather the reverse. Company-wide, we have in front of us a tremendous development program which should be translated in the postwar period into many new and improved products, and, by the same token, into a relatively high volume of sales.

"We of Kodak," he concluded, "are fortunate in being an industry with such horizons."

EK Folks Can Get Free Legal Advice

For Kodak men and women with personal legal problems, a qualified attorney is available for consultation at Kodak Office, 343 State St., for certain periods each week, through arrangements made by the Kodak Employees Association.

This service is confined to legal advice only and does not include the preparation of any legal papers or any court appearances.

Appointments are to be made in advance through your foreman or supervisor or employment department.

Camera Clubs Active Groups

Since Kodak is principally a photographic concern, it is only natural that photography should rate high among the hobbies of its people as well as being a part of their everyday work.

There are two photographic clubs at Kodak. One is the Kodak Camera Club, largest in the world, with headquarters at Kodak Park and a membership of some 2700, composed of men and women from all the local divisions. Hawk-Eye has its own fast growing club, with a membership of some 1525.



Dr. Mulder

Dr. John Mulder is president of the Kodak Camera Club; vice-president, Earl Esty; secretary, Dr. Joseph Hale; assistant secretary, Marlon Phillips; executive secretary, William Holland; past president, H. Lou Gibson; treasurer, Herb Shaw. The club sponsors regular salon competitions for beginners and advanced photographers, holds parties, hikes and picnics, brings noted speakers to address meetings and sponsors classes of instruction. Lectures and classrooms, developing and printing facilities, and exhibitions occupy a four-story building.



Parker

The Hawk-Eye Camera Club is headed by Lou Parker; vice-president, Tim Keady; secretary, Ellsworth Baldwin; treasurer, Sherman Montgomery. Dinners, dances and picnics are held by the club which sponsors an annual salon as well as PSA traveling salon exhibits.

Both groups are affiliated with the Photographic Society of America.

Information about joining these clubs or classes may be obtained from the club offices or at employment offices.

Long, Faithful Service Rewarded With Pensions; \$3,750,000 Paid



Farewell — Edward Flynn, center, superintendent of the Sensitized Paper Packing Dept. at Kodak Park for 45 years, receives a gift from George Bodine of that department on the occasion of Flynn's retirement. Charles W. Burley, Park assistant general manager, looks on at left.

Disabled Employees Receive \$1,185,000 Under Kodak Plan

Persons who become totally and permanently disabled while employees of Kodak are provided for under both the Company's insurance program and Retirement Annuity Plan.

Disability payments under the group life insurance plan have amounted to \$655,000. Only employees who subscribe and contribute to the group life insurance plan are eligible.

Disability payments on an annuity basis amount to \$530,000, making a grand total of \$1,185,000.

In cases of total and permanent disability before the age of 60 and before 15 years of service, regardless of how or where the disability occurs, benefits equal to the amount of life insurance in force at the date of disability will be paid in 54 equal monthly installments commencing at the end of 26 weeks of disability. (See Sickness Allowance plan for the extent of payments prior to disability.)

These disability payments will total approximately one-third of normal salary for a period of 4½ years and are in lieu of life insurance. Any installments remaining unpaid at death will be paid in one sum to the beneficiary.

Employees over 60 years of age but with less than 15 years of service, who become totally and

permanently disabled, are provided for by the Company under a supplementary arrangement in the same manner as employees under 60 and before 15 years of service.

If an employee becomes totally and permanently disabled after 15 years of service, regardless of age, benefits will be paid starting at the end of 26 weeks of disability, the cost paid entirely by the Company.

Payments are made at a monthly rate equal to one-sixth of 1 per cent of the employee's total earnings from the beginning of his employment with the Company up to the Jan. 1 preceding the date of his disability. This is equivalent to a yearly payment of 2 per cent of the average yearly earnings, multiplied by the number of years of service. These payments continue as long as the employee remains disabled, up to the normal retirement date when disability payments cease and retirement annuity payments begin. Disability payments to those with over 15 years of service do not reduce their life insurance prior to normal

Approximately 1200 Kodak men and women have shared over \$3,750,000 in benefits under Kodak's Retirement Annuity Plan, cost of which is borne entirely by the Company, as a bonus for the years in which their thought and energies contributed to the progress of the organization.

Under Kodak's retirement program, monthly payments are continued for life.

Yearly retirement payments are determined by salary received and length of service, being based on a percentage of total earnings throughout the individual's period of employment. The rate applied is 1 per cent for the first \$3000 earned each year, 2 per cent of the amount in excess of \$3000 up to a salary basis of \$10,000 and 1½ per cent of any excess above \$10,000. The higher rates are paid on such portions of earnings because no benefits are allowed for them under the Government's Social Security plan. Benefits under the Company plan are in addition to any that may be provided by the Federal Government under the Social Security Act.

Normal Dates Fixed

The normal retirement date for men is at the age of 65, or following completion of 20 years of service—whichever is later. For women, the retirement age is 60 or following 15 years of service, whichever is later.

Men may retire and receive annuity payments at any time after age 55 with 20 years' service if the Company assents. Women may retire after age 50 with 15 years of service and receive annuity payments, with Company approval. Annuities in such cases will be proportionately lower than on the normal retirement date because payments are to be made over a longer period. Life insurance is continued at no cost to the insured on a reducing basis.

If both the Company and the employee desire, annuity payments may begin later than the normal retirement date, but the annuity, when it becomes payable, will be at the same rate as at the normal retirement date.

Men who leave the Company after 20 years of service and women who leave after 15 years are entitled to retirement annuity payments when they reach the qualifying age, irrespective of the reason for leaving.

retirement date, cost of which is borne entirely by the Company during the period of disability and after retirement.

