

~~SECRET~~

25X1A

TRANSMITTAL NO. 10

POSITION STANDARDS

GS-0306.00 RECORDS MANAGEMENT SERIES

TO BE FILED IN [REDACTED] IN NUMERICAL SEQUENCE ACCORDING TO POSITION CLASSIFICATION CODE NUMBER. TRANSMITTAL SHEETS SHOULD BE FILED TOGETHER IN THE HANDBOOK TO SERVE AS A TABLE OF CONTENTS.

25X1A

2 APRIL 1956

DISTRIBUTION:
1A, 2A, 3A,
4A, 5A, AND
6AB

~~SECRET~~

25X1A

HANDBOOK

PERSONNEL
2 April 1956

CIA POSITION STANDARD

GS-0306.00-00 RECORDS MANAGEMENT SERIES

I. INTRODUCTION

A. DEFINITION

This series includes all positions the duties of which are to advise on, direct, supervise, or perform work involved in planning, developing, organizing, and administering records management programs on staff or operating level. These programs cover any or all of the following functional areas: Records creation, records maintenance and use, records disposition, and vital materials.

B. EXCLUSIONS

ORGANIZATION AND METHODS EXAMINER - GS-0303.01
MANAGEMENT OFFICER - GS-0303.01
ASSISTANT MANAGEMENT OFFICER - GS-0303.01

These categories involve performance or supervision of administrative management, organization, procedures, and methods studies in the interest of promoting greater efficiency, effectiveness, and economy in management of Agency operations. They also involve formulation of organizational plans, distribution of functions, staffing patterns, and work methods for newly established or reorganized Agency components.

MAIL AND FILE SERIES - GS-0305.00

This series includes all positions the duties of which are to administer, supervise, or perform work involved in (a) receiving, recording, and routing incoming mail; (b) recording and dispatching outgoing mail; and (c) indexing, filing, searching, or maintaining control registers on correspondence, reports, memoranda, or other records.

C. BACKGROUND INFORMATION

Federal agencies are required by law to establish and maintain an active and continuing records management program. By controlling and improving records from creation or receipt to disposition,

25X1A

HANDBOOK

PERSONNEL
2 April 1956

this program aims to obtain for the Agency improved records and economies in manpower, supplies, equipment, and space. The program is divided functionally into reports management, correspondence management, forms management, records systems and file standards, vital materials, records disposition and Records Center operations.

Reports management involves developing and improving reporting systems to provide management with type and quality of reports essential to its function; eliminating and preventing nonessential reporting; providing simple and direct reporting methods; ensuring that instructions, forms, and procedures for necessary reporting are clear and complete; maintaining a central reference file on requirements for reports and periodically publishing an index thereof.

Correspondence management involves developing and installing form and pattern correspondence, correspondexes, and other labor-saving techniques or devices; formulating and establishing procedures and style standards for uniform preparation and handling of Agency correspondence and development of guides for their use; developing guides and promotional material for improving the writing ability of Agency personnel; and evaluating and promoting use of labor-saving stenographic and typing supplies and equipment.

Forms management involves eliminating nonessential or obsolete forms; consolidating forms used for the same or related purposes; preventing creation of forms with limited local application by extending use of existing forms; simplifying and standardizing size and design of forms; reviewing for approval or disapproval requests for new or revised forms; assigning numbers and titles and registering approved new or revised forms; preparing and publishing periodically a numerical, functional, and alphabetical listing of all active Agency forms; eliminating unnecessary or wasteful printing and duplicating practices; and centralizing procurement, storage, and distribution of forms.

Records systems management involves evaluating, developing, or applying new methods of records maintenance and servicing to effect increased efficiency and reduced costs and to facilitate eventual disposition of records; determining that records facilities are adequate; establishing standards for maintaining current records in terms of physical location, types of equipment and supplies, and personnel utilization; and determining adequate methods of receiving, recording, routing, and delivering Agency mail.

~~SECRET~~

25X1A

HANDBOOK

PERSONNEL
2 April 1956

25X1A

Vital materials management involves advising and guiding officials responsible for selecting materials vital to reconstruction of the Agency; determining media and frequency of deposit; establishing indexing and filing systems; and developing disposition instructions.

