

GUARDIAN ORDER

GO 773

8 June 1973

All Guardian Offices

EXCERPTING REPORTS AND INFORMATION

In the interest of reducing "over-read" of G.O. Execs and especially the DG US, The Guardian NW and CS-G, all G.O. personnel are asked to follow the following procedure in sending long reports and information up lines.

Complete reports and floods of information are wanted and Guardian Office personnel generally do an excellent job of reporting. Therefore, do not cut down on your report length or amount of information sent.

Simply add an extra step to your reports and information if they are long. This is an excerpting step.

"Excerpt" is defined as "to select, take out, or quote (passages from a book etc.); extract.

Here is the full procedure:

1. Write your reports recording all data and attaching all information.
2. After the report is written and it seems long or there are articles, transcripts, etc, attached, go through and underline in a different colour pen the key passages or the most significant information.
3. Attach a routing and cover sheet on top that outlines the full report and information it contains with principal data or conclusions clearly stated.
4. Send it on normal lines.

In this way the executive up the line can get the important data quickly and can still go through the full packet of information attached if he or she feels it necessary.

With a rapidly expanding and highly productive Guardian's Office, this will relieve the top execs of reading time and give them more time to wear their many other hats.

Fred Hare,
CS-G Asst.

for Mary Sue Hubbard,
CS-G.