Memorandum

ТО

: Records Administration Officer, DD/S

RMS M 65-042

DATE: 5 April 1965

FROM

Office of Communications, Executive Officer

SUBJECT:

OC-Records Management Accomplishments

25X1

REFERENCE: HNdated 24 February 1965

- 1. In reply to the request contained in the referenced Notice, you are advised that during the past year, the Office of Communications has re-examined its records disposal program and rewritten many of its Records Control Schedules, Vital Document Schedules, and Records Management Directives with the primary objectives of retiring inactive records, destroying non-current, non-record material, and preserving those records of a historical or research value with a minimum retention time in the office.
- As the result of the above efforts in the OC Records Management Program, the following accomplishments were realized:
 - Paper destroyed: 632 cubic feet b. Records Archived: 79 cubic feet
 - Safes (4-drawer) transferred within OC: 6
 - Equipment Returned to Stock:

4-drawer safes: 4

Card Trays (double): 37

IBM Card Trays: 2

KARDEX Safe: 1

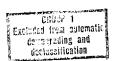
Cabinet - 5-drawer: 1

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Distribution:

Orig. & 1 - Addressee 🗸

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