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GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE  
WASHINGTON, D.C. 20408

February 1, 1966

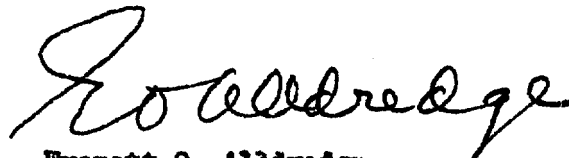
MEMORANDUM

TO: ALL RECORDS MANAGEMENT LIAISON OFFICERS

At the meeting held on January 17, 1966 on the subject of file folder standardization, the general consensus was that the number of file folders in the GSA Stores Stock Catalog could be substantially reduced. However, before reaching any final conclusions, the records officers requested samples of the proposed folders.

Enclosed are seven folders with a descriptive label attached to each. These folders represent the 18 basic folders that would be stocked. Other types would be procured from GSA Supply Schedules.

Please examine the folders in the context of our memorandum to you dated December 29, 1965. Let us know by February 25, 1966 whether the 18 folders would satisfy most or all of your agency's needs. Address your replies to the attention of Murray A. Haber in Room 607 of the National Archives Building.



Everett O. Alldredge  
Assistant Archivist for  
Records Management

Enclosures