

Williams, who admits he doesn't know the first thing about computer printing, to Tom Farley, of our Information Division, who does.

There are certain basic matters such as the primary purpose of the record, its scope, and which division should have the responsibility for producing it, that I would like to bring up for your consideration later. But let's look first at how the production of a record might be organized and what the costs involved might be.

You will remember I suggested that in order to reduce the amount of re-typing required, material destined for the posts and other recipients might be typed on uniform-size paper and, as far as possible, in a uniform style. It was my thought at the time, and that of others I believe, that this material, already perforated, could be placed immediately in the waiting binders. Because of the loose-leaf system, changes or substitutions decided on by the editor could be easily made later, and a monthly or quarterly cumulative index be added.

You will remember also that I listed the kind of items it was agreed that a foreign policy record might contain: the customary statements and speeches on foreign policy of the Prime Minister, and of our Minister and other Ministers and senior officials; press releases; visits by VIP's from abroad; joint communiqués; a listing of the more important international conferences; senior appointments within the foreign service; treaty information; the highlights of External's annual budget;

*(pass comment)*

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