A LIST FOR RECORDS OFFICERS

Guidance Material
on
Records Management

C O N T E N T S

Also available is a supplement list of those Regulatory
Issuances that are specifically and generally related to
Records Management.

RECORDS MANAGEMENT

(General)

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
Annual	Notice Of Fiscal Year Report (Memo)	RMS
1957	So You Have A Space Problem (Booklet)	RMS
1953	CIA Records Management Program Guide	RMS
1959	Summary of Training Hours for On-The-Job Courses	RMS
1959	Agency Records Management Program (Annual Report)	RMS

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FORMS MANAGEMENT

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1954	Forms Management Program Booklet	RMS
1954	Forms Management Poster – "Don't Waste Forms"	RMS
1960	Forms Analysis Handbook	GSA
1960	Forms Design Handbook	GSA
1960	How to Procure Other Government Agency Forms Used by CIA	RMS

CORRESPONDENCE MANAGEMENT

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
	Are You Dropping Your O's?	RMS
	Bottled up by an Addressing and Distribution Problem? Use new Thermofax Label Paper	RMS
1954	Correspondence Management – The Answer to Cutting Correspondence Costs	RMS
1959	Data Guide's Solid Plastic Reference Charts – Guides on Grammar, Punctuation and Writing	RMS
	Is rewriting or retyping always necessary?	RMS
	Letterex (1-page flyer plus samples available)	RMS
1956	Typing Booklet – The Correct Angle for Faster, More Accurate and Easier Typing	
1954	Form Letters	GSA
1955	Guide Letters	GSA
1955	Plain Letters	GSA

REPORTS MANAGEMENT

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1954	An Introduction to Reports Management	RMS
1954	Analyzing Requirements for Administrative or Management Reports	RMS
1955	Operating an Area Reports Management Program	RMS

FILING EQUIPMENT AND SUPPLIES

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
	Security Desk Trays	RMS
1959	Equipment Cost Figures for Statistical Purposes	RMS
1959	Linear and Cubic Footage Conversion Chart	RMS
1960	Costs to Store One Cubic Foot of Records	RMS

MAIL OPERATIONS

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1960	Logging of Classified Intelligence Reports	RMS
1959	Courier Receipt and Log Record and the New Agency Chain Envelope	RMS

RECORDS CONTROL SCHEDULES

and

RECORDS DISPOSITION

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1954	Disposal of Communications Control Records	RMS
1955	Records Disposition	RMS
1956	Applying Records Schedules	GSA
1958	Disposal Authorization for Certain Control Records	RMS
1958	Records Retirement Procedure	RMS
1958	Instructions of Survey Work Sheet (Form 138)	RMS
1958	Instruction on Records Control Schedule (Form 139)	RMS
1958	Guide for Records Disposition	RMS
1959	Retirement of Top Secret Documents	RMS
1959	Glossary of Records Disposition Terms	GSA
	Review of Records Control Schedules	RMS

RECORDS CENTER

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1955	Federal Records Center	GSA

VITAL RECORDS PROGRAM

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1951	Operating Procedures for Vital Records Program	RMS
1956	"Check List" for Reviewing Vital Records	RMS
1958	Protecting Vital Operating Reports	GSA

CURRENT ANNOUNCEMENTS

(Distributed by RMS Periodically)

Inter-Agency Records Administrators Conference (IRAC)	(Monthly)
Inter-Agency Management Analyst Conferences (IMAC)	(Selected Meetings)
American University Records Management Institute	(Annual)
Archives Admin. Inst.	(Annual)
Records Management Class Sched.	(Annual)
Records Management Cert. Sched.	(Periodically)
OTR Filing Workshops	(Annually)
Support Exhibit	(Quarterly)
Intelligence Exhibit	(Periodically)

NARS Seminars

Records Management
Speeding Correspondence   As Needed
Source Data Automation

Directory of Area Records Officers   (Periodically)