

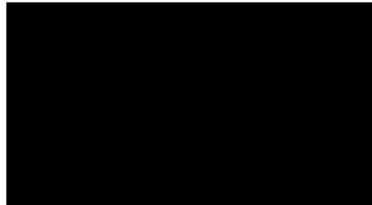
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7 September 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Procurement Division Vital Records

1. On 27 August 1956 a meeting was held in the Procurement Division conference room at 2:00 p.m. to discuss the minimum requirements for the Procurement Division for vital records. The following persons were present:



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2. The problem of vital records covers contract documents, purchase orders, military orders, other necessary documents and correspondence and necessary reference books and catalogs. The biggest problem at this time appears to be the information covering purchase orders and military orders necessary for deposit. Two approaches had previously been suggested for the handling of these items. The first was to deposit only those purchase orders which were in excess of \$1,000.00 in amount. The second was to use 30 day delivery time as the basis. A further suggestion by Captain [redacted] was that all purchase orders and military orders be filed in monthly jackets. Considering 90 days of purchase orders sufficient for record purposes, there would then be three jackets on hand at the end of that period. When the fourth jacket was added for the following month, the first jacket would be destroyed with all the information therein. This would in effect result in 90 days of purchase order material being on hand at all times. The possibility of establishing a similar system with a period of 6 months for military orders was also discussed.

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3. The subject of reference books was then discussed. Miss [redacted] indicated that she had raised the problem discovered in the last exercise where it was impossible to withdraw material from the library. The only method of using the material was to stand in the hallway outside of the library and look at the material. She felt that arrangements could be made with the library so that they would purchase and retain books necessary for our use and permit us to use them at our convenience. She will continue to look into this matter.

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[redacted] will determine what military catalogs are necessary, and [redacted] and the other persons present will determine what information they feel is necessary.

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4. In summary the following five classes of material were handled as follows:

- a. Contract material is presently sufficient.
- b. All purchase orders will be maintained for a period of 90 days.
- c. Military orders will be maintained for a period of 6 months.
- d. Other documents will be added as required.
- e. Reference books needed will be determined in the near future and arrangements made to obtain these books and either have the library maintain custody of them for our use or the Procurement Division will make other arrangements so that the material will be available as needed.

5. After the meeting it was decided that the period for military orders should be extended to 9 months, and that an additional jacket should be added for General Purchase to contain blanket orders which continue for periods of a year or more etc. As previously agreed, the jackets only will be recorded on the Vital Records ledger rather than individual documents. All of the above has been agreed to by Miss [redacted]

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SIGNED

[redacted]

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Distribution:

- 0 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]

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GL/YD: [redacted] mja/745 (29 August 1956)

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