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UNITED STATES GENERAL ACCOUNTING OFFICE

WASHINGTON, D.C. 20548

CIVIL DIVISION



MAR 31 1971

Dear Mr. Batrus:

As part of our continuing review of Post Office Department activities, the General Accounting Office has reviewed the Department's management of its various reporting systems. Our review included an examination of Department policies, handbooks, and reports, and discussions with postal officials at Department headquarters.

The Department does not maintain a record of the number, types, purpose(s), data requirements, or associated costs of all its reporting systems or reports generated throughout the Department. Consequently, the possibility exists that some of the systems and/or reports produced have doubtful value. For example, in our letter to you dated August 12, 1970, concerning our survey of the use of resources-machines and people-in three mechanized post offices, we advised you that we found overlapping and unneeded reports among the relatively few that we examined at the three post offices.

We note, however, that the Reports and Records Management Division, Office of Management Systems, Bureau of Finance and Administration, is in the process of installing a reports management program. Department officials advised us that full implementation of the program will result in a more efficient information system by eliminating duplication of records and reports and by providing managers only data needed to meet their specific requirements. On the basis of our review and discussion with Department officials, it appears that the plan being followed by the Division, if effectively implemented, will improve the management reporting systems.

Accordingly, we do not, at this time, have any plans for expanding the review or issuing additional reports on the results of our work. However, we contemplate some additional review work after implementation of the Reports and Records Management Division's reports management program.

We wish to express our appreciation for the cooperation extended to our representatives during the review.

Sincerely yours,

Max A. Neuwirth
Associate Director

Mr. Frederick E. Batrus
Executive Assistant to the
Deputy Postmaster General

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