Records disposition involves identifying and classifying Agency documents, letters, reports, forms, charts, maps, books, pamphlets, manuals, photographs, illustrations, etc. as to location, volume, and function, and determining whether such material is record or nonrecord in character; determining and recommending disposition by permanent preservation, microfilming, destruction according to applicable laws and regulations, or removal from office areas to less expensive Records Center storage.

Records Center operations involve providing facilities of a storage area less expensive than operational units for noncurrent Agency records, including accessioning, reference, and disposal functions.

The Records Management Program is carried on by Records Management Officers and Records Management Assistants: (1) In operating segments of the Agency, with responsibility for direction, supervision, or performance of work involved in promoting, planning, developing, organizing and administering the records management program for the area within the framework of policies and procedures developed by the Records Management Staff; or (2) in Records Management Staff, with responsibility for directing and coordinating the Agency Records Management Program by providing basic plans, policies, procedures, and staff guidance for their application to area programs; promoting installation of programs with Agency officials; and conducting surveys and operational audits in problem areas of records management.

II. POSITION PROGRESSION AND RECRUITMENT SOURCES

Potential recruitment sources, as well as promotional or lateral transfer possibilities to and from subject positions, are shown on the attached position progression diagram.

III. CLASSIFICATION OF POSITIONS

Positions in this series are classified in accordance with the evaluation factors on the attached Position Evaluation Chart and in qualification requirements stated below.

~~SECRET~~

~~SECRET~~

25X1A

HANDBOOK

PERSONNEL
2 April 1956

25X1A

IV. QUALIFICATION REQUIREMENTS

A. KNOWLEDGES, ABILITIES, AND EXPERIENCE REQUIRED

Required experience must include progressively responsible work which provided, for GS-5 and GS-7 levels, analytical ability; ability to express ideas orally and in writing; and ability to deal effectively with people.

For levels GS-9 through GS-12, experience must also have provided progressively greater knowledge of methods, principles, and practices associated with planning, development, installation, and administration of a comprehensive records management program as found in large government agencies or in private industrial or business concerns; progressively increasing ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures, and practices employed in reports, forms, and correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials operations.

The GS-12 level also requires ability to plan and organize surveys; ability to assume and delegate responsibility; and ability to develop regulations, notices, staff studies, handbooks, and other forms of written material designed to implement records management procedures and practices.

For levels GS-13 through GS-15, experience must also have provided ability to interpret decisions, regulations, policies, and instructions in terms of their significance and impact upon the internal administration of a large organization; ability to effect adequate solutions to complex records management problems; ability to design, install or revise records management methods, procedures, and practices; ability to establish and maintain favorable working relationships with top executive personnel.

Examples of Experience: Business administration, supply administration, personnel administration, accounting, auditing, fiscal administration, other experience providing a knowledge of general business or administrative methods, procedures, and practices; reports management, forms management, correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials programs;

HANDBOOK

25X1A

PERSONNEL
2 April 1956

preparation of records management handbooks or textbooks; or such administrative activities as organization and methods examining, program analysis, library science, and archival science.

GENERAL REQUIREMENTSALTERNATE REQUIREMENTS

<u>Grade Level</u>	<u>Required Experience</u>	<u>Specialized Agency experience as an incumbent of a position directly associated with substantive records management work.</u>
GS-5	3 yrs.	6 months at the GS-4* grade level.
GS-7	4 yrs.	6 months at the GS-5* or GS-6* grade level or any combination thereof.
GS-9	5 yrs.	12 months at the GS-7* or GS-8* grade level or any combination thereof.
GS-11	6 yrs.	12 months at the GS-9* or GS-10* grade level or any combination thereof.
GS-12	7 yrs.	12 months at the GS-11* grade level.
GS-13	8½ yrs.	18 months at the GS-12* grade level.
GS-14	10 yrs.	18 months at the GS-13* grade level.
GS-15	12 yrs.	24 months at the GS-14* grade level.

*In addition to experience on which qualification to this grade was based.

B. ALLOWABLE SUBSTITUTIONS FOR REQUIRED EXPERIENCE

1. Successful completion of undergraduate study in such fields as: Public administration, business administration, industrial engineering, industrial management, political science, personnel administration, archival science, organization and methods examining, or records management may be substituted on the basis of one academic year of study for nine months of required experience.
2. Successful completion of all requirements for a master's degree in the fields shown above may be substituted for four years of required experience.
3. Successful completion of all required study for a doctor's degree in one of the fields shown above may be substituted for five years required experience.

