

30 MAY 1974

MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Intelligence
Deputy Director for Operations
Deputy to the DCI for the Intelligence
Community
Deputy to the DCI for National Intelligence
Officers
General Counsel
Legislative Counsel
Inspector General
Comptroller

SUBJECT : Office Copying Equipment

1. With the ever increasing variety of office copying equipment entering the market, the selection of the appropriate equipment for a specific application becomes more and more difficult. Each vendor obviously believes his equipment surpasses all others in economy and efficiency, or at least presents this picture to a potential customer. To ensure that Agency components acquire the best equipment for their requirements, potential users in your component should contact the Records Administration Branch (RAB) on extension [REDACTED] before submitting a rental or purchase request for copying machines. Vendors should not be contacted directly and calls from vendors should be referred to RAB. The RAB, with technical support from the Office of Logistics, Printing Services Division (OL/PSD), will assist in the analysis of requirements and selection of equipment. In this manner, you will receive an unbiased recommendation which will take into consideration all of the available copying equipment on the market. STATINTL

2. Following these discussions, written requests for the equipment selected should be sent to PSD for formal technical review as in the past and to RAB for final approval.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

cc: AO/DCI