

A LIST FOR RECORDS OFFICERS

Guidance Material
on
Records Management

C O N T E N T S

GENERAL	Records Management -- General	1
CREATION	Forms Management	2
	Correspondence Management	3
	Reports Management	4
USE	Filing	5
	Filing Equipment and Supplies	6
	Mail Operations	7
DISPOSITION	Records Control Schedules and Records Disposition	8
	Records Center	9
	Vital Records Program	10
OTHER	Current Announcements	11

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

RECORDS MANAGEMENT

(General)

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>	
Annual	Notice Of Fiscal Year Report (Memo)	RMS	
1 ✓ 1957 ✓	So You Have A Space Problem (Booklet)	RMS	
2 ✓ 1953 ✓	CIA Records Management Program Guide <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> <i>See Blaz...</i>	RMS ✓	STAT
1959	Summary of Training Hours for On-The-Job Courses	RMS	
1959	Agency Records Management Program (Annual Report)	RMS	

FORMS MANAGEMENT

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
3 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

*Draft Handbook **

CORRESPONDENCE MANAGEMENT

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
	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

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
4. 1954 ✓	An Introduction to Reports Management	RMS
5. 1954 ✓	Analyzing Requirements for Administrative or Management Reports <i>N.A.</i>	RMS
6. 1955 ✓	Operating an Area Reports Management Program	RMS
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ILLEGIB

FILING EQUIPMENT AND SUPPLIES

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
	Security Desk Trays	RMS
7. 1959	Equipment Cost Figures for Statistical Purposes	RMS ✓
8. 1959	Linear and Cubic Footage Conversion Chart	RMS ✓
9. 1960 1463	Costs to Store One Cubic Foot of Records	RMS ✓

MAIL OPERATIONS

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

RECORDS CONTROL SCHEDULES

and

RECORDS DISPOSITION

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1954	Disposal of Communications Control Records	RMS X
10. 1955	Records Disposition ✓	RMS ✓
1956	Applying Records Schedules	GSA
1958	Disposal Authorization for Certain Control Records	RMS X
11. (1958)	Records Retirement Procedure ✓	RMS ✓
12. 1958	Instructions on Survey Work Sheet (Form 138) ✓	RMS ✓
13. 1958	Instruction on Records Control Schedule (Form 139) ✓	RMS ✓
14. (1958)	Guide for Records Disposition	RMS ✓
1959	Retirement of Top Secret Documents	RMS X
1959	Glossary of Records Disposition Terms	GSA
	Review of Records Control Schedules ✓	RMS ✓

RECORDS CENTER

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1955	Federal Records Center	GSA

VITAL RECORDS PROGRAM

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1951	Operating Procedures for Vital Records Program	RMS X
16. 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)

FILING

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
11 1960	A Guide to Filing of Papers ✓	RMS ✓
18 1960	How To Improve Your Files ✓	RMS ✓
10 1959	How To Install The S-N Filing System ✓	RMS ✓
21 1959	Check List for Converting Your Files ✓	RMS ✓
21 1950	Basic Personnel Records and Systems	CSC ✓