

Report for Week Ending 5 February 1958
from

1. Contributions

25X1A9a

a. Intangible

(1) Prepared letters inviting guest speakers for the May 16th IRAC meeting.

25X1A9a (2) Developed briefing outlines on the Records Management Program and on reports and correspondence management. Briefed [REDACTED] on the latter two functional area.

2. Projects - Active

a. Revision of RMS Files - Set up administrative files for 1958 and a portion of the Records Management files. Completion of the latter will depend on screening and bringing forward material from previous years.

25X1A8a b. Support Services Exhibit - Redesigned the records management display and arranged for its construction by the DD/P [REDACTED] 25X1A8a
A briefing outline for my "understudy" is being prepared.

3. Projects - Inactive

a. Graphics Register Film Index.

4. News

a. Attended the 12th meeting of the U.S. Governmental Correspondence Manual Committee. While at Archives, discussed with NARS people the types of Letterex now in the supply system. The construction of one precludes its use with the type now in stock, when the two types are assembled into sets. NARS would like our comments on this problem. I will pursue it further with our supply people.

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