~~SECRET~~

25X1A

HANDBOOK

25X1A

PERSONNEL
2 April 1956

C. PERSONAL CHARACTERISTICS

Emotional stability, cooperativeness, conscientiousness and decisiveness in action; ability to exercise initiative and to maintain favorable working relationships with others.

D. PHYSICAL CHARACTERISTICS

Duties involve no unusual physical demands. Incumbents must pass the standard "departmental" physical examination conducted by the Agency Medical Office, and the standard "overseas" physical examination, if being considered for overseas assignment.

E. RECOMMENDED TRAINING

A. For GS-5 to GS-7

1. Basic Orientation
2. Administrative Procedures
3. Reading Improvement

B. For GS-9 to GS-11

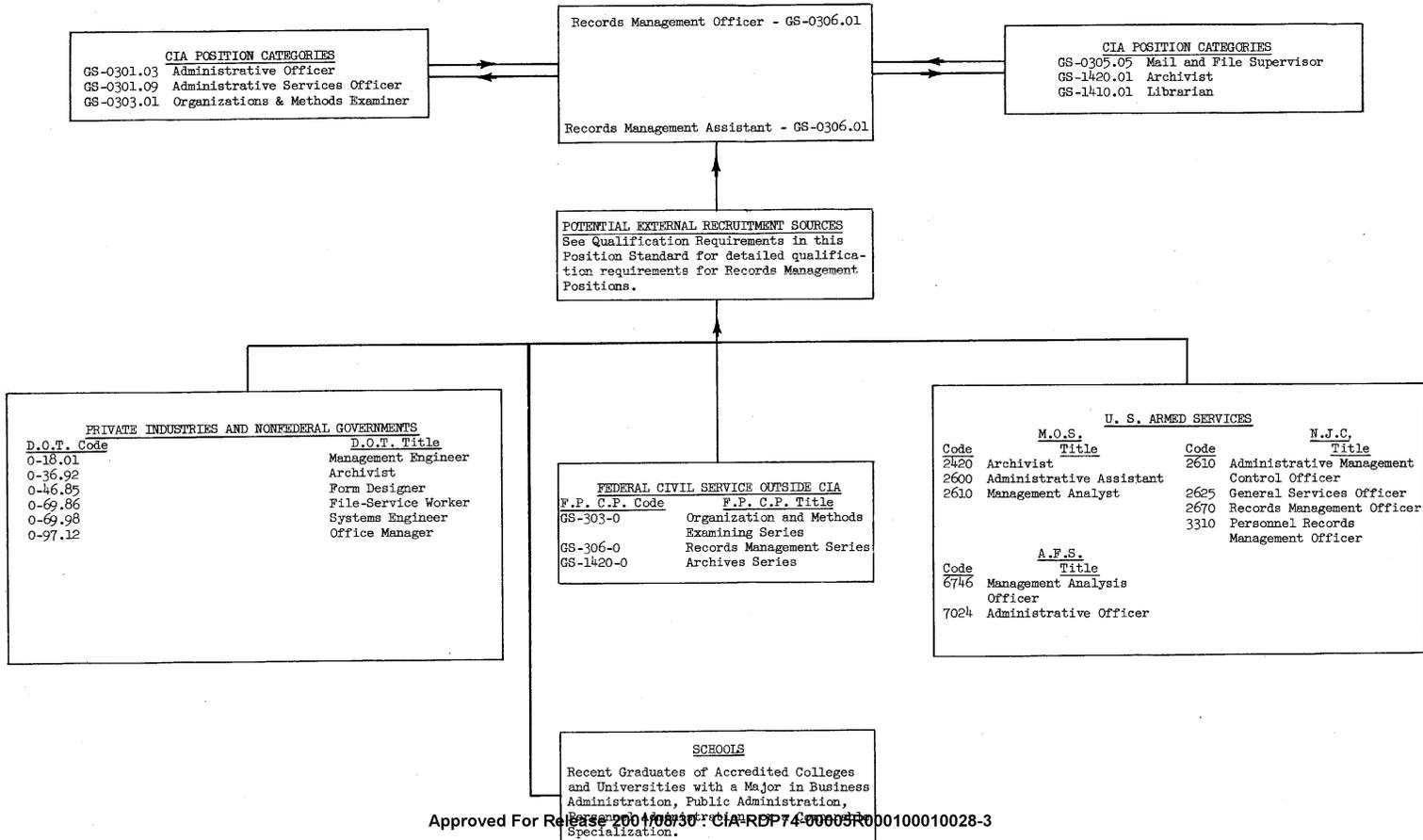
1. Basic Orientation
2. Operations Support
3. Basic Supervision
4. Effective Writing
5. Reading Improvement

