

Meetings

Agenda for Records Officers Meeting, 19 December 1966
10:00 AM, Room 610 Magazine

- ✓ I. New Form 2620, Request for Logistics Services - STAT
- II. After Hours Training In Records Management and Paperwork Management
 - 1. PAPERWORK MANAAGEMENT - The Management of Institutional Records System: Maintenance and Retirement ...31 Jan 1967
 - 2. Symposium on Vital Records, Feb 13-16, American University, GSA and AREA
- ✓ III. Cost and Space Data on Conventional and Specialty Filing Equipment- STAT
- IV. Specialty Filing Equipment to Save Space
 - ✓ 1. Advantages in Using Conserva - File V ----- STAT
 - ✓ 2. Use of Special Cabinet for Unclassified Records
 - ✓ 3. Results of FULL SPACE Installation ----- STAT
 - ✓ 4. Future Use of FULL SPACE ----- STAT
 - ✓ Pending Installations
- V. Use of Security Check Sheets
 - 1. Results
 - 2. ORR Program
- ✓ VI. Correspondence Handbook ----- STAT
- VII. Presidents Program for Records CLEAN UP
- ✓ VIII. Records onHand at End of Year
- ✓ IX. Use of GSA Records Center ----- STAT
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