

SPEED LETTER		DATE	6 May 68
25X1	BY REQUESTED	LETTER NO.	
	YES	NO	

TO : *M1* 25X1 FROM: 25X1

ATTN: *M1* 25X1

I was called today by *[redacted]* - 2E45 Hq 25849
 He is working a survey of Agency Printing. *M1* *[redacted]* and
 I are on the Committee for DOS - *M1* *[redacted]* would like to
 include in the final report some examples and recommendations
 concerning the printing of excessive copies of Agency reports
 and publications - He is getting info from PSD and OS.
 He wonders if we could give him any figures or examples
 showing what happens when we have too many copies, and
 where an improvement of even a few less copies would
 have a considerable impact.

Can you work up a few items before Toronto? *DATE* 9 May 1968
 REPLY

M1 B - This problem is too complex for us
 here at the AFRC to determine if any
 given series of reports is being printed in
 excessive copies. Over the years we have
 worked with the personnel of the organization
 elements responsible for production, and I
 feel that they are doing a good job in most
 cases in determining how many copies are
 needed or reserve stock. I would suggest
 that *M1* *[redacted]* ask the production personnel
 to take another look at their requirements
 & see if they can be refined any more.
 We will be glad to work with them on this.