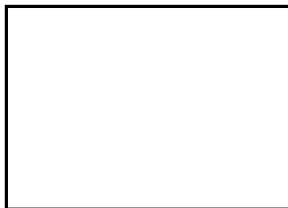


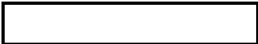
OUTLINE FOR MEETING WITH:



did not attend because of illness

STAT

10:30 AM-24 March 1966 - Conference Room, MAGAZINE

- I. Purpose of Meeting
 1. Small Group to Encourage Discussion
 2. Mutual Areas of Interest
 3. Exchange of Ideas
- II. Results of Moratorium on Purchase of Filing Equipment
 1. Savings - 
 2. No increase in Specialty Equipment
 3. Our Results
- III. Paperwork Management Award
- IV. Source Data Automation Symposium
- V. Briefings on Records Management
- VI. Special Equipment Exhibit Here.
- VII. Speed Letter Results - 3400 - 61,000
- VIII. Administrative Management Society - Equipment Exhibit, March 22-24
Sheraton Park
- IX. Processing Requisitions for Filing Equipment.

STAT