Thousands Eat at Company Cafeterias Daily

Tasty Meals Served Under Cost

More than 20,000 Kodak men and women eat meals each day at one of the Company's 15 cafeterias, consuming literally tons of food and drinking gallons of coffee, milk and tea. Meals are served under cost and menus are especially selected for their nutritive value by trained dietitians at each plant. Food is tastily prepared by large kitchen staffs who also turn out homemade pies, cakes and hotbreads. As wide a variety as possible in these days of rationing is offered in the way of meats, fish, vegetables and salads to provide well-balanced meals for all tastes.

Rationing has posed many problems for the cafeteria managers, who have experienced difficulty much as have the housewives in making the points stretch from period to period. While many items have gone from the counters, vitamins have not been sacrificed.

There are 10 cafeterias at Kodak Park in Bldgs. 28, 57, 23, 59, 60, 21, 53, 29, 117 and at Kodak Optical. Fred Grastorf is superintendent of the cafeterias. The Bldg. 28 cafeteria is the largest, serving some 5000 meals a day. Several of the cafeterias are open at all times to

accommodate all shifts.

The Camera Works main cafeteria, under the direction of Irma Reeves, serves some 2500 meals daily. There are other cafeterias in the J Bldg. and in Bldg. Z.

Between 4000 and 4500 Hawk-Eye folks eat in their cafeteria of which Josephine Bemish is head dietitian. The cafeteria staff is on duty around the clock, with meals served at scheduled periods.

Approximately 1300 meals are served daily in the Kodak Office cafeteria of which Marie Dutch is manager. It is open from 11:45 a.m. until 1:30 and can accommodate about 1000 at a time.

Several hundred persons are employed in the cafeterias, some on a full-time basis and others part time. Some employees on other jobs help out for periods during the noon-hour rush, either in the serving of the food or in the clearing of tables so that others may eat.



Chow Line — Here's a portion of the Hawk-Eye cafeteria at noon as hungry men and women flock in for their meals. A staff of 44 full-time and nine part-time employees work in the cafeteria, which serves between 4000 and 4500 meals a day. A kitchen staff is on duty 24 hours of the day. Meals are served at scheduled times. As in other Kodak cafeterias, foods, rich in vitamins, are tastily prepared.

George Eastman . . . Great Industrialist and Philanthropist

George Eastman would have been 90 years old on July 12, 1944. His most outstanding characteristic, next to honesty, was thoroughness. He was born in Waterville, Oneida County, N.Y., July 1854. He died on Mar. 14, 1932.

The Eastman family moved from Waterville to Rochester in 1860, where the father died within a year. George Eastman, at the age of 14, went to work in a real estate office as errand boy for \$3 a week. About a year later he transferred to an insurance firm, and, in 1874, secured a position as a bookkeeper in the Rochester Savings Bank.

It was along in the late '70's that the young bank clerk was planning a vacation trip and the suggestion was made to him that he take some photographs of his outing. In those days negatives were made on what are known as wet plates which had to be freshly sensitized, in the dark of course, and the exposure made while the plates were still wet. The photographer lugged with him not merely a bulky camera and tripod and glass and chemicals for sensitizing, developing and fixing, but also the dark tent in which to perform the chemical operations and in which to load the plate holders.

One of First Amateurs

The young bank clerk paid a photographer \$5 to initiate him into the mysteries of photography, and made pictures—good pictures—on his holiday, then and there becoming one of the first amateur photographers.

Others had dabbled with the hobby, of course. But young Eastman never dabbled with anything. One of the things he learned was of a new process that was being experimented with in England—the so-called dry plate process, wherein the sensitive silver salts were suspended in an emulsion of gelatin and spread thinly on glass, dried and preserved for future use.

His mother's kitchen became the first Kodak Research Laboratory during George Eastman's hours away from the bank. When at last he was able to make good pictures on his plates he decided to enter upon the manufacture of dry plates commercially, financing the venture with \$5000 he had managed to save in his previous 12 years of work. He continued his job in the bank, but night found

him in his factory. With one helper he started the business in a rented room on the third floor of a building which still stands at 73 State St.

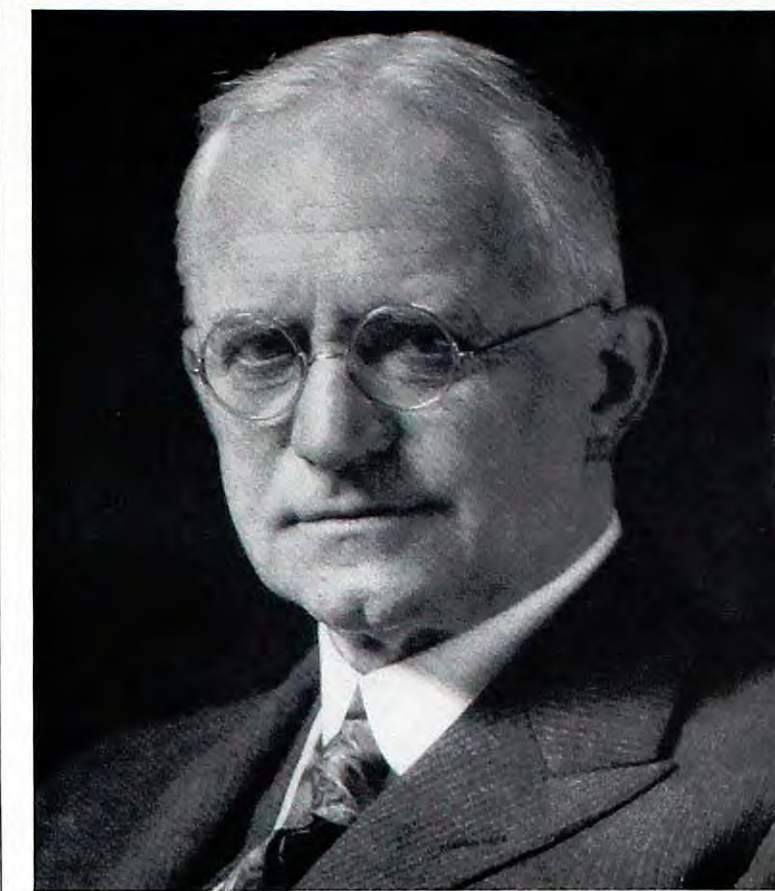
The plates they made were excellent; the market was greater than his little factory could supply. He told his close friend, Col. Henry A. Strong, of his prospects and his need for more capital, and when Colonel Strong became a partner in the business, he left his job at the bank and the Eastman Dry Plate Company appeared in 1881.

