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15 MAR 1971

Minutes of the Fourth Meeting of the Agency Task Force
for Improving, Reporting and Reducing Related Paperwork

1. The fourth meeting of subject Task Force was held on 11 March 1971. Mr. Gordon Stewart, the Inspector General, represented his office and [] as well as Mr. [] represented the DD/S. All other regular members were present.

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2. Chairman [] summarized the various steps that had been taken to date and the future reporting required. Directorates reported progress in meeting the assigned reduction goals as follows:

a. DD/P representative, [] reported that the new Clandestine Service project approval system was progressing in the projected pattern and that substantial reporting reductions would be realized here. The Country Base Program reporting would temporarily offset some of these savings and the projected reduction in FE reporting had not materialized to date, but it was anticipated that the overall reduction goal of the DD/P would be met.

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b. DD/S representative, [] reported problems in costing computer-based reports reductions but believed that the overall reduction goal would be met.

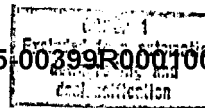
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c. DD/I representative, [] and DD/S&T representative, [] reported that their Directorates would not have any problems in meeting the project goals.

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3. The Chairman encouraged discussion on how to accomplish continuing reports control; as a minimal effort, he suggested a periodic machine-generated inventory report to trigger a review similar to the present exercise. The reception to this proposal was lukewarm except from the Inspector General who believed it could serve a useful purpose.

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4. The relationship of the reports control function with forms control and the other elements of an effective Records Management Program was discussed at length by [redacted] Assigning to the directorates the responsibility for their own records management programs, as distinct from the present somewhat mythical centralized Agency Records Management Program, was debated briefly. The suggestion was made that possible improvements might result if records management and information processing were more closely linked.

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5. The Chairman stated his view that the Task Force should be discontinued after the required reporting has been accomplished; in the absence of contrary interest from the membership, he said that he will recommend disbandment. He said he may well feel obliged to make certain observations on the current records management scene; any such observations would be sent to the membership prior to forwarding to the Executive Director-Comptroller and DDCL.

[redacted]

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Executive Secretary

Distribution:

Chairman
DD/I
DD/P
DD/S&T
DD/S
IG

[redacted]

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