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Schedule for Briefing for Secret Service on Machine Processing (Room 3 C 24)

Friday, 8 May 1964

0945 Inspector Thacker, S.A. Bouck, Mr. Young to arrive at Headquarters building, to be met by Mr. Swendiman of Office of Security (who will accompany group throughout the day).

1000 meet in 3 C 24.

1000-1020 Introduction Mr. Rocca

- responsibilities
- relationship of records to mission
- records problem -- volume
- qualitative standards as one part of the solution
- indexing criteria, role of originators
- other part of the solution: machinery.

1020-1120 Records System Mr. Dyke

- indexing
 - manual index, leading to documents
 - name grouping
- control of documents
- 201 system
- storage of documents - Walnut
 - document address

1120-1200 Tour Mr. Dyke and Mr. 63

- index - card on Oswald (201-289,248)
- remote inquiry - 201-289,248
- files
- document address
- document storage
- 201 listing - Oswald, Lee Harvey (201-289,248)

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1200-1300

Lunch - visitors' lunchroom, North Cafeteria.

Mr. Swendiman and others

1300-1340

Simple Machine Collation

Mr. Dyke

- OI codes in 201 system
- Collation of audio surveillance take
- Travel programs
- EGIS as a coded, IBM card system

1340-1530
(or later, as
necessary)

General Information Collation Systems

Mr.

- Distinction between audit/finance uses and GICS
- Overt Data Machine System
- RIS
- comparison with other USG components, with
other Free World Services.

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GROUP 1
 Excluded from automatic
 downgrading and
 declassification

1/RJ

SECRETTAL
THK
RMDDP 4-2308
50.4

4 May 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing for Secret Service on Machine Processing

1. The machine briefing for the Secret Service has been scheduled for 8 May, following the Office of Security and Office of Computer Services briefings on the previous day. The Secret Service representatives are to be:

Inspector Elliott C. Thacker
S.A. Robert I. Bouck (S.A. in charge of the
Protective Research Section)
Walter H. Young.

Mr. Swendiman will obtain background information on the three, to permit tailoring the briefing to the men.

2. The schedule is attached.



Attachment: a/s

✓ Orig - ADDP; DDP
1 - C/SG
1 - C/RID
1 - C/RID/ADB

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