

Meeting
~~FILED
RETURN TO
GENERAL INVESTIGATIVE DIVISION
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE~~

OUTLINE FOR PRESENTATION OF AGENCY INCENTIVE AWARDS PROGRAM TO AREA RECORDS OFFICERS

Ten A.M.

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Auditorium

20 October 1953

1. Purpose of Meeting
2. Presentation of Agency Incentive Awards Program
[REDACTED], Executive Secretary, Incentive Awards Program
[REDACTED] Assistant to the Executive Secretary, Incentive Awards Program
3. Progress Since Completion of Area Records Officers Training Program.

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ACCOMPLISHMENTS IN RECORDS MANAGEMENT PROGRAM

1. Area Records Officers

- a. Centralized Files.
- b. 20% Savings In Filing Equipment (OIC).
- c. 68% of Files and Records Can Be Transferred to Records Center (GSO).
- d. 32% of Files and Records Can Be Transferred to Records Center (OO).
- e. Filing System Installed in 4 Major Offices.

2. General Services Office

- a. Records Center - 20,000 square feet.
- b. Equivalent of 500 File Cabinets Valued at \$117,500 now in Records Center.
- c. Surveys Completed in 3 Major Offices.
- d. Surveys in Process in 3 Major Offices.
- e. Handbooks Completed.
- f. Training Program for Vital Materials.
- g. \$9,214 of Filing Equipment Released by One Office.
- h. Reports Management Survey in Process for One Major Staff Office.

i. Staff Assistance From R.M.

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