

STAT

RECORDS ANALYST - GS-12

As a member of the Records Administration Staff design, approve and control all forms used in the Agency. Conduct form surveys, and form procedures studies in various offices. Also do Records Surveys including inventory of records, filing systems and etc.

Prepare detailed specifications on all outside printing. Meet with Commercial Printing representatives on problem areas, and to keep up with latest form information especially for high speed printers.

Have liaison with other government agencies on forms management matters.

Have a general forms management program workshop and a detailed workshop ready to give to agency employees.

TRAINING:

- 1948-49 - Strayers Business School
- 1954-55 - Columbia Tech School of Drafting (Statistical Drafting - 15 months)
- Oct. 56 - Classified Orientation Course (4 weeks full time)
- May 57 - Basic Supervision Course (2 weeks full time)
- Aug. 60 - RCA Computer Systems and Procedures (2 weeks full time)
RCA Center K Street, Washington, D. C.
- Sept. 60 - Jan. 1961 - Introduction to Electronic Computers
Wash. & Lee High School Adult Classes (Arlington, Va.)
- Nov. 60 - Computer Systems and Procedures (2 full days)
Department of State
- Feb. 61 - June 61 - Management Surveys
U.S. Department of Agriculture Graduate School
- Nov. 61 - Forms Analysis and Design (2 weeks full time)
National Archives - General Services Administration
- Jan. 62 - Source Data Automation (1 week full time)
National Archives - General Services Administration
- Feb. 62 - Records Management Principles and Techniques (8 full days)
National Archives - General Services Administration
- Sept. 63 - June 64 - Planning and Administration of a Records Management Program
Creation, Maintenance and Disposition
2 semesters - American University
- Apr. 64 - Impact of Automation on Forms (3 days - General Services Administration)
- May. 65 - Formarama (Systems work for ADP forms) 3 days - General Services Admin.)

MEMBER OF:

- Interagency Records Administration Conference
- Federal Management Conference Candidate
- Forms Management Council (for Steering Committee for FY 66-67)
- Gave detailed lecture to JOF Program in Feb. 1962 on the new Personal History Statement.

STAT

RECORDS MANAGEMENT OFFICER - GS-13

As a member of the Records Administration Staff, performs surveys of Agency records systems and procedures which result in the development and submission of recommendations for improvement.

Performs in an advisory capacity on matters relating to paperwork management. This includes Vital Records, Record Control Schedules, Filing Systems, Filing Equipment and Supplies and inspection of requests for secure and vault areas.

Acts as liaison between Agency Components and representatives from the business industry on specialty filing equipment needs of this Agency.

EDUCATION:

Holy Cross College - 1938-1939 - Accounting and Economics (No Degree)
Columbus University - 1941-1944 - Accounting, Business Law, Economics
(Bachelor of Commercial Science Degree)

SPECIAL TRAINING:

CIA Records Management Program - May 1953
SS/A Intelligence Refresher Course #1 - February 1954
Basic Management #23 - March 1956
Intelligence Orientation Course - January 1957
IBM Customer Administrative Course - Indleott, N.Y. - March 1957
Conference Techniques - October 1958
Instructor Training Course #52 - March 1961
Source Data Automation (NARS) - October 1961
Records Management Principle and Techniques (NARS) - April 1962
Speeding Correspondence (NARS) - June 1962
Effective Writing - March 1958
Business Equipment Exposition - New York - October 1963
Symposium on Legal Information Retrieval - November 1963
Symposium on the Impact of Automation - April 1964
Symposium on Paperwork and Copying Equipment - November 1964

PRESENTATIONS:

Present Vital Records Workshop as part of the General Services Administration seminar on Records Management. Attendees are from both government and industry. Present seven sessions each year.

Present Vital Records Workshop to Agency Components as required.

Present Filing Systems and Filing Equipment Program for Agency Components as required.

Member of the Interagency Records Administration Conference

STAT

- Records Management Analyst, Grade: GS-12

With CIA since 1952 as Records Management Analyst. Conduct surveys and studies relating to paperwork procedures and systems, records scheduling and disposition; develop file systems and train files personnel; develop handbooks, guides, promotional and instructional material to facilitate records management activities.

Training

Graduated, George Washington University School of Government - 1958
Post Graduate work in Business Management

Records Management Institute - American University (NARS) - 1955
Preservation and Administration of Archives - American University - 1959

Attended workshops, seminars, classes and conferences in CIA and outside in the following:

Speeding Correspondence - GSA - 1962
Introduction to Electronic Computers - Arlington Schools - 1961
Source Data Automation - GSA - 1961
Instructor's Training Course - CIA - 1961
Basic Management - CIA - 1956
Effective Writing - CIA - 1956
CIA Records Management Program - 1953
Workshops in Forms Management and Design, Shelf Filing, Filing Systems and Procedures, Correspondence, Printing Services

Lectured in Correspondence and Mail Procedures

NYT Program - 1965
MPIC - 1965

Member of Inter Agency Records Administration Conference
Federal Management Conference

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RAS Copy

TRANSMITTAL SLIP		DATE	30 July 1965
TO: [Redacted]			
ROOM NO.	BUILDING		
2E-32	Headquarters		
REMARKS:			
Mike:			
<p>The attached announces a new series of Records Management Workshops sponsored by GSA. These have been given for several years and we have found that they are very helpful to anyone concerned with records management activities. A number of Agency employees have completed these workshops and I consider this to be the bare minimum formal training for anyone concerned with records management on a part-time or full time basis.</p>			
[Redacted]			
Chief, Records Administration Staff			
FROM:			
ROOM NO.	BUILDING	EXTENSION	
604	1016 16th St.	[Redacted]	

RecMgt. Workshop-Fall Schedule 1965

[Redacted] File		DATE	20 July 1965
TRANSMITTAL SLIP			
TO: [Redacted]			
ROOM NO.	BUILDING		
3C-19	Headquarters		
REMARKS:			
Pete:			
<p>Here is a copy of a communication that I have sent to all Agency Records Management Officers asking them to determine the possible use of Form 2487, Parking Space Control Card.</p>			
<p>Will you make this determination for the DDP area and let me know by 6 August?</p>			
Thanks [Redacted]			
Chief, Records Administration Staff			
FROM:			
ROOM NO.	BUILDING	EXTENSION	
604	1016 16th St.	[Redacted]	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)

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