Approved For Release 2003/05/05 : CIA-RDP80B01676R002400010079-1

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SENIOR STAFF MEETING

PROPOSED AGENDA

Director's Conference Room
Second Floor
Administration Building
Monday, 13 January 1958

Paperwork Management
(25 Minute Presentation)

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1. In Mr. Dulles' absence, Colonel White presided at the meeting and introduced [redacted] Chief of the Management Staff, who will talk on the subject of Paperwork Management. 25X1

2. [redacted] gave an approximate thirty minute presentation on the subject of reducing paperwork in the Agency. He stated that 12% of our total budget applied to the creation, maintenance and disposition of records of the Agency. At the present time the DD/P has approximately 2200 lineal feet of records disposed of and retired. At the rate we are accumulating records throughout the Agency, it is anticipated that by 1966 we will fill our present and proposed structure at [redacted] We have now throughout the Agency, according to [redacted] approximately 140,000 square feet of space utilized for records which amounts to about 17% of the space of the new building and which is approximately 20,000 square feet in excess of the allotted. 25X1 25X1 25X1

3. [redacted] further mentioned that approximately $20,000 is the total cost of a form taking into consideration the cost of creation, the cost of copying and handling the cost of disposition. He offered the following suggestions to reduce the cost of the maintenance of records: 25X1

1. A close check to determine the immediate or ultimate disposition of records,
2. Determine what records should be sent to [redacted] Records Center, 25X1
3. Determine what records are needed at Headquarters,
4. Provide for more shelf filing of records,
5. Provide a get-tough policy for all new paper material.

4. [redacted] advised against the Agency's utilization of microfilming unless there was a need for a long time retention of the record. His recommendation was based primarily on the cost factor. A one four-drawer cabinet of microfilmed records cost $240 and to store those comparable records cost the Agency approximately $36. 25X1

5. Colonel White ended the meeting by recommending that [redacted] talk be carefully considered by everyone present since the cost of records amount to a substantial item in this year's budget and further since it applied to every office and staff throughout the Agency. 25X1

[redacted] 25X1
Assistant to the Director

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7 January 1958

25X1 MEMORANDUM FOR: [redacted]
Assistant to the Director

SUBJECT : Senior Staff Meeting Agenda

25X1 It is suggested that [redacted] be allotted twenty-five minutes at the 13 January 1958 Senior Staff Meeting to give a presentation on "Paperwork Management."

[redacted] 25X1
Executive Assistant to the
Deputy Director (Support)

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2 January 1958

MEMORANDUM FOR : [redacted] 25X1

SUBJECT : January Senior Staff Meeting

1. The next monthly meeting of the Director's Senior Staff will be held at 1030 hours, Monday, 13 January 1958, in the Director's Conference Room, 214 Administration Building.

2. It is requested that any items which you may wish to have placed on the agenda be sent to the undersigned, 229 Administration Building, by Thursday afternoon, 9 January 1958.

[redacted] 25X1

Assistant to the Director

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