Records Manage Approved For Release 2005/08/16 : CIA-RDP70-00211R000500130019-7Forms Mg	
	STAT
9 <b>February 1962</b>	
TO: RMO, 1509 "L"	
THRU: Chief, FI 1502 "L"	STAT
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.	
Will have pant talk to you about It at your consenies.	STAT
Danamir Minintellan City and 180	

STAT

STAT

STAT

STAT

STAT

STAT

ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  marks:  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	_		IDENTIAL	SECRET
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  This continues to be a very heavy workload.  FOLD HERE TO RETURN TO SENDER	OF	CENTRAL INTELLIGEN	CE AGENCY	
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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		FFICIAL ROUT	ING SLIP	
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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	O NAME	E AND ADDRESS	DATE	INITIALS
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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				
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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	2 70 ol Hand			
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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	ID-24 Reau	Mar orig		
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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				1-
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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	-			
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE  emarks:  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	5			
APPROVAL  COMMENT  COMMENT  CONCURRENCE  INFORMATION  SIGNATURE  CONCURRENCE  INFORMATION  SIGNATURE  CONCURRENCE  INFORMATION  SIGNATURE  CONCURRENCE  CONCURRENCE  INFORMATION  SIGNATURE  CONCURRENCE  CONCURRENCE  INFORMATION  SIGNATURE  CONCURRENCE  CONCURRENCE  CONCURRENCE  CONCURRENCE  INFORMATION  SIGNATURE  COMMENT  ARETURN  SIGNATURE  COMMENT  COMMENT  SIGNATURE  COMMENT  To 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	5			
comment file RETURN concurrence Information Signature  emarks:  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			Y PREPA	RE REPLY
concurrence information signature  emarks:  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			<del></del>	<del></del>
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				
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	CONCURRENCE	INFORMATION	4 SIGNA	TURE
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO. DATE	During the Forms Project addition, 67 19 unofficial to official to official Today, we and revised office of Secofficial for	ts (35 new and ) official forms il were removed ; ones. have on hand liferms plus a recounity to scrut; ms and the relations	33 revised). Were elimin from use or 9 requests f quirement fr inize with t ted procedur	In sated and converted for new the them 52 tes.
	During the Forms Project addition, 67 19 unofficial to official Today, we and revised office of Secofficial for This cont	ts (35 new and ) official forms it were removed to ones. have on hand I forms plus a recurity to scrutture and the relations to be a well-	33 revised). Were elimination use or 9 requests in the record of the rec	In sated and converted for new the them 52 tes.
5 April	During the Forms Project addition, 67 19 unofficial to official Today, we and revised Office of Secofficial for This cont	ta (35 new and ) cfficial forms it were removed : cones. have on hand 1 forms plus a recurity to scrut; ms and the relations to be a very conditions t	33 revised). Were elimination use or 9 requests in the record of the rec	In sated and converted for new con the shew 52 res.

**STAT**