



STAT

9 February 1962

TO: [redacted] RMO, 1509 "L"

THRU: [redacted] Chief, FI [redacted] 1502 "L"

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1. [redacted] told me you played a significant part in the improvement of a form and its related procedures. Good work, Jerry. He indicated there is over \$7,000 in tangible savings resulting from this improvement. This amounts to a real savings for the Agency. I'm sure you are aware the intangible benefits of faster processing, improved morale and pride of accomplishment, are even greater. I'm very pleased that you are doing this kind of a Records job.

2. This is an excellent example of the type of contribution that all Records Officers can make. I would appreciate your giving a brief talk about this project at one of our future Records Officers meetings. If this meets with your approval, I will have Paul talk to you about it at your convenience.

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Records Administration Officer, DDS

cc: DDP/RMO [redacted]
2010 "L"

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	7D-24 Headquarters		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Colwell:

During the month of March we completed 68 Forms Projects (35 new and 33 revised). In addition, 67 official forms were eliminated and 19 unofficial were removed from use or converted to official ones.

Today, we have on hand 19 requests for new and revised forms plus a requirement from the Office of Security to scrutinize with them 52 official forms and the related procedures.

This continues to be a very heavy workload.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO. DATE

5 April 62

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