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1 5 FEB 1960

MEMORANDUM FOR: Agency Planning Group for a Mechanically Integrated Reporting and Communications System

SUBJECT : Mechanized Data Processing System for Reports, Disseminations and Evaluations

1. Requirements Division, FI Staff, began on 3 January 1960 an experimental, phased automation of the processing of reports, disseminations, evaluations and requirements. The program will be expanded as experience justifies such action and as cooperation of other Agency components makes it possible.

2. It is believed that general adoption of the program will bring about a net saving in man-hours of work; will speed up retrieval of data essential to the effective monitoring and control of reporting; will make some data quickly available which cannot be retrieved at all by present methods of record keeping; and will make it possible to eliminate some files.

3. Taken together, these improvements will contribute to an acceleration of the reports, requirements and evaluations cycle and to an improvement in the responsiveness of reporting to requirements.

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Deputy Chief, FI/RQM

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