C. For GS-12 to GS-15

1. Basic Orientation
2. Operations Support
3. Basic Management
4. Effective Writing

POSITION PROGRESSION DIAGRAM

Approved For Release 2001/08/30 : CIA-RDP74-00050R000100010028-3



Approved For Release 2001/08/30 : CIA-RDP74-00050R000100010028-3

SECRET

POSITION EVALUATION CHART

RECORDS MANAGEMENT SERIES - GS-0306.01-00

EVALUATION FACTORS	GRADE LEVEL DISTINCTIONS			
	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-05	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-07	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-09	RECORDS MANAGEMENT OFFICER - GS-0306.01-11
	<p>DUTIES</p> <p>THIS IS THE ENTRANCE LEVEL. INCUMBENTS ACQUIRE INFORMATION CONCERNING ORGANIZATION AND FUNCTIONS OF THE AGENCY, DIVERSE RECORDS AND RECORDS SYSTEMS MAINTAINED, USE OF RECORDS IN THE AGENCY, AND PRINCIPLES AND PRACTICES OF RECORDS MANAGEMENT, PARTICULARLY IN THE ACTIVITIES OF REFERENCE SERVICE, MAINTENANCE MANAGEMENT, AND DISPOSITION OF RECORDS. EXAMPLES OF TASKS: MAINTAINING A PERPETUAL STOCK INVENTORY OF AGENCY PUBLICATIONS, FILLING REQUESTS FOR ITEMS FROM THAT STOCK, AND PERFORMING RECORDS SEARCHES FOR ROUTINE REFERENCE REQUESTS. INCUMBENTS ARE ENCOURAGED TO ATTEND FORMAL CLASSES IN RECORDS MANAGEMENT AND ARE GIVEN ON-THE-JOB TRAINING IN RECORDS MANAGEMENT TECHNIQUES AND PRACTICES.</p>	<p>DUTIES</p> <p>INCUMBENTS PERFORM TASKS INVOLVED IN ACCESSIONING, REFERENCE, AND DISPOSAL OF RECORDS; PREPARATION OF ACCESSIONING RECORDS, INVENTORY AND REARRANGEMENT OF RECORDS WHEN NECESSARY, PREPARATION OR IMPROVEMENT OF FINDING MEDIA, APPLICATION OF DISPOSAL SCHEDULES, PERFORMANCE OF DIFFICULT RECORDS SEARCHES, INSPECTION OF RECORDS FOR CONDITION, AND DISCUSSION OF PROPOSED ACCESSIONING OR DISPOSAL ACTIONS WITH OPERATING OFFICIALS. INCUMBENTS ARE ENCOURAGED TO ATTEND FORMAL CLASSES IN RECORDS MANAGEMENT AND ARE GIVEN ON-THE-JOB TRAINING IN RECORDS MANAGEMENT TECHNIQUES AND PRACTICES.</p>	<p>DUTIES</p> <p>INCUMBENTS PERFORM ASSIGNED TASKS ON SURVEYS OR STUDIES; DEVELOP AND INSTALL RECORDS MANAGEMENT FUNCTIONS IN AN OPERATIONAL SEGMENT OR EXERCISE RESPONSIBILITY FOR ONE MAJOR ACTIVITY OF THE RECORDS CENTER: ACCESSIONING, REFERENCE AND DISTRIBUTION, OR DISPOSAL. TYPICAL TASKS: DEVELOPMENT AND INSTALLATION OF RECORDS TECHNIQUES AND PROCEDURES, INCLUDING MAIL CONTROL AND CORRESPONDENCE PROCEDURES; LOCATION AND EXTENT OF FILING STATIONS, CLASSIFICATION PLANS AND FILING STANDARDS, FINDING MEDIA, PERFORMANCE STANDARDS, AND STANDARDIZATION OF FILING EQUIPMENT AND SUPPLIES; IDENTIFICATION, CLASSIFICATION AND EVALUATION OF AGENCY DOCUMENTS TO DETERMINE WHETHER SUCH DOCUMENTS ARE RECORD OR NONRECORD AND TO RECOMMEND DISPOSITION BY PERMANENT PRESERVATION, MICROFILMING, OR DESTRUCTION ACCORDING TO APPLICABLE LAWS OR REGULATIONS; REDUCTION, SIMPLIFICATION, AND IMPROVEMENT OF REPORTS AND CORRESPONDENCE, AND DEVELOPMENT AND INSTALLATION OF FORM AND PATTERN CORRESPONDENCE, CORRESPONDENCES, STYLE STANDARDS AND TRAINING MATERIAL; DESIGN, ANALYSIS, SIMPLIFICATION, STANDARDIZATION, AND DETERMINATION OF ESSENTIALITY OF PROPOSED NEW OR REVISED FORMS, AND DETERMINATION OF MOST ECONOMICAL MEANS OF REPRODUCTION.