To keep the factory producing steadily, the Company had contracted with a few big jobbers to take a certain supply of plates each month. During the winter, the jobbers' stocks accumulated. With spring came the crash—the plates in the jobbers' hands had so deteriorated that they were almost worthless. Though it was a staggering blow, the youthful company took those plates back.

Then George Eastman's formula refused to work. He could no longer make good plates, work and experiment as he would. The factory was shut down, but George Eastman was not idle. He went to England, where he bought the formula of the best English dry plate then made and worked in the factory until he was sure he could make the same high type of plates at home. Upon his return the company resumed operations.

Following the manufacture of the dry plate came the making of bromide paper which survives to this day as a standard product in this line. Then the first germ of present-day photography was born in George Eastman's brain. Why not coat a negative emulsion on a thin rollable paper base? A roll holder was designed as an attachment to plate cameras. Paper negatives, however, had one serious objection. The grain of the paper would show on the finished print, though this was greatly lessened by anointing the back of the negative with glycerine.

The next step was the stripping film. It consisted of coating the paper first with an easily soluble



George Eastman

gelatin, on top of which the sensitized emulsion was coated. After exposure and development, the negative was soaked in water and the negative image contained in the emulsion was transferred to a gelatin "skin." When these two gelatinous substances were dried, they became as one—an easily usable and reliable negative.

During these years, the middle '80's, the Company was steadily prosperous, with its plates and paper and paper negatives. Roll holders and cameras and their accessories became a part of the line. A branch was opened in London.

Kodak Idea Born

Then came the big idea. Why not make a whole outfit, camera and film—a compact unit with which anybody could take pictures?

In 1888, only 10 years from the time he had sweated in a dark tent on his vacation, George Eastman's most famous product, the Kodak, was born.

It was a small, oblong box; it made a round picture 2½ inches in diameter; it was sold ready loaded for 100 exposures. The price, loaded, was \$25. When the hundredth exposure was made, the amateur sent his Kodak back to the factory, along with his check for \$10. The camera was reloaded, the negatives developed, prints made, and all were returned to the expectant Kodaker in a neat package. Hence the words that became famous the world over—"You press the button; we do the rest."

Another word became famous

along with that slogan—"Kodak," George Eastman's personal and universally known contribution to the world of trade-marks.

Then George Eastman tackled the problem of supplying film on a thin, flexible, transparent base having all the advantages of glass without its weight and fragility. It was produced in 1889—the forerunner not only of the great business in cartridge film today, but also of film packs, portrait film, X-ray film—and motion-picture film. For while Eastman, the photographic wizard, was perfecting his film, Edison, the electrical wizard, was experimenting with his motion-picture camera.

It was a period of what at the time seemed great growth for the

Eastman organization, struggling to free itself from dependency upon others for basic materials. Nitrate of silver was one example—Kodak becoming the largest consumer of silver bullion in the world excepting only the U.S. Mint.

Raw photographic paper was another problem. Just as the German armies were invading Belgium in 1914, upon the eve of the cutting off of the European paper supply, the Kodak Park paper mill began to deliver this essential to the paper-coating department. With the end of the war, Eastman lens makers produced Kodak Anastigmats, combining speed with sharpness at prices far below those which previously prevailed. Another Eastman dream was realized.

Gave Away Millions

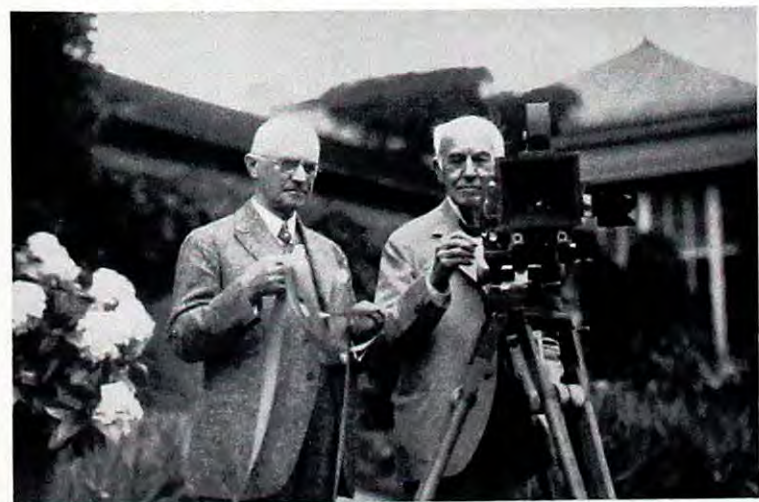
But these and many other production miracles were never enough to keep this one man's brain and heart busy. The origination of wage dividends in 1912 and other plans in later years through which many millions have been paid to the members of Kodak; the liberality and foresight of the "mysterious Mr. Smith" who did so much for the development and usefulness of the Massachusetts Institute of Technology; the Eastman Theatre, Eastman School of Music, Kilbourn Hall—named in honor of his mother; the Rochester Philharmonic Orchestra; the University of Rochester and its famed medical school; the Eastman Dental Dispensaries in this and other cities throughout the world—these are perhaps the most important recipients of his wealth, his thought, and his energy.

