

Executive Secretary
60-1939

THE WHITE HOUSE
WASHINGTON

March 10, 1964

MEMORANDUM FOR

THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Subject: Simplification or elimination of reports to the Government

The number and complexity of reports to the Government have increased in recent years.

Most of these reports are essential -- and many of them result from our expanding economy.

But we must be on guard to prevent duplication -- eliminate obsolete items -- and avoid unnecessary details.

Too much reporting puts a heavy burden on citizens, industry in general, and particularly on small business.

Fortunately the machinery set up by the Federal Reports Act of 1942, has been helpful in controlling reports required by Federal agencies.

Nonetheless, I consider it timely and constructive to launch a special review of all current reporting requirements at this time.

In no case should necessary reporting be eliminated -- but all unnecessary reporting should.

Our objective is simply this:

1. To simplify reports.
2. To discontinue reports where possible.
3. To save the time of the individual businessman as well as industry in general.
4. To make better use of the time and efforts of government employees.

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This should result in a long-term saving of time and money by the Government, business and the general public.

I have asked the Budget Director to report to me on the results of this effort.

A handwritten signature in black ink, appearing to read "Richard M. Johnson". The signature is written in a cursive style with a long horizontal stroke at the end.

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