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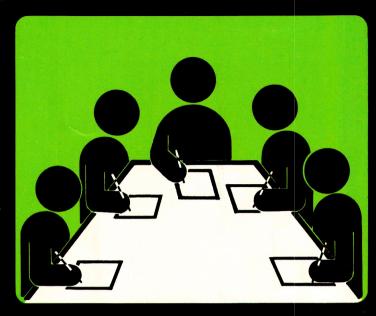
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THE WRITTEN WORD ENDURES

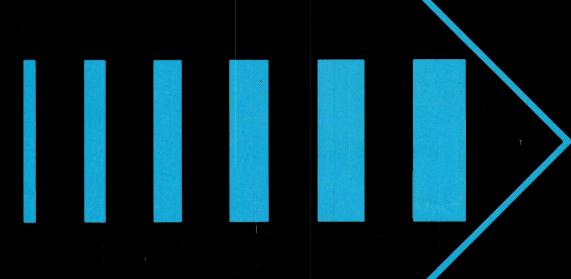


MINUTES OF MEETING

The quarterly meeting of the Project Advisory Committee was held on Thursday, May 7, 1987, at the Virginia Conference Facility. The participants included all Advisory Committee members, the project staff, and consultants from Woodley-Rodman Associates, Powhatan Processing, Inc., and Lowander and Maury.

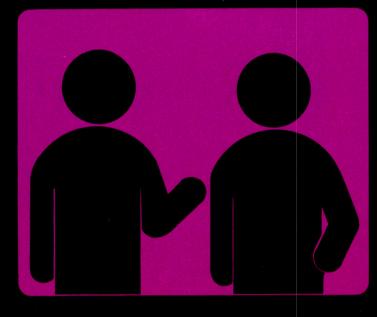
The meeting was called to order at 2:00pm by Committee Chair-person, Harold Wolfe. The first item of business was review of the agenda. There was no objection to the proposed



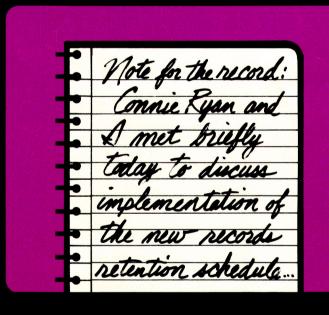


MEMO RE: PHONE CALL

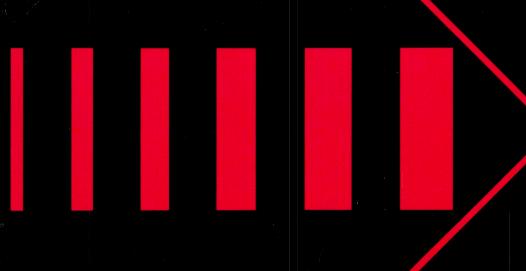
On Thursday April 30, 1987, I spoke with Tom Elfers, Chief of the Records Management Branch, to discuss plans for approving the electronic recordkeeping programs of the agency. We agreed that staff members would all receive orientation in this area as a part of their training whenever new dataprocessing equipment or software is purchased and installed. We also agreed that there will be regular biannual training sessions for anyone who creates documents using a word processor, regardless of their level. All employees will

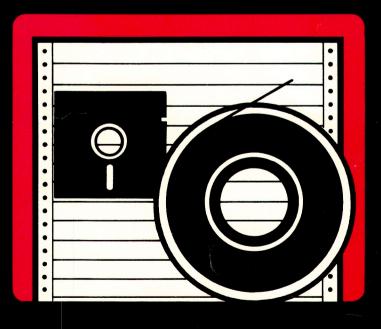












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