



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20201

SECRETARY'S ADVISORY COMMITTEE ON
AUTOMATED PERSONAL DATA SYSTEMS

November 9, 1972

MEMORANDUM

TO : All Committee Members
FROM : *David B.H. Martin*
David B.H. Martin, Executive Director
SUBJECT: Tasks to be performed at Committee's Meeting on
Friday and Saturday, November 10 and 11

On Friday, the Committee should start on Task (3), strive to complete Task (1), and start on Task (2). On Saturday, the Committee should complete Task (2) and Task (3).

Task (1)--Identification of potentially harmful effects of using automated personal data systems.

Task (2)--Specification of safeguards designed to prevent such effects.

Task (3)--Definition of "automated personal data systems."

Guidelines for Tasks (1), (2) and (3) are attached.

It does not seem prudent to try to tackle the foregoing tasks without devoting considerable time to working in smaller groups than the full Committee. Therefore, the Committee will be subdivided as follows with the staffing indicated:

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
<u>Members</u> Davey DeWeese Gentile Miller Muchmore Noreen Silver	<u>Members</u> Allen Anglero Burgess Impara Lanphere Smythe Weizenbaum Ware	<u>Members</u> Aronoff Cox Dobbs Gaynor Gallati Hardaway Siemiller
<u>Staff</u> Martin Corkery	<u>Staff</u> Parsons Zusman	<u>Staff</u> Fanning Kleeman
<u>Meeting Place</u> Conference Room 3527	Conference Room 5169	Conference Room 5169