

*File: Records  
XREF - Audits JS*

Data Relative to Revision of Agency Regulations Dealing With  
Records Administration

- 1. HN [ ] dtd 25 May 1961 from Col. White abolishing Management Staff (HR [ ] and Figure 12). See [ ] STAT
- 2. (Draft) Memo to DCI-DDI-DDP-DDS components dtd 1 June 1961, Subj: Transfer of Records Admin. Functions - (See [ ] note of 5/31/61 when he went personally to see [ ] who was out on sick leave; left Orig. & 1 copy with Secretary. See 1-1) STAT
- 3. Discussion with [ ] 5/26/61 - See Rec. Mgt. [ ] STAT
- 4. Discussion with [ ] 5/29/61 - See Rec. Mgt. [ ]
- 5. Beers visited RMS on 5 June 1961. STAT
- 6. Memo to O/DDS/Regs Control, Subj: Revision of Regs on Rec. Admin, dtd 21 Dec 1961 re: Regs HR [ ] and HR [ ] See [ ] STAT
- 7. Proposed Forms Management HB dtd 24 Sep 1962 - See [ ] [ ] discussed the above subject about 30 days prior (with [ ] - See [ ] STAT
- 8. Discussed with [ ] Forms Management HB on 25 September 1962 - See DDS STAT
- 9. Proposed Records Disposition HB dtd 5 Nov 1962. - See [ ] STAT
- 10. Revision to Correspondence HB [ ] to give high priority to the revision to this HB - Discussed with [ ] 10 Jan 1963) See DDS dtd 11 Jan 1963 STAT
- 11. Discussed with [ ] (10 July 1963) revision in Regs [ ] which was forwarded for approval and publication on 21 Dec 1961 - See DDS dtd 7/11/63 STAT
- 12. Correspondence Management HB discussed with [ ] on 10 July 1963. - See DDS dtd 7/11/63 STAT
- 13. Mail Management HB - Discussed with [ ] (10 July 1963). - See DDS STAT
- 14. 7/10/63 - Discussed with [ ] Revision of Regs. on Records Administration. - See Memo to DDS dtd 21 Dec 1961. - See [ ] STAT
- 15. 9/19/63 - *Memo to [ ] re HR [ ] see DDS* STAT
- 15. 2/20/64 - Discussion with [ ] re: HR [ ] Forms Management HB, Records Disposition HB, Correspondence Management HB - See Rec. Mgt. [ ] STAT
- 16. 5/12/65 - Discussed with [ ] Future Promotion Program in Rec. Mgt. See DDS dtd 17 May 1965. STAT