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SUBJECT: Information Management

1. There seems to be a consensus that we have a problem in how we deal with the question of transportation, processing, and utilization of information within this Agency. We should be managing the "things" that are important; people, money, and machine resources, rather than managing the records, if we define records purely in a narrow sense. All seem to agree that the information program of the Agency is marked by "lacks" rather than by a positive statement of philosophy that would provide a common, consistent rationale for today, tomorrow, and the next day.

2. The Agency needs a focal point. That point, to be effective, should be a major operating component with a primary stake in the operation, or, second best, a staff with Agency-wide responsibilities. I agree with the general feeling that staffs are not shakers and movers and possibly should be considered as a focal point only as a last resource.

3. The foregoing has the implication that the Agency needs to define a single focus for its various information systems. That focal point must have access to all of the major information-handling elements of the Agency in order to obtain the data upon which to build an Agency-wide philosophy. This philosophy should apply to the totality of the information system, including hardware, software, and, more importantly, goals and objectives.