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Document No. 017
 No Change in Class.
 Declassified
 Class. Authority: TS S C
 Date: 8 NOV 1978 By: 015

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11 JAN 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Approval of Attached Letters Pertaining to a Personnel Records Survey

1. It is requested that the attached letters to the Deputy Directors, the Director of Training, the Assistant Director for Communications and the heads of the component offices of your Directorate be approved and dispatched.

2. These letters advise that the Personnel Office is conducting research into the types and uses of personnel forms throughout the Agency and request that cooperation be extended in connection with an Agency wide survey on personnel forms. The immediate objective is to develop the type of Position and Employee Record Card which best meets the needs of the Agency. The overall objective is to develop a uniform system for the economical and efficient use of personnel forms and records presently required, and to avoid the use of unnecessary and duplicate personnel records.

3. An inordinate proportion of the cost of personnel administration is attributable to the maintenance and service of files and records. If these costs are reduced, more time and funds will be available for the substantive personnel programs. It is believed, therefore, that approval of attached letters will contribute greatly toward more efficient personnel management.

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[Redacted Signature Box]

George E. Meloon
Personnel Director

Attachments: as stated

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