

20 JAN 1955

NSA TECHNICAL JOURNAL EDITORIAL POLICY BOARD

TO: Members

FROM: Chairman, Editorial Policy Board

SUBJECT: Second Meeting of NSA Technical Journal Editorial Policy Board - Agenda.

The second meeting of the Editorial Policy Board will be held Friday, 28 January 1955 at 0800 in the Staff Conference Room, 19-244.

The Agenda is as follows:

1. Review and approval of the minutes of the first meeting of the Board.
2. Report by Subcommittee appointed at 1st meeting on 14 January 1955.
3. Review of qualifications desired in a Managing Editor predicated on an examination of the tentative job description, prepared by the Subcommittee, including:
 - a. An expression of feeling as to whether these qualifications can best be met by selection from within or outside the Agency.
4. Discussion of the role of this Board, based on Dr. Shinn's work with the Subcommittee on the problem of working relationships of the Board and the Managing Editor, to include:
 - a. Its relationship to the responsibilities and authority of the Managing Editor.
 - b. Placement of the review and approval authority relative to applications for receipt of the Journal.
 - c. The establishment of procedures and responsibilities for the editorial review of articles submitted for publishing in the Journal.
5. Discussion of the means to stimulate people to prepare articles for publishing in the Journal, to include:
 - a. Clarification of the question of where and on whose time such articles should be prepared.
6. Discussion in broad terms of the types of titles and subject matter that should be encouraged for use in the Journal.

for J.T. McDonald
WILLIAM F. FRIEDMAN
Chairman
NSA Technical Journal Editorial Policy Board