

FILED: *Meetings File*

Approved For Release 2005/08/24 : CIA-RDP70-00211R000300040017-5
RETURN TO RECORDS MANAGEMENT DIVISION

1/15/55

Items for discussion at meeting of Chiefs
on Wednesday, 12 January.

1. Film Procurement (see attached).
- ✓ 2. Clark Committee - General Clark, Colonel Lane, Colonel Miller and Mr. Magruder.
- ✓ 3. Better than average performance from all employees.
- ✓ 4. Leave - Approval in advance - sign T & A's in advance of leave on payday or the Monday following to eliminate Forms 71 having to be filled in and sent Payroll later.
- ✓ 5. Commendation - Office of the General Counsel.
- ✓ 6. Eliminating excess equipment and supplies.
- ✓ 7. DD/P records management program.
- ✓ 8. Edna is authorized now to sign property passes.
- 9. *Hilland Hotel - thru 13 Jan.*
More Business Forms