

REGULATION
NO.

MANAGEMENT PROGRAMS
Draft 4/15/55

RECORDS MANAGEMENT

Records Systems

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1. GENERAL

This Regulation implements the basic policies and responsibilities of R [redacted] as they apply to administering a continuing Agency-wide Records Systems Program.

2. SCOPE

All components of the Agency at Headquarters and [redacted] overseas installations, except operational projects of the Deputy Director (Plans), are subject to this Regulation which concerns the selection and application of Records Systems as defined in Paragraph 3.

3. DEFINITIONS

For the purposes of this Regulation, Records Systems encompasses (all ~~standard~~) records systems, practices and devices which can be adapted to solve record problems of the Agency. These systems, practices and devices include but are not limited to the following examples:

a. Record Maintenance - Filing and Coding Systems, Automatic and Manual Sorting Devices, ~~and~~ non standard cabinets employed in the operation of a system;

b. Mail Handling - Control, Logging and Receipting Systems, Counting, Sorting and Opening Devices;

c. Records Reproduction - Microfilming and Photocopying;

in common use commercially & in government agencies

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d. Posting and Recording - Business Machines, Microfilm Equipment;

e. Communications - Automatic Message ~~Transmission~~ ^{COMMUNICATIONS} Devices.

~~4. OBJECTIVES~~

~~The objective of the Records Systems Program is to promote the profitable application of record systems to the record operations of the Agency.~~

~~4~~ ^H 3. POLICY

It is the policy of the Agency ~~to apply to record operations those standard systems, practices and devices which will improve efficiency, effect economies and expedite results to a degree commensurate with the cost of necessary changes and equipment and which do not circumvent necessary security measures.~~

~~5~~ ⁵ 2. RESPONSIBILITIES

a. The Chief, Management Staff is responsible for:

(1) Conducting studies of records systems in order to ^{DETERMINE} recognize and recommend ^{POSSIBLE} appropriate applications in the Agency ^{and, in collaboration with other appropriate technicians, select, installation, and utilization of such systems, as record system advisor in connection with the}

~~(2) Establishing and maintaining a file of brochures, catalogs, and published articles on records systems, for use in developing agency guides and in acquainting operating officials with techniques and devices applicable to their problems.~~

~~(3) Disseminating guides, illustrating the solving of record problems through the installation of proper systems, for the purpose of sponsoring reconsideration of such problems by responsible supervisors.~~

~~(4) Conducting surveys of record problems in collaboration with appropriate representatives of affected agency components in order to recommend more efficient systems; assist in preparing justifications for the purchase of recommended devices; and assist in installing approved systems and devices.~~

b. The DD/T, the DD/P and ^{a continuing review of} the DD/S or their designees, ^{to assure} are responsible for ^{ANCE} ensuring that record operations are performed in the most efficient and economical manner and for requesting technical assistance from the Chief, Management Staff in the study of suspected problem areas.

21 Promote record systems applications thru the development and dissemination of guides illustrating techniques & devices for solving record problems.