

19 February 1957

SECRET

Suggestion No. 2632

Date of Suggestion: 26 October 1956

25X1A



Office of DD/P

Intelligence Asst. GS-5

A. Summary of the Suggestion:

Suggester proposes that one dispatch with the appropriate number of attachments be sent to the field in response to a name trace request instead of separate dispatches to each individual. Then these attachments could then be placed in each subject's 201 file.

B. Evaluation of the Concerned Office:

Chief, RI on 9 November 1956 stated the following:

"Because the Field name check form and procedures have not as yet been formalized by the Records Integration Division, the subject suggestion is considered by RI to fall within the adoption category. Although the subject of this suggestion has been under consideration, the suggester is considered by RI to be eligible for an award.

"The benefits to be derived from the subject suggestion would be of an intangible nature. It is considered that the use of the Field name check form would result in an improvement in the files and a decrease in the indexing requirement. It would provide a preclassification of data, and it would expedite the flow of paper. Other benefits would be the furtherance of uniform records procedures in the Field, and an improvement in the CE functions of the Clandestine Services. The attendant increase in filing, etc. would be negligible in view of the advantages. It is estimated that the degree of benefit would be moderate in nature with an extended application. It is questioned, however, that in view of RI's having considered the subject covered by the suggestion itself that the monetary range of from \$150.00 to \$200.00 should apply in this case. It is suggested that instead of the moderate extended monetary rate, that the low moderate limited monetary rate apply."

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Deferred pending letter into the subject study also suggest

C. Recommendation of the Executive Secretary:

Approval. Award of \$50-\$100 based on intangible benefits (moderate benefit - limited application)