When, in 1925, George Eastman resigned as president of the Eastman Kodak Company and became chairman of the board, he found himself with more hours for the outdoor activity he loved. Being camp cook was for him a sheer delight. He was a patient fisherman and an expert shot. He got fun out of it whether it was shooting pheasants in the Town of Greece, or lions in Africa.

There was one thing he could not do throughout the full and fruitful years of his life. He could not idle.



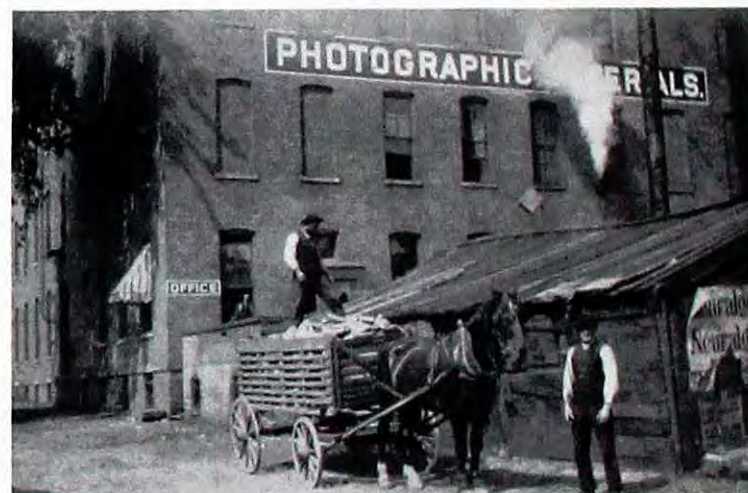
Birthplace — George Eastman was born in this little home in Waterville, N.Y., on July 12, 1854. Inset is a baby picture, taken at the age of three.



Friends — George Eastman and Thomas Edison were fast friends, for many of their interests were parallel.



Start — "X" marks where George Eastman began his dry plate business on the third floor at 73 State St. in 1880.



Early Days — This is the original building of the Eastman Dry Plate and Film Company, located on Kodak Street where Kodak Tower now stands.



Office — Here's a view of the Company's offices in 1899, located where the State Street Display Room is now situated.

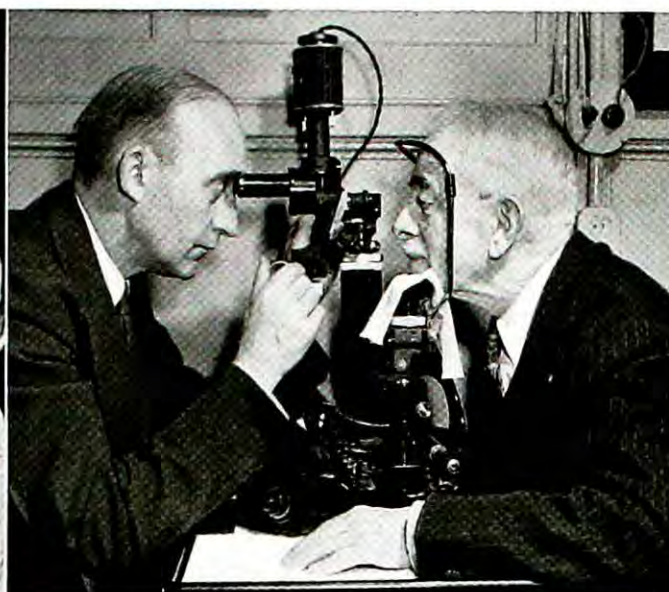
Kodak Medical Departments Keep Eye on Your Health



X-ray — Dr. Benjamin Slater, Kodak's associate medical director and head of the Park Medical Dept., discusses a chest X-ray with a Park man.



First Aid — Dr. Gordon Hemmett, head of the Hawk-Eye Medical Dept., watches as Nurse Ruth Anthonsen bandages a minor arm injury at H-E Works.



Eyes — Dr. E. J. Avery, ophthalmologist, uses one of the Company's modern pieces of equipment to test a person's eyes at the State Street Medical Dept.

YOUR SAVINGS & LOAN

Its Many Services Open to All Employees

Kodak people of long standing know, and have frequently taken advantage of, the numerous services of the Eastman Savings & Loan Association.

The Association is conducted for the benefit of all members of the Kodak organization, and its services are extended to their husbands, wives, and children who reside with them. It has assets of well over \$10,000,000 and it is regularly inspected by the State Banking Department. The Association has ample funds in readiness for mortgages now, and after the war when government home-building restrictions are lifted.

2300 Buying Homes

More than 2300 Kodak men and women are financing home purchases through Association mortgages. Thousands of others have built or financed home buying through Association funds. First-mortgage loans currently held total almost \$7,000,000. The Association offers the advantages of pay-roll deductions to take care of mortgage payments as well as friendly assistance in solving financial problems that may arise.

The Savings & Loan lists its four major objectives as follows:

- Promote thrift.
- Provide a convenient, safe and

profitable means for Kodak people to save and invest their funds.

