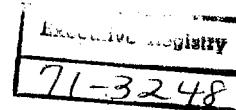


SECRET



4 June 1971

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations  
1 - 31 May 1971

1. The workload in May 1971 was 69,389 items, a 15% increase over May 1970. For the eleven months of FY 1971 we are running 5% more than for the same period in Fiscal Year 1970.

25X1A

2. a. As of 31 May 1971 we have an assigned strength of [REDACTED]  
This is three persons short of our authorized strength of [REDACTED]

25X1A

25X1A

25X1A

3. [REDACTED] attended the Spring Joint Computer Conference held in Atlantic City, New Jersey on 18, 19, and 20 May. The annual conference provides an extremely broad overview of the data processing industry including demonstrations of the latest equipment and concepts, plus seminars and panel discussions regarding the latest techniques in the data processing field.

25X1A

4. On 25 through 28 May [REDACTED] (recently appointed Cable Secretariat Archives Assistant) attended the National Microfilm convention in Washington, D. C. The conference featured an exposition of the latest microfilm equipment and seminars where questions re microfilm problems are answered by the experts. Since the Cable Secretariat is responsible for Cable Vital Records microfilming, this annual show provides an excellent opportunity to view the state-of-the-art of the microfilm industry and develop new ideas to help solve our microfilm problems.

25X1A

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