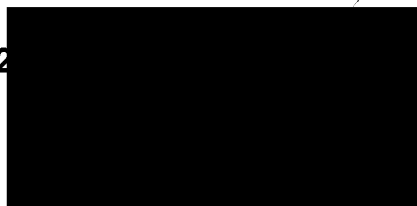


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MAY 18 1957

MEMORANDUM FOR: The Comptroller

SUBJECT: Review of Machine Records Division Reports

1. I am concerned about the increased number of regular recurring reports prepared by the Machine Records Division. You are aware that the number of reports increased from 340 in 1954 to 475 in 1956.

2. It is possible that reports required in previous years may not be essential today and should be discontinued. The number of copies of reports formerly required may no longer be necessary. Again, identical information may appear on two (2) or more reports, which reports could wisely be consolidated.

3. It is important that the Agency establish the least possible number of reports which will produce required data. I am asking Office Heads and Staff Chiefs concerned to critically review all their report requirements and to report to you by 30 June 1957 action taken to reduce such requirements.

4. Attached is a list of reports and distribution pertaining to your area. Please take the necessary action to:

- a. Eliminate non-essential reports.
- b. Reduce the number of copies distributed.
- c. Consolidate reports where practicable.

5. I desire a report as of 30 June 1957 listing the regular recurring reports, a summary of the number of reports and copies discontinued as a result of this review, and a list of the Machine Records Division working files and tabulations.

FOIAb3b

L. K. WHITE
Deputy Director
(Support)

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ATTACHMENT:
Tab A - List of Reports

DISTRIBUTION:

Orig. & 1 - Comptroller
2 - DD/S
1 - Mgt/S

~~SECRET~~

~~CONFIDENTIAL~~

JOB NO. 28-05551A BOX NO. 3 FLD NO. 3 DOC. NO. 7 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED NO. IS S C RET. JUST. 22
NEXT REV DATE. 10 REV DATE. 11 REVIEWER. 12 TYPE DOC. 02
NO. PGS. 13 CREATION DATE. 14 ORG COMR. 15 OF 138 ORG CLASS S
REV CLASS. 16 REV COORD. AUTH: HR 70-3

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