Provide a method easily within the reach of the average person for the purchase of a home by granting mortgage loans including mortgages to veterans under the "GI Bill of Rights" and providing the means of accumulating down payments by pay-roll deductions.

Provide short-term loans (modernization loans) for property improvements.

Besides the usual methods offered Kodak people to save for the future, the Association, at the end of 1944, had handled the sale of 30 million dollars in War Bonds through pay-roll deductions and had itself bought \$4,527,580 worth of Government securities to help finance the war.

Several Ways Offered

The regular methods of saving offered by the Association are:

Installment accounts for those who wish to save a definite amount each week or month over a period of years for a down payment on a home, education of children, etc. The money is paid in at regular intervals, either weekly or by period, and may be by pay-roll deductions. Depositors now receive dividends at the rate of 3½ per cent per year, compounded semiannually.

Savings accounts for those who wish to save money for a home or similar use and who wish to have the privilege of making withdrawals from time to time. Payments may be made by pay-roll deductions. Interest rate is 1¾ per cent per year, compounded semiannually.

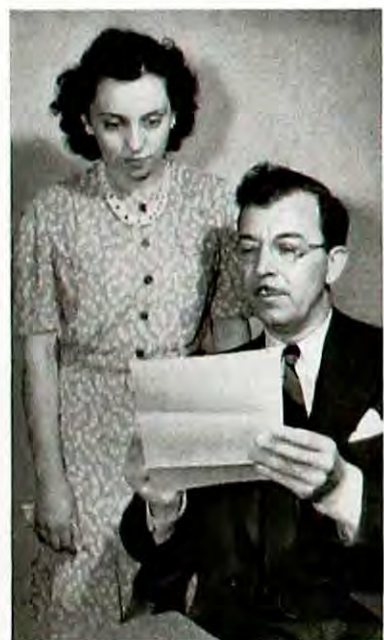
Income accounts (income certificates) for those who have \$100 or more to invest for income purposes. Dividends are at the rate of 2½ per cent per year, payable semiannually.

Two Places to Open Accounts

Accounts may be opened at the Association's main office located in Kodak Office, or Kodak Park people may use the Kodak Park branch located in Bldg. 26.

The Association also distributes the latest home-building data as well as a new home plan every few weeks to prospective new home builders on request.

Those wishing more information on the services of the Association, or who desire to discuss home buying or building problems, may take advantage of the consultation service offered without charge or obligation at the Association's main office, located in Kodak Office, 343 State St.



Saver — Leonora Dyver of Kodak Office Stenographic Dept. is saving for the future with an installment account in the Eastman Savings & Loan Association. Here she discusses her account with E. W. Mason at the Association's State Street offices.

Medical Service Given EK Folks on Job By Efficient Staff of Doctors and Nurses

One doctor and two nurses served the 6000 employees of Kodak when the Company's Medical Dept. was organized back in 1914. Today, a total of 22 doctors and 42 nurses, under the direction of Dr. W. A. Sawyer, staffs the medical departments of the four local divisions of the Company.

In addition, the department has 34 other employees divided among laboratory or X-ray technicians, clerks and stenographers.

Large though this staff may appear, it is hard pressed to fulfill its many duties to the thousands of Company employees.

First, there are the preplacement examinations given to all newcomers to the organization. The objective of these

early examinations is to see that each new member is assigned to a job suitable to his physical condition and ability.

Later, there are the inevitable and innumerable minor situations which prompt Kodakers to seek the aid of the convenient

Company physician or nurse. Scratched fingers, assorted aches, faulty vision, common sniffles—these complaints and hundreds more are brought to the Medical Dept. for diagnosis and early treatment.

Some Sent Home

Frequently individuals show up who shouldn't be at work at all, and, after whatever treatment is required at the moment, they are sent home and advised to call in their family doctor if it appears necessary. Within three or four days one of the Company's seven visiting nurses will stop by the homes to see how individuals are getting along. Later, the Medical Dept. "checks in" all persons upon their return to work.

The primary function of the

Kodak People Buy Heavy in Bonds To Help in War

By mid-April, over 800,000 Series E War Bonds had been delivered to Kodak people in Rochester by the Eastman Savings & Loan Association, the maturity value for which exceeded \$30,000,000. This is exclusive of the thousands of dollars in bonds of other series purchased by employees, all of which not only represents a valuable contribution to the war effort but assures a generous "nest egg" when the bonds mature in the peace years to come.

Medical Dept. is to give emergency attention to illnesses and accidents while at work. However, many healthy people also seek the advice of the department. Some may be a bit overweight. Some underweight. For them, the department's nutrition adviser makes out individual diet sheets.

Dr. Sawyer at State Street

Dr. Sawyer, department head, is located at the State Street Offices where there are four other full-time doctors, 10 part-time doctors and six nurses on duty. This staff serves both Kodak Office and Camera Works, although at Camera Works proper there are four nurses in the Medical Dept., two more at Bldg. J, and three at Bldg. Z.

Dr. Gordon Hemmett heads the Hawk-Eye staff, with one other full-time doctor, three part-time doctors and six nurses to assist him.

Dr. Slater Heads Park

At Kodak Park, Dr. Benjamin Slater is department head, and also associate Kodak medical director. There are three other full-time doctors at the Park, four part-time doctors, and a staff of 13 nurses including a physiotherapist—plus a nurse at Kodak Park West.

At State Street, also, there are



Open Wide — Each year dental hygienists, supplied by the Eastman Dental Dispensary, visit the plants to clean teeth free and thousands of Kodakers take advantage of this service.

a laboratory technician and two X-ray technicians, and a laboratory technician and X-ray technician serve Hawk-Eye. At Kodak Park, laboratory work is done in the Laboratory of Industrial Medicine and the X-ray Dept. handles the X-ray work.

