

7 May 68

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Remarks

Records Discourage officials and administrators
 Because their need and value are not appreciated -
 Also be decisions must be made concerning them -

The problem with church sermons are that
 the people needing the sermon are not present -

We here understand records -
 In the near future we will be called upon
 to make decisions about them -

Therefore, there is no reason to sermonize -
 only to give you one or two more facts
 upon which you can make your decisions -

① The Law - The Legal Requirements
 The Federal Records Act requires each agency
 to document its policies, procedures and accomplishments.

Conventional The records belong to the Govt. Officers need
 permission to destroy records - ~~we need for 120 such approvals~~
 To do this we have schedules based upon ~~we need by the Fed. Govt. Sec.~~

we are following the Fed. Gen. Sched
 these cover such areas as Pers. Sec. + Projects -

REMARKS

Discussions to be made. Schedules
Law - Permission to destroy our records. 120 ^{Approvals} by Cong.
General Schedule
Project Files - Security Files
Pers. Files

(3) Office of Record. First Carbon Copy - Original - Approvals.
Advantage of Retention Plan
to establish the Office of Rec

(4) Vital Records - Current Records - 1 or 2% of our files
200 000 5%
400 000 we have 10 000

(2) Your
Industrial
Office Records - 66 000 ft at our Rec. Ctr.

(5) Historical - Discussions with Archivists have not yet
determined how to do this. - Keep file -
Remove + copy
Permanent
Don't damage
by removing
Preserve the integrity of the file -

(6) Archives - The Permanent Records -
Rec. Ctr.

(7) Records Retention Plan. - Initial Drafts ~~are~~ being developed
^{Gen. Retention Plans}
There will be coordinated with the Directorate RMO's
They will ^{then} coordinate the plan within their ^{several} offices