

**SECRET**

MANAGEMENT STAFF

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a. Management Staff chaired a DD/S - DD/P committee to reduce the volume of Agency pouch material. Through control over the kinds and weights of material sent, volumes were reduced from July to August as follows: Secret, 13%; Confidential, 36%; forms, 12%. This has lowered costs and expedited delivery of pouches. Actual savings are expected to exceed \$30,000 a year.

b. Since 1 April 1958, the Suggestion Awards Committee has adopted 41 employee suggestions, granting awards totaling \$4,520, representing net first year tangible savings of \$19,203 plus intangible benefits, and has awarded 12 Letters of Appreciation for inclusion in the suggesters' Official Personnel Folders.

c. Advancement in all aspects of the Agency's Records Management Program produced benefits valued at \$260,573, largely by reducing the number of safes required and through shelf filling and destruction of inactive records.

MORI/CDF

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