Employees Get \$1,100,000 In Sickness Allowances in 1944

Kodak people received \$1,100,000 during 1944 through the Company's Sickness Allowance Plan, payment of which is based on length of service and for which the cost is borne entirely by the Company.

To most Company folk, absent on account of sickness, allowances are paid beginning after their first week's absence. Those who have been with the Company from three months to a year receive 50 per cent of their weekly wage for a period not exceeding six weeks. To employees of one to two years, 50 per cent of wages is paid each week up to 13 weeks; two to three years, 65 per cent for 20 weeks; and three years or more, 75 per cent for 26 weeks.

Payments are based on the regular declared number of working hours as authorized under department schedules. Casual overtime or overtime in excess of the declared hours are not included as a basis for Sickness Allowance Benefits.

receive full pay for an absence up to two weeks during the first year of service. During the second year and each year thereafter, such employees get full pay up to an amount equal to two days' full pay for each completed month of service with a maximum payment for 26 weeks during any one employment year, or during any one period of illness.

Checks are sent by mail to the sick employees. Should the illness prove to be permanently and totally disabling, further benefits are available. (See total and permanent disability story, Page 6.)

Visiting nurses call on all employees reported ill to see if they can be of assistance, to determine if the employee needs additional care and to answer any questions that the employee may have.

"No lost or overtime" employees



Safety Pays—Safety equipment plays a big role in Kodak's enviable record. At left, Herbert Wood of West Kodak was unhurt when a 200-pound steel plate fell on his toe. He was wearing safety shoes. At right, Harold Smith, Park Chemical Lab, was sprayed in the face with hot paper-coating emulsion when a filter clogged. His safety glasses prevented injury to his eyes.

Kodak Safety Program Wins In Battle Against Accidents

The freedom from preventable accidents enjoyed by the people of Kodak is not the product of chance. It stems from a carefully planned and long pursued safety policy, activated by a general safety supervisor for the Company, and, in each plant, an individual safety organization, reporting to its own management and varying in size and duties in proportion to the scope of the plant and the type of industrial hazards inherent in its operations.



Cobb

A. L. Cobb is acting general director of safety for Kodak; Earl Carson is Camera Works safety director; Bill Dermody, Hawk-Eye; Henry G. Lehrbach, Kodak Office. Under each of these men is a Safety Department which works unceasingly for the prevention and reduction of accidents. The program carried out by these departments has played a big part in Kodak's outstanding safety record. Hazards are constantly being eliminated and all possible safety devices and equipment are utilized for accident reduction.

Combining accident prevention with fire protection, the able work of safety supervisors, engineers, inspectors and departmental safety leaders could never, alone, provide the answer to the Company's enviable low accident rate. Much of the responsibility and of the praise belongs to the people of Kodak, who, although receiving safety instruction beginning with their first hours with the Company, provide through their own good sense proof that accidents need not happen.

Despite the Company's accelerated production of war materiel for the armed forces, and of prod-

ucts essential to other producers of war equipment, accident causes, both by equipment and by personnel, have thus been held to a minimum. When the Associated Industries of New York State bestowed honors in 1944 for safety records, Camera Works and Hawk-Eye received special citations for records of more than a million man-hours of safe operation. Kodak Office was given a 100 per cent certificate and Kodak Park received seven certificates of honorable mention.

In 1945, the Finished Film, Sundries and Printing Depts. of Kodak Park won the State's grand safety award for 1,551,027 man-hours without a reportable accident. The Hawk-Eye Works received a special trophy and certificate for 2,247,860 man-hours before a lost-time accident.

Recreation Groups Plan Social Affairs, Outings, Sport Events

Recreation clubs at each of Kodak's four local divisions keep off-hours filled with fun as well as rendering innumerable services for Company people. At the Park, the Kodak Park Athletic Association handles all "extra-

curricular" activities, including the Kodak Camera Club, under the direction of C. A. Benson, assisted by Joseph Minella who handles activities for men and Marion Matthews who looks after women's activities. At Camera Works, the Camera Works Recreation Club, directed by John Doyle, plans affairs for off-hours. At Hawk-Eye, "Cap" Carroll directs the Hawk-Eye Athletic Association program. Harry Irwin is director of the Kodak Office Recreation Club.

Club memberships are open to all Kodak people, entitling them to enjoy the privileges and participate in the programs of the groups.

At Kodak Office, for instance, the KORC sponsors movies as well as dancing in the State Street auditorium during noon hours, Office bowling leagues, annual men's and women's dinners during winter months and usually a coed summer outing, a Christmas party complete with presents for Office children, and many other social and athletic activities.

At the Park, the KPAA provides noon movies and dancing as well as table tennis and shuffleboard. A big bowling program is directed by the KPAA, which also sponsors golf tournaments, softball activities, parties, smokers and dinners.

The CWRC is cosponsor with the KORC of noon movies and dancing in the State Street auditorium. The CWRC also stages entertainments, parties, dinners, bowling leagues, softball and basketball activities, chess, bingo and roller skating parties, and many other doings for the enjoyment of its members.

Hawk-Eye's HEAA always has a

full program of activities, both social and athletic, including bowling, softball, golf, noon-hour events including movies, smokers, parties, dinners, and many other events for the recreation of its members. The HEAA program also includes the Hawk-Eye Camera Club which sponsors many events.

Needless to say, the groups enjoy practically a 100 per cent membership at each of the plants. Annual membership fees are \$1, and the Company matches, dollar-for-dollar, the fees paid into club treasuries by their members.

Plant recreational club or athletic club offices will furnish full details about membership.

