GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
Washington 25, D.C.

August 21, 1963

TO   : Agency Records Management Officers

FROM   : Assistant Archivist for Records Management

SUBJECT : GAO Preliminary Survey of Agency Records Management Programs

The General Accounting Office audit of the Federal records management program, begun in 1960, was intended to have three phases. Two of these, audits of records management practices in the central office of the National Archives and Records Service and in selected Federal Records Centers, have been completed and reports have been submitted to GSA and the Congress.

As originally planned, the third phase was to be an audit of records management programs in representative Federal agencies, Washington and field, including the leadership provided to them by GSA. In preparation for this phase, GAO is beginning a preliminary survey to determine whether a full-scale audit is required and if so what its nature should be.

The preliminary survey is being made at this time in selected agencies in Washington and their field counterparts in Boston and Kansas City. It may be extended to more agencies and, after January 1964, to other field offices.

Although not limited in scope, the preliminary survey at present is concentrating in the area of records disposition (schedules, disposal, transfer, agency records centers and storage areas). Information is being requested from each agency on such matters as its organization for records disposition, on the operation of its records disposition program, and on the quantity and location of its records holdings. Agencies are also being questioned on the nature and extent of GSA leadership in records management.

The GAO is keeping the National Archives and Records Service, GSA, in Washington and in the other locations mentioned, informed of its plans in connection with the preliminary survey. We will pass along to you any information of importance which we receive and will endeavor to answer any questions you may have.

/s/
Herbert E. Angel