

**CONFIDENTIAL**

*Records Mgmt 1-4-2*

25X1



O&M Staff (DD/I Area)

2 October 1959

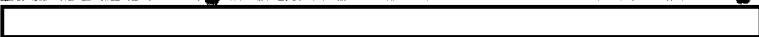
*170.2 sub 1*

Chief, Records Management Staff

**Records Management Staff Accomplishments During Period  
1 April 1959 through 30 September 1959 for the Hall Committee**

1. Records management activity during FY 59 payed off as anticipated, that is FY 59 was the first fiscal year in which the Agency did not obligate funds for filing cabinets. However, in view of your statement along this line in the last report, you may not wish to include this information.

2. In prior reports we have never mentioned the Vital Records Program. The following therefore might be appropriate for inclusion this time:

Transferred operations of the vital records repository from the  to the Management Staff and consolidated these operations with those of the Records Center, thereby eliminating one GS-12 position.

25X1



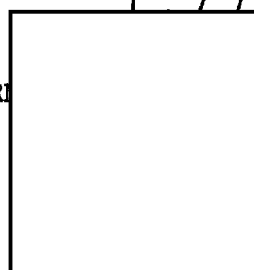
25X1

**Distribution:**

Orig & 1 - Addressee

1 - RMS (Records Management 1-4-2)

Mgt/S/ R



m (2 Oct 1959)

*10/21/59*

25X1

**CONFIDENTIAL**