



(CLASSIFICATION)

FORUM PANEL RECOMMENDATION		DATE 23 October 1968
RECOMMENDATION <i>that Record Center be equipped to microfilm all perm + long term records (retention) and within a specific period of time the hard copy should be destroyed.</i>		
EXPLAIN RELATED REASONS OR PROCEDURES <i>The main reason is space savings. With the reduction of hard copy we could go on forever at the rate of reduction of 100 sq ft of hard copy to 1 cu ft of microfilm. Temporary records ^(to 5 year retention) will be destroyed according to schedule. Some material should never be retired, but destroyed at Hq. especially chrono copies that are over two years old.</i>		
SIGNATURE OF PANEL MEMBER 		PANEL GROUP NUMBER <u>III</u>
PANEL GROUP COMMENTS		SIGNATURE OF CHAIRMAN 

CENTRAL PANEL REVIEW		
ACTION		SIGNATURE OF MEMBER
		SIGNATURE OF CHAIRMAN

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