

23 March 1959

Records Management Staff Accomplishments During Period
1 October 1958 - 31 March 1959 for Report to Killian Committee

1. As a result of records management activity, no purchases of filing cabinets are anticipated for the current or next two fiscal years. Purchases each year for the past four fiscal years averaged under \$190,000. Prior to FY 1955, they averaged over \$ $\frac{1}{2}$ million each year.

2. Within critical time limits, facilities and procedures were developed and installed for swift efficient badge processing of construction, at the New Building Site.

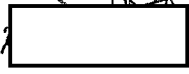
workers



25X1

[Handwritten Signature]
3/23/59

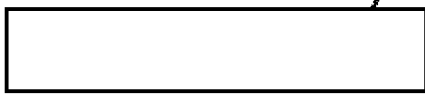
Mgt/S/RMS/



fjm (23 March 1959)

25X1

Orig #1 to



3/25/59

[Handwritten Signature]

25X1

MORI/CDF