</p>	<p>DUTIES</p> <p>INCUMBENTS SERVE AS STAFF SURVEY LEADERS OR OPERATIONAL AREA OFFICERS PERFORMING WORK INVOLVING PLANNING, DEVELOPING AND INSTALLING A COMPLETE RECORDS MANAGEMENT PROGRAM FOR THE AREA. TYPICAL TASKS ARE SIMILAR TO THOSE FOR GS-9.</p>
1. SCOPE AND EFFECT	LIMITED IN SCOPE. NO AREA RESPONSIBILITY. WORK CONSISTS OF SPECIFIC TASKS ASSIGNED TO PROVIDE TRAINING. ERRORS OF DECISION OR ACTION WOULD RESULT CHIEFLY IN DELAY.	SAME AS FOR GS-5.	AREA OF RESPONSIBILITY. WORK CONSISTS OF SPECIFIC ASSIGNMENTS ON SURVEYS OR STUDIES; SINGLE OPERATIONS OF THE RECORDS CENTER, A DEPOSITORY FOR NONCURRENT RECORDS FROM ALL OFFICES OF THE AGENCY OR RECORDS MANAGEMENT ACTIVITIES FOR AN AREA SMALLER THAN AN OFFICE OR AREA DIVISION. TYPICAL WORKLOAD DATA: 25-50 CONTROLLED FORMS; 100-500 PIECES OF FILING EQUIPMENT; 10-25 CORRESPONDENCE HANDBOOKS DISTRIBUTED (AN INDEX OF CORRESPONDENCE ACTIVITY); 25-50 ITEMS ON DISPOSITION SCHEDULE; 0-20 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 5-10 CONTROLLED INTRA-OFFICE REPORTS. ERRORS OR OMISSIONS WILL IMPED THE WORK OR EFFECTIVENESS OF SURVEYS OR STUDIES; PREVENT OR DELAY PROPER REFERENCE AND DISPOSAL SERVICE FOR RECORDS; OR REDUCE EFFECTIVENESS OF THE RECORDS MANAGEMENT PROGRAM.	AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS) IS IN ORGANIZATIONAL SEGMENTS WITH THE FOLLOWING CHARACTERISTICS: DISTRIBUTION AND COPIES OF RECORDS LIMITED TO THE ORIGINATING OFFICE, E.G., MEDICAL RECORDS; FEW SECURITY RESTRICTIONS, E.G., THE RECORDS MANAGEMENT OFFICER HAS ACCESS TO MOST RECORDS AND FILES. TYPICAL WORKLOAD DATA: 50-150 CONTROLLED FORMS; 500-2,000 PIECES OF FILING EQUIPMENT; 25-75 CORRESPONDENCE HANDBOOKS DISTRIBUTED (AN INDEX OF CORRESPONDENCE ACTIVITY); 50-200 ITEMS ON DISPOSITION SCHEDULE; 0-20 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 10-40 CONTROLLED INTRA-OFFICE REPORTS. THE CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-9.
2. SUPERVISION AND GUIDANCE RECEIVED	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE SPECIFIC. REVIEW IS MADE OF WORK IN PROCESS AND, ON COMPLETION, FOR ACCURACY AND COMPLETENESS AND FOR PROGRESS IN ACQUIRING INFORMATION AND KNOWLEDGES TOWARDS WHICH TRAINING IS DIRECTED. GUIDES ARE FAIRLY CLEAR AND SPECIFIC. EXAMPLES: CIA REGULATIONS, HANDBOOKS, STANDARDS, TRAINING MATERIAL, ISSUANCES OF OTHER GOVERNMENT AGENCIES (INCLUDING CSC AND ARCHIVES), AND INDUSTRIAL PUBLICATIONS.