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9 December 1966

TO : All Area Records Officers and DDP Records Management Officers, and RECORDS
CENTER - Copy to All members of RAB (this staff)

FROM : Chief, Records Administration Staff

SUBJECT: Records Officers Meeting, 19 December 1966

1. There will be an important meeting of Agency Records Officers on Monday, 19 December 1966 at 10:00 AM in Room 610, Magazine Building.
2. The meeting agenda will include the use of space saving equipment and President Johnson's program for Records Clean-Up.
3. The meeting will last about an hour. I look forward to seeing you there.



12/19/66

PLEASE NOTE:

See attached for attendance
at this meeting.



also: Copy of agenda

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