

OUTLINE FOR PRESENTATION OF RECORDS MANAGEMENT PROGRAM
TO JOTS SUPPORT SERVICES COURSE

February 4

9:00-10:00 CIA Records Management Policies - [REDACTED], Chief, STAT
Records Administration Staff

Talk supplemented with slides on the CIA Records Management Program explaining What it is, Why we have it, and How records management has benefited the Agency.

February 5

9:00 The Elements of Records Management - [REDACTED] STAT

Introduction of topics and speakers. A brief discussion of subjects to be presented and the introduction of each speaker and his topic.

9:05-10:00 Forms Management [REDACTED], Records Analyst, RA Staff STAT
[REDACTED], Records Analyst, RA Staff

Using slides, vue graph and a case study, discuss forms management procedures and how agency operating costs can be reduced through forms management.

10:00-10:10 Break

10:10-11:05 Correspondence and Mail Management - [REDACTED], Records Analyst, STAT
RA Staff

Movies, comments and exhibits of some applications of mail and correspondence practices in the Agency.

11:05-11:15 Break

11:15-12:15 Filing-Equipment, Supplies and Systems [redacted] STAT
Records Analyst, RA Staff
[redacted], Records Administration Office STAT
Medical Staff

Using vue light, case study, graphics and samples of supplies, define the essentials of the Agency Filing System; discuss types of equipment and supplies available; point out the advantages and disadvantages of some types; and briefly discuss vaults and secure areas.

L U N C H STAT
STAT

1:15-2:25 Records Disposition [redacted] Records Analyst, RA Staff
and [redacted] Records Administration Office
Records Center Operations ORR
[redacted], Chief, Archives and Records Center STAT

Slides and case study to supplement talks. The topic will be divided into three parts: a discussion on the development of and need for a Records Control Schedule; a discussion on the practical application of the schedule; and the role of the Records Center in the retirement and preservation of records.

2:25-2:35 Break

STAT

2:35-3:00 Summary [redacted]
Highlight of points covered during the session and comments on results and benefits obtained from records management programs.
Questions and answers.