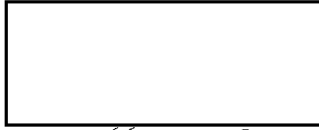


OUTLINE FOR MEETING WITH:




10 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.

