

1. Staff Meeting 7/31/64
2. File Forms Dept.

CIA Records Administration Officer

27 July 1964

Chief, D/P/BI

Savings in the Use of Forms

While attending the forms workshop sponsored by your office, it was called to the attention of those present that "savings" by the use of forms should be reported. Therefore, this office would like to report that two new forms recently designed and put into use in OBI and the Printing Services Division have resulted in the saving of approximately 550 manhours yearly in OBI and 200 hours yearly in PSD.

In addition to this, other benefits such as ease in checking completed work, less handling, and reduced filing required permits a smoother operation with less chance of errors.

These two forms are No. 1737 and No. 1448 which were jointly worked out by [redacted] PSD, and [redacted] OBI.

[redacted]
Records Officer,
OBI