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. WORK IS PERFORMED IN ACCORDANCE WITH SPECIFIC INSTRUCTIONS AND IS REVIEWED UPON COMPLETION FOR ADEQUACY AND FOR COMPLIANCE WITH INSTRUCTIONS AND PROCEDURES. REVIEW IS ALSO MADE FOR TRAINING PROGRESS. GUIDES ARE THE SAME AS FOR GS-5.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE USUALLY ORAL AND GENERAL IN NATURE. WORK OF STAFF ASSISTANTS IS REVIEWED FOR GENERAL CONFORMANCE WITH ORAL OR WRITTEN INSTRUCTIONS, FOR PROPER APPLICATION OF RECORDS MANAGEMENT PRINCIPLES, PROCEDURES, AND TECHNIQUES, AND FOR SOUNDNESS OF JUDGMENT. WORK OF AREA ASSISTANTS IS REVIEWED FOR ADEQUACY OF RESULTS AND PROGRAM ACCOMPLISHMENTS. ASSISTANTS ALSO RECEIVE TECHNICAL ADVICE, GUIDANCE, AND REVIEW IN METHODS AND OBJECTIVES FROM THE RECORDS MANAGEMENT STAFF. GUIDES ARE THE SAME AS FOR GS-5, BUT INCLUDE PRECEDENT CASES.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE USUALLY ORAL AND GENERAL IN NATURE. THE WORK OF STAFF OFFICERS IS SUBJECT TO REVIEW FOR PROGRESS IN ACCORDANCE WITH SURVEY SCHEDULES AND FOR TECHNICAL SOUNDNESS, COMPLETENESS OF RECOMMENDATIONS, AND COMPLIANCE WITH STANDARDS AND CRITERIA. THE WORK OF AREA OFFICERS IS REVIEWED FOR ADEQUACY OF RESULTS AND PROGRAM ACCOMPLISHMENTS. SUCH OFFICERS ALSO RECEIVE TECHNICAL GUIDANCE, ADVICE, AND REVIEW WITH RESPECT TO METHODS AND OBJECTIVES FROM THE RECORDS MANAGEMENT STAFF. GUIDES ARE THE SAME AS FOR GS-9.
3. SUPERVISION AND GUIDANCE GIVEN	NONE	NONE	STAFF AND AREA ASSISTANTS - NONE. RECORDS CENTER SECTION CHIEF - CLOSELY SUPERVISES WORK OF LOWER GRADE ASSISTANTS AND IS ALWAYS AVAILABLE FOR CONSULTATION.	STAFF OFFICERS MAY GIVE TECHNICAL GUIDANCE TO GS-9 ASSISTANTS. AREA OFFICERS - NONE.
4. MENTAL DEMANDS	INITIATIVE IN LEARNING THE FUNCTIONS OF THE RECORDS MANAGEMENT PROGRAM, THE AGENCY, AND THE ACTIVITY TO WHICH ASSIGNED.	IN ADDITION TO THOSE FOR GS-5, RESOURCEFULNESS IN MAKING RECORDS SEARCHES, AND IN DETERMINING THE ACCURACY AND ADEQUACY OF INFORMATION.	IN ADDITION TO THOSE FOR GS-7, INITIATIVE IN DEVELOPING METHODS AND TECHNIQUES FOR DETERMINING CLASSIFICATIONS AND DISPOSITION; SIMPLIFYING AND IMPROVING REPORTS AND CORRESPONDENCE; AND DESIGNING, SIMPLIFYING, AND STANDARDIZING FORMS.	IN ADDITION TO THOSE FOR GS-9, DISCRETION AND MATURE JUDGMENT IN THE INTERPRETATION AND APPLICATION OF RECORDS MANAGEMENT METHODS AND TECHNIQUES.
5. PERSONAL WORK CONTACTS	PERSONAL OR TELEPHONE CONTACTS ARE PRIMARILY TO OBTAIN INFORMATION RELATING TO RECORDS OR RECORDS SYSTEMS FROM OPERATING PERSONNEL.	SAME AS FOR GS-5.	FREQUENT PERSONAL AND TELEPHONE CONTACTS WITH ADMINISTRATIVE AND OPERATING PERSONNEL TO OBTAIN INFORMATION OR TO GIVE ADVICE ON RECORDS MANAGEMENT MATTERS.	IN ADDITION TO THOSE AT GS-9, CONTACTS ARE ESTABLISHED TO EXPLORE RECORDS MANAGEMENT OBJECTIVES, COORDINATE PROJECT PLANS AND SCHEDULES WITH OPERATING NEEDS, AND OBTAIN FROM OPERATING OFFICIALS INFORMAL ACCEPTANCE OF SPECIFIC CONCLUSIONS AND RECOMMENDATIONS.

