

Meeting

File

Outline for 2:00 Meeting on 3/31/59 with:

Messrs



25X1

25X1

1. Staff meeting

a. Principles, only

b. Insurance

25X1

c.

2. Vital Materials Program --Transfer to Management Staff T/O effective 6 April.

25X1

3. OTR Records Management Program - Replacement for possibility.

25X1

4. Trainees

25X1

a. OCI -- 9 April

b. Importance

5. Pending Assignments. See List dated 3/24/59

6. Records Disposition Workshop Schedule.

7. Forms Management Workshop Schedule. *New Publication Form Navy, LPO 702*

8. Job Sheets--to be completed this week.

9. Vacation Schedule.

10. Management Survey, Logistics -- status.

11. Records Management Institute-- 1-12 June.