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Executive Registry

71-3577

6 July 1971

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 June 1971

1. The workload in June 1971 was 70,180 items, 13% more than June of last year. For the FY 1971 our workload was 773,308 items, 6% more than FY 1970 and 95.5% of our FY projected figure of 809,000.

2. As of 30 June 1971 we had an assigned strength of [REDACTED] This is one person short of our authorized strength of [REDACTED]. The six summertime employees we requested are now on board. They will assist us in our archives microfilm program, and substitute for vacationing clerical personnel.

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3. [REDACTED] conducted three tours of the Cable Secretariat for personnel from FE, OBG, and OCI. The tours promote a better understanding of cable processing and our relationship with the Agency components.

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4. On 7 June a group composed of representatives of Printing Services Division, RI, and the Credit Union visited the Cable Secretariat. The purpose of the visit was to request permission to use our equipment for microfilming Credit Union Records. The project is a one time operation and is expected to last approximately one week.

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5. [REDACTED] met several times during the past month with the Office of Training, Forms Management, and the Office of Communications. The meetings were held to come to a final agreement on the design and instructions for use of the new cable forms to be used when ACT-I becomes operational. The proof copies of the forms are expected to be delivered early in September.

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6. [REDACTED] and I visited the A&M Corporation's Rosslyn Office on 23 June to attend a demonstration of a new offset press/copier system. Initial figures indicate that the system would give us the capability to meet our printing requirements at a lower cost than is now possible. Further studies will be conducted before any decision is made. In this regard, we have been invited to a discussion to be held in Rochester on 13 July concerning new equipment and new pricing suitable for the use of Xerox as a principle means of reproduction. It is interesting that these two competitors (Xerox and Addressograph-Multigraph) would be so close in their timing of offers to do an old job in a new way - and possibly at less cost. [REDACTED] will attend.

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7. I plan to be on leave the week of 12 - 16 July.

[REDACTED]

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Cable Secretary

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