Kodak Folks Set Enviably Records In Bond, Red Cross, Chest Drives

Kodak men and women may justly be proud of their enviable records in War Bond drives, Community Chest campaigns, Red Cross membership drives and Blood Bank contributions. Time and again, Kodak folk have displayed their patriotism as each nation-wide War Bond campaign was staged. Never have they failed to exceed the quotas assigned them.

Kodak people, while busily engaged in turning out war goods, realize the great need for War Bond buying and have bought over 30 millions in bonds.

Set Up Departments

The Company set up special War Bond departments at each of the plants to handle the vast amount of detail required for the distribution and recording of bonds, both during the drives and the steady month-in-month-out pay-roll deduction bond purchasing. All bonds are issued through the Eastman Savings & Loan Association.

Community Chest appeals always meet a ready response at Kodak.

Before the Chest campaign opened, several Kodak people from each plant made a tour of local Chest-supported agencies to see firsthand where their money went and helped materially to carry the Chest story to their associates, with the result that the men and women of the Company poured many needed thousands into Chest coffers for both war and home use.

Help Red Cross

Kodakers have given other thousands of dollars to the Red Cross in its war fund appeals. Spurred on by letters from friends and relatives overseas describing the fine work the Red Cross has done, EK folks gave generously to carry on the job, drawing several warm letters of commendation from the Red Cross.

Kodak's blood donors have set record after record for Rochester industrial plants, overtaking the mobile units upon their periodic visits to the plants. In addition, other hundreds go to the Blood Donor Center to give to the plasma bank, making further contribu-



Thanks—This letter was received following the 1945 Red Cross War Fund campaign, commending Kodak folks for their wholehearted support. This drive, War Bond campaigns and Community Chest drives have always met with outstanding success.

tions which have saved additional lives on the fighting fronts.

Other community wartime endeavors, too numerous to list, always find Kodak people in the

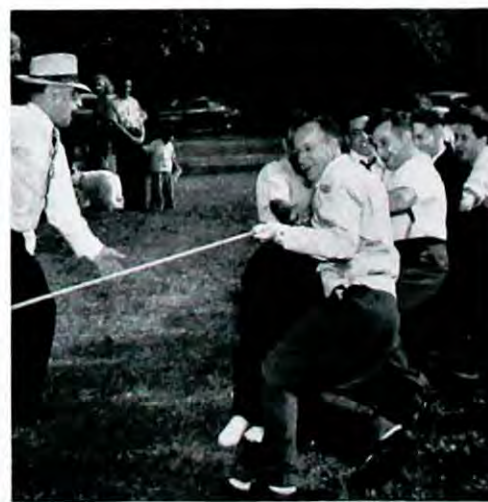
forefront, working off-hours as nurse's aides, at servicemen's canteens, and in numerous other ways evidencing splendid civic and national interest.

Plant Clubs Arrange for Fun in Off-Hour Programs Throughout the Year



Outdoor Fun—One of the highlights of the KPAA program each year is its outdoor program, staged on the Lake Avenue Field. SRO is the rule because the KPAA spares no expense to get the cream of entertainers for the event.

Bingo!—More than 600 Camera Works people attended this games party held in the fifth floor cafeteria, one of several such events staged during the winter. The evening of fun is generally topped off with a refreshments period.



Heave-Ho—This "shot" was taken at one of the HEAA annual picnics which always draw huge crowds to enjoy various events, such as the tug-of-war shown above, as well as heaps of food to make the day long remembered.

Happy Kids—Here are just a few of KORC people who attended the annual Christmas Party in the State Street auditorium. Movies, candy and oranges, and Old Santa with his gifts for all, kept the kids talking for weeks.



Over Thousand Keglers Bowl Each Season in Leagues at Plants, Office

When the maples start clattering on city alleys every fall, more than 1000 Kodak people turn out for bowling, the most popular sport of all from the standpoint of participation. Each of Kodak's four local divisions has several leagues, and interest and enthusiasm mount during the winter season as teams battle for top honors. The plant recreation directors are in charge of getting the leagues under way before turning over the affairs to league officers.

Kodak Park, for the 1944-45 season, has an estimated 500 bowlers rolling in six leagues. Of these 150 are women.

Hawk-Eye has six leagues with some 275 bowlers, 100 of whom are women.

Camera Works put nine leagues in the field this season with some 540 bowlers participating. CW women bowlers number 60.

Kodak Office has two leagues—

a 10-team circuit for the men and an eight-teamer for the women. There are some 60 men and 50 women bowlers.

Besides the regular league play, generally followed by banquets at the close, at which prize money is distributed, most of the leagues stage special tournaments and plant-wide bowling events.

Annually, too, representative bowlers from each of the plants roll for the Lovejoy and Sulzer trophies for the men and women respectively.

Many of Rochester's best bowlers are Kodakers who sport some of the best averages in any league in the city.



Safe! — At left a tally crosses the plate as Kodak girls show their skill at softball. At right Sid Dilworth of the Park trots across the plate after smacking out a home run in a league contest at the Lake Ave. field as Camera Works' Catcher Cropsey looks on. These games always draw large crowds of enthusiastic supporters.

Kodak Fans Pick Softball As Summertime Favorite

Softball, without a doubt, is Kodak's Number 1 sport. The plants are represented by some of the best teams in the city, season in and season out, and the Kodak Park club is far-famed in the sport, having won the world title in 1936 and again in 1940.

Mention of softball around Kodak immediately brings up the name of Mr. Softball himself in the person of the perennial mound wizard, "Shifty" Gears. Gears is one of softball's pitching greats of all time and still can show the youngsters a few tricks in softball subterfuge. No-hit, no-run games are "Shifty's" dish and he's always at his best when the chips are down.