SECRET

~~SECRET~~

POSITION EVALUATION CHART

RECORDS MANAGEMENT SERIES - GS-0306.01-00

EVALUATION FACTORS	GRADE LEVEL DISTINCTIONS			
	RECORDS MANAGEMENT OFFICER - GS-0306.01-12	RECORDS MANAGEMENT OFFICER - GS-0306.01-13	RECORDS MANAGEMENT OFFICER - GS-0306.01-14	RECORDS MANAGEMENT OFFICER - GS-0306.01-15
	<p><u>DUTIES</u></p> <p>THIS IS THE HIGHEST TYPICALLY NONSUPERVISORY LEVEL. INCUMBENTS SERVE AS STAFF SURVEY LEADERS RESPONSIBLE FOR PLANNING SURVEYS AND STUDIES, MAKING ASSIGNMENTS, AND ORGANIZING PERIODIC CONFERENCES WITH OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS; OR AS OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS. DUTIES OF BOTH TYPES ARE SIMILAR TO THOSE AT GS-9.</p>	<p><u>DUTIES</u></p> <p>INCUMBENTS HAVE STAFF RESPONSIBILITY FOR AGENCY-WIDE PLANNING, DIRECTION AND COORDINATION OF SUCH MAJOR ACTIVITIES WITHIN THE RECORDS MANAGEMENT PROGRAM AS: RECORDS SYSTEMS, REPORTS, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, VITAL MATERIALS OR RECORDS DISPOSITION; OR, AREA RESPONSIBILITY FOR A COMPLETE RECORDS MANAGEMENT PROGRAM OF MAJOR AGENCY COMPONENTS.</p>	<p><u>DUTIES</u></p> <p>INCUMBENT, AS DEPUTY, SHARES RESPONSIBILITY FOR THE ENTIRE RECORDS MANAGEMENT PROGRAM; PROVIDES STAFF ASSISTANCE ON PROGRAM DEVELOPMENT, STAFFING, AND TRAINING NEEDS; AND IS ALSO RESPONSIBLE FOR PLANNING, DIRECTING, AND COORDINATING SEVERAL SPECIFIC ACTIVITIES OF THE RECORDS MANAGEMENT PROGRAM: REPORTS MANAGEMENT, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, RECORDS SYSTEMS, AND VITAL MATERIALS.</p>	<p><u>DUTIES</u></p> <p>INCUMBENT FORMULATES AND DEVELOPS POLICIES AND STANDARDS FOR ADMINISTRATION OF AN ACTIVE RECORDS MANAGEMENT PROGRAM IN DEPARTMENTAL AND FIELD AREAS OF THE AGENCY; SELECTS NECESSARY TECHNICAL STAFF TO CARRY OUT SPECIFIC PROGRAMS AND TO OPERATE THE RECORDS CENTER; DIRECTS DEVELOPMENT OF REGULATIONS, HANDBOOKS, AND INSTRUCTIONAL MATERIAL PERTAINING TO ALL PHASES OF RECORDS MANAGEMENT; ADVISES AGENCY OFFICIALS OF APPLICATION OF FEDERAL LAWS, REGULATIONS, AND PROCEDURES TO RECORDS MANAGEMENT PROBLEMS OF THIS AGENCY; AND MAINTAINS LIAISON WITH TOP OFFICIALS IN PRIVATE INDUSTRY AND PUBLIC ADMINISTRATION.</p>
1. SCOPE AND EFFECT	<p>AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS): ORGANIZATIONAL SEGMENTS WITH THE FOLLOWING CHARACTERISTICS: WIDE DISTRIBUTION OF NUMEROUS COPIES OF RECORDS, E.G., FISCAL RECORDS; NUMEROUS SECURITY RESTRICTIONS, E.G., THE RECORDS MANAGEMENT OFFICER WITH PROGRAM RESPONSIBILITY DOES NOT HAVE ACCESS TO MANY RECORDS AND FILES. TYPICAL WORKLOAD DATA: 150-300 CONTROLLED FORMS; 2,000-4,000 PIECES OF FILING EQUIPMENT; 75-200 CORRESPONDENCE HANDBOOKS DISTRIBUTED; 200-300 ITEMS ON THE DISPOSITION SCHEDULE; 20-40 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 40-100 CONTROLLED INTRA-OFFICE REPORTS. ERRORS OR OMISSIONS MIGHT CAUSE EXTENSIVE HARM TO THE RECORDS MANAGEMENT PROGRAM, IN VIEW OF THE VOLUME OF RECORDS ACTIVITIES.