

SECRET
(When Filled In)

SPEED LETTER	REPLY REQUESTED		DATE 15 May 1968
	YES	NO	LETTER NO.
TO :CIA, Records Administration Officer ATTN:	FROM: 		25X1

Reference: Your SPEED LETTER of 28 April 1968, concerning the development of a REPORTS MANAGEMENT PROGRAM OUTLINE.

1. Attached is a proposed reports management program outline as you requested in the above-referenced SPEED LETTER.
2. Dr. Dyess, VA, mentioned in the attached paper's transmitting memorandum, called today with arrangements for me to visit his office for a briefing on Tuesday, 21 May 1968, at 0930 hours. I believe this will be a very worthwhile meeting, and if you have no objections, I will plan to attend.

25X1

SIGNATURE

REPLY	DATE
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**ADMINISTRATIVE
INTERNAL USE ONLY**

CENTRAL INTELLIGENCE AGENCY

RECORDS ADMINISTRATION PROGRAM

AGENCY REPORTS MANAGEMENT

PROGRAM OUTLINE

**ADMINISTRATIVE
INTERNAL USE ONLY**

UNCLASSIFIED		CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		RHW
2	Chief, Support Services Staff		
3	[Redacted]	7 AUG 1968	
4	[Redacted] (by Lane)		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	SIGNATURE
Remarks:			
FOR YOUR INFORMATION			
The attached is an Outline of a proposed Reports Management Program developed by [Redacted] at my request.			
You will be especially interested in the attached Handbooks detailing such Programs in Department of Agriculture, Internal Revenue, FAA, and several early CIA products on the subject.			
1-3 - Perhaps this should be an item for the Agenda of your Records Board at an early meeting.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[Redacted] Chief, RecAdminBr., SSS			17 May 68
UNCLASSIFIED		CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET

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