

*Meetings*  
*Room 801*  
*3PM*

Subjects for Discussion at Records Management Meeting, 2 October.  
in Room 510, 1016 16th Street

1. Special Fund--average contribution \$3.00 per pay day; should be \$4.00

STAT ✓ 2. [ ] - \$4.00

STAT ✓ 3. UGF-[ ]

✓ 4. Training for Record Management Officers--

[ ]

STAT

STAT ✓ 5. [ ] ORR

6. Telephone Coverage - Lunch

✓ 7. Security Check.

✓ 8. Schedule for future Staff Meetings:

9 Oct - Forms

16 Oct - Workshop A

23 Oct - Disposition A

4-5 Nov (tentative) ARO's at [ ]

25X1

STAT ✓ 9. [ ] trip.

✓ 10. See attachments re: Telephone numbers and Use of Automobiles

STAT ✓ 11. [ ] *Computer*

12. *Weekly Report Preparation*

ILLEGIB

✓ 13. [ ]

*Arrange Trip to SSB*