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Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120016-2

26 November 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of Mail and Courier Task Force, 21 November 1962

25X1



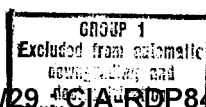
25X1 2. [ ] set forth the history of the problem and the factors focusing attention on it at this time. He emphasized the top-level interest and policy sponsorship for a conclusive analysis of the problem, including whatever additional study is required to reach a conclusion. In view of the responsibility placed on the DD/S by the Manpower Task Force for a solution to the problem, the DD/S will take the lead in accumulating facts and recommendations for submission to the Executive Committee as necessary. In view of the responsibility of the DD/S, [ ] explained that [ ] would devote full time to the study and be the focal point for the Office of the DD/S, and [ ] would spend whatever time was necessary. He further advised that even though many people had made various recommendations we were not entering on the study with any preconceived ideas as to what the outcome should be except that any system or systems should provide efficient service first and with savings in manpower and equipment if possible. 25X1

25X1 3. [ ] stated that he was obtaining information on the policies and procedures of the Post Office Department and that he thought there were similarities between our operation and theirs. [ ] endorsed the idea, reiterating his open-mindedness to approaches to solving the problem. 25X1

25X1 4. [ ] spoke on his experience in OSI, pointing up the possibilities for economies through searching self-analysis by registries.

25X1 5. [ ] advised that future meetings would not be on a regular basis but would be held only as required. He concluded by stating that our next step was to apprise everyone present of the record to date, then to follow-up with the necessary inquiries to fill the gaps in information. [ ] agreed to furnish summaries of the recommendations made by the IG, Manpower Task Force, Records Administration Officer, and [ ] and make details 25X1 25X1

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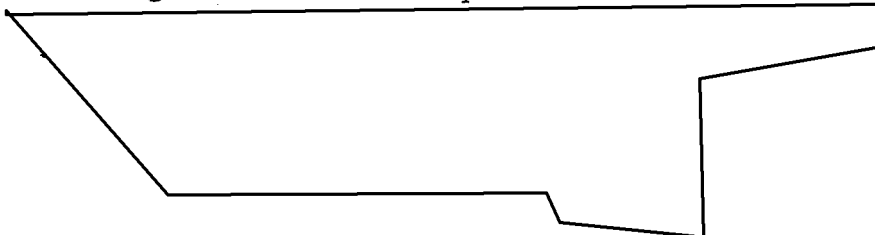
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available if necessary. He also suggested the use of the same type of questionnaire for all components to assure uniformity in the type and amount of information obtained, and agreed to devise such questionnaires.

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