

CIA INTERNAL USE ONLY

Suggestion No. 2691

Date of Suggestion: 6 December 1956

STATINTL

 Secretary-Steno 03-6

A. Summary of the Suggestion:

Suggester proposes that when ordering IBM electric typewriters consideration should be given to the type of work for which the machine will be used. Typewriters equipped with the standard platen should be ordered for offices which require an average number of copies; whereas, typewriters equipped with the hard platen should be ordered for offices which require a large number of copies of correspondence.

B. Evaluation of the Concerned Office:

Chief, Business Machines on 14 December 1956 stated the following:

"This is a good suggestion and should be followed where it is known that the typewriter will be used the majority of the time for producing many carbon copies or vice versa."

"Recommend \$10 award based on intangible benefits."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10 to \$25 based on intangible benefits (slight benefit-limited application.)

STATINTL

  
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