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13 May 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Visit with RMO, African Division, DDP

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1. [redacted]

2. African Division, Deputy Director, Plans

3. 1400 - 8 May 1969

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4. [redacted] and I had a brief but amenable meeting in his office. It was a first for me in that I had not been to the AF Division area or specifically to [redacted] office before. While at [redacted] office I had the pleasure of briefly renewing an old acquaintance with [redacted] the Logistics Officer for the AF Division.

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5. We discussed briefly, the purge and the effect it was having on [redacted] activity. He stated that each RAO had been instructed to purge the "Non-indexed" records presently held in the Center. This would involve approximately 1,774 cu. ft. of records. AF has about 54' of these records. The RAO's will do their work in RID, spending an hour or so a day until the purge is complete. [redacted] said they are to review each document, which indicates the exercise will take some time to complete.

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6. The subject of Vital Material came up. [redacted] provided me with some background and history of the VM program in the AF Division. He has attempted to update his VM collection and has been doing so since 1963. Recently he has learned that apparently he is the only Records Officer in the DDP that is working on the VM collection. A representative from MPS advised [redacted] that it was not necessary for him to continue this practice; [redacted] DDP/RMO reaffirmed this advice. [redacted] reaction must of necessity be exempted from this report.

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7. Material for the next RMO Conference entered into our discussion. Time should be spent on the A, B, C's of Records Management; those elements that exist in the spectrum from the 'Creation to Cremation'. Allot more time for informal discussions which frequently result in a greater exchange of information useful to the parties involved. Allot time for the RMO to explain the mission and purpose of the element he represents; an effort of sorts to break the "Need-to-know" barrier which in fact need not be as restrictive as we may think. [redacted] felt that the "barrier" that seemingly exists between the DDS and the DDP is more due to the prevailing attitudes among certain DDS officers than vice versa.

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25X1 8. Side light - disassociated from Records Program. On occasions [redacted] has been a "Jogging-physical ed." colleague of Mr. Helms who apparently visits the Physical Fitness facilities as his schedule permits. Perhaps we should designate a representative from RAB to participate in this activity.

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