

1 MAY 1953

RECORDS MANAGEMENT TRAINING PROGRAM

STATINTL

THE FOURTH MEETING continued with the discussion of records control principles and their application to the Agency.

[redacted] pointed out that since forms become records as soon as they are created, we should constantly strive to eliminate unnecessary ones and carefully analyze the need for new ones. Forms account for 2/3 of the Government's printing bill per year; yet the printing of forms is only 1/10 the cost of handling them.

The objectives of a forms control program, he explained, are to:

1. Abolish unnecessary forms
2. Simplify and improve the design of forms
3. Consolidate and standardize forms
4. Effect improvements and simplifications of procedures
5. Effect economies in printing, distributing, and stocking forms
6. Assure periodic review of all forms
7. Facilitate control of records

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[redacted] described the work of the Printing and Reproduction Division by giving emphasis to specific Agency problems and accomplishments. He told of the extent of their facilities, explaining that they are equipped to do -

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microfilming and photostating
ditto and stencil reproductions
off-set and letter-press printing
collating and binding

[redacted] supplemented his talk with colored slides, which more graphically pointed out the facilities of the Division and the service it is capable of rendering the Agency.

THE DISCUSSION TODAY will center around additional facilities of the Agency that are pertinent to a records management program.

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MORI/CDF