Gears, however, is just one of the stars representing Kodak plants on the softball field. There are others—many others.

The Park copped the Industrial League title last season as well as winning its way to its ninth world championship tourney.

Hawk-Eye and Camera Works always have classy teams in the field that can hold their own with the best of 'em.

The league plays on the Park's night-lighted Lake Avenue field where the stands are usually filled to capacity for almost every contest, such is the interest of both Kodak and city fans in the game.

Kodak girls also excel at softball, the Park lassies winning the

city title last season, with Hawk-Eye and Camera Works likewise fielding strong feminine tens.

Departmental and plant leagues always draw a lot of interest and teams cavort after work or at noon at all the plants. Interest is especially high at the Park where the Lake Avenue and Ridge Road Noon-Hour Leagues create a lot of enthusiasm and draw large crowds.

Competition is keen at Camera Works and Hawk-Eye where departmental leagues battled down to the final game last season for top honors, cheered on by supporters from their departments.

Kids Go for KPAA's Program

During the summer of 1944 the Kodak Park Athletic Association sponsored a softball program for boys of Rochester in which over 1000 youths, 11 to 15 years of age, enrolled. The KPAA obtained the services of "Spike" Garnish of the U. of R. to direct the program, assisted by local high school coaches. The boys were divided into 10 eight-team leagues, according to age, and a full schedule was played on the Lake Avenue and Ridge Road diamonds at the Park, and DPI and John Marshall fields. The regular season was preceded by a softball school and some classy young softball players were developed.

It is expected that a similar plan will be inaugurated during the 1945 season.

Tops — Each year interplant bowling matches are staged in addition to plant league and tourney play. At left are the KO keggers, winners of the Sulzer trophy in 1944—Virginia Blakeslee and Dorothy Kiske, seated, and standing, Sophie Bukowski, Thelma Turner, Celia Corkery and Kay Skelly. At right are the KO 1944 champs, Al Wallock holding the Lovejoy trophy given him by Frank Lovejoy, its sponsor, chairman of the Kodak board. Standing are Carl Mattern, Baldy Knapp, Chubby Collins and Harold Jensen.

Kodak Plants Represented By Classy Hardwood Teams

Basketball is one of the favorite winter sports at Kodak which is represented on the local hardwoods each year by speedy aggregations of both men and women. Kodak Park has two teams—a men's outfit in the Rochester Industrial League and another able club in the girls' league. Veteran Jack Brightman, who has been connected with Park basketball for 30 years, is coach of the men's team. Jim Curtin and Harold Lindsay directed the girls' quint. In 1945, the Park men and girls were league winners.

Hawkettes Best in '44

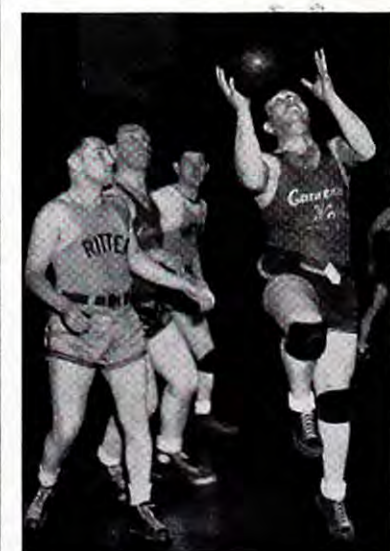
Hawk-Eye had the best girls' team in the league for 1944 with a record of eight wins and no defeats. Gene Malinowski, former coach, back from the Navy, has again taken over the direction of the Hawkettes. The men's team boasted a somewhat less enviable record but the quint, directed by Player-Coach John Nolan, pressed the leaders hard throughout season play.

Camera Works, under Coach Frank Wood, had a good record for 1945 and was in the league playoffs. The Camera girls finished third in league play in 1944, following the Hawkettes and Kaypee lassies, with six wins and two losses. The girls, however, were not in the league last season.

Besides the league activities, the Park has an interdepartmental basketball loop, playing in the Bldg. 28 auditorium, which has a

large following.

The smaller proportion of Kodak Office personnel and the drain of military demands upon its membership have eliminated basketball at Kodak Office since the advent of the war.



Shoot! — Here's a typical bit of action when Kodak hardwood artists cavort.

Miscellaneous Sports Draw

Although softball, bowling and basketball hold the spotlight at Kodak, miscellaneous sport activities draw their share of participants and spectators, too.

Perhaps the most popular of these, gasoline and golf ball shortages permitting, are the frequent seasonal golf tournaments sponsored by employee associations each summer. Tennis, also, never fails to bring out a large number of "racqueteers," among them outstanding local players such as Phil Michlin of Hawk-Eye, one-time city champ. During the past season, the Park team won the city war plant title.

Badminton experienced a decided revival in 1944, drawing players from the Park, Hawk-Eye and Office to play on the State Street auditorium courts. Michlin and Herb Fehrenbach of Hawk-Eye, Cliff Schmidt of the Park and Tom Miller of Kodak Office are outstanding Kodakers at this sport—just to mention a few.

Good old horseshoes can't be ignored and the sport provides plenty of off-hour participants on the convenient clay courts at the plants as do table tennis, shuffleboard, and the several horseback riding, gym and swimming clubs organized by Kodak folk in co-operation with local organizations.

Information about these and similar activities may be obtained at plant athletic association or recreational club offices.



Fore! — Golf is a popular sport at Kodak with numerous plant meets sponsored by the recreation clubs each year. Above, Milt Richardson, H-E, gets off a nice drive.

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