

GO 1219 MSH

7 July 1974

GO Staff

EXCERPTION OF REPORTS

To excerpt means to pick out, and in the case of Guardian reports it means additionally to pick out what is IMPORTANT and APPLICABLE.

All reports accompanied by other reports, attachments or documents enroute to the Controller will now require excerption as per the following procedure:

1. Excerpt the reports, attachments or documents by using a ruler and red pen to underline what is important and applicable.
2. Place on top a yellow excerption sheet which gives a condensed summary of each excerpt and state where and on what page each can be found in the reports, attachments and documents.

This is a simple, but essential, administrative action which can be done by the originator or his or her Communicator, which relieves an Executive from wasted time in digestion and excerption and permits the Executive to devote his energies to direction. This action should in no way delay communications.

From here on out it is the duty of each Controller Communicator to get excerptions being done as above. If he or she receives communications to the Controller in the future which have not been excerpted, then it is the duty of the Controller Communicator to do the excerption himself or herself even if they have to consult with the originator to ensure what should be excerpted.

An example of excerption is attached.

Mary Sue Hubbard
Controller

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