

P.M.-1

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R- establishes the Record Management Program consisting of the following elements:

1. Reports Management
2. Correspondence Management
3. Forms Management
4. Records Maintenance
5. Records Disposition
6. Vital Materials

Under each program element there have been or will be issued one or more handbooks. Listed below are the HBs previously issued and those that we presently propose to issue. It is very likely that others will be added to the proposed list as the need develops. Please advise us on the numbering plan your preference for the proposed issuances.

<u>Program element</u>	<u>HandBook Title</u>	<u>No. Assigned</u>	STAT
1.	Reports Management	---	
2.	Correspondence Style and PROCEDURES existing HB for Correspondence Management		
3.	Handbook for Forms Management Forms Control and Standardization Requesting forms		
4.	Handbook for Subject Filing Handbook for Record Systems & Equipment Handbook for File Equipment & Supplies Standardization of Filing Supplies Procurement of Letter & Legal-Size Filing Cabinets Standardization of Heavy Duty File Folder Procurement and Use of Filing Cabinet		
5.	Records Disposition Records Center Operations		
6.	Handbook for Vital Material		

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I discussed with

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conclusions:

1. All proposed issuances will bear the #
2. A third # will be added to identify the specific issuance. This # will be assigned consistently regardless of subject or no formal grouping.
3. OK to issue R. Systems & Equip. Systems as they are developed.

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* Will be rescinded with the issuance of the HB listed above this item.

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Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030001-7

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Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030001-7