</p>	<p>AREA OF RESPONSIBILITY (STAFF OFFICER): THE PROGRAM IS AGENCY-WIDE IN SCOPE AND CUTS ACROSS COMMAND AND ORGANIZATIONAL CHANNELS. AREA OF RESPONSIBILITY (AREA OFFICER): A MAJOR AGENCY COMPONENT, STAFF AND AREA OFFICERS' PLANS, POLICIES, PROCEDURES, DECISIONS AND ACTIONS REFLECT DIRECTLY UPON THE OVERALL RECORDS MANAGEMENT PROGRAM. CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-12.</p>	<p>AREA OF RESPONSIBILITY: THE PROGRAM INCLUDES ALL RECORDS MANAGEMENT ACTIVITIES OF THE AGENCY. ERRORS OR OMISSIONS MIGHT CAUSE HARM TO THE RECORDS MANAGEMENT PROGRAM WHICH WOULD BE AGENCY-WIDE IN EFFECT.</p>	<p>AREA OF RESPONSIBILITY: THE INCUMBENT HAS FULL RESPONSIBILITY FOR THE AGENCY RECORDS MANAGEMENT PROGRAM. IMPROVEMENTS ATTAINED IN RECORD MAKING AND RECORD KEEPING HAVE A CONTINUING EFFECT ON DIRECT AND INDIRECT ECONOMIES OF TIME AND MONEY. AUTHORITY TO DESTROY RECORDS IS GRANTED BY CONGRESS THROUGH THE NATIONAL ARCHIVES. INCUMBENT EXERCISES AUTHORITY FOR THIS AGENCY. CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-14.</p>
2. SUPERVISION AND GUIDANCE RECEIVED	<p>SIMILAR TO THAT AT THE NEXT LOWER LEVEL EXCEPT THAT PROJECTS FREQUENTLY ARE OF A TYPE TO WHICH GUIDELINES AND EXPERIENCE HAVE ONLY THE MOST GENERAL APPLICATION. PRIMARY GUIDES ARE GENERAL RECORDS MANAGEMENT PRINCIPLES, PRECEDENT CASES, ETC.</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE EXPRESSED PRIMARILY IN TERMS OF OBJECTIVES. TECHNICAL OPERATION OF PROGRAMS IS WITHIN THE DISCRETION OF THE OFFICER. WORK IS REVIEWED PRINCIPALLY FOR ADEQUACY OF ACCOMPLISHMENT.</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF THE CHIEF, RECORDS MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NATURE, RELATING TO PROGRAM OBJECTIVES. WORK IS REVIEWED FOR CONFORMANCE WITH TECHNICAL AND ADMINISTRATIVE POLICIES ESTABLISHED BY THE AGENCY.</p>	<p>UNDER GENERAL ADMINISTRATIVE SUPERVISION OF THE CHIEF, MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NATURE AND RELATE TO ESTABLISHMENT OF MAJOR POLICIES AND OBJECTIVES. ONLY MAJOR POLICY OR PROCEDURAL QUESTIONS ARE REFERRED TO SUPERIOR WHEN THERE IS NO PRECEDENT FOR ACTION IN SUCH CASES. WORK IS REVIEWED TO ENSURE CONSISTENCY WITH GENERAL MANAGEMENT POLICIES.</p>
3. SUPERVISION AND GUIDANCE GIVEN	<p>STAFF OFFICERS AT THIS LEVEL PARTICIPATE IN PLANNING SURVEYS AND STUDIES, MAKE ASSIGNMENTS, ORGANIZE CONFERENCES WITH AREA OFFICERS, AND EXERCISE TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL. AREA OFFICERS MAY EXERCISE ADMINISTRATIVE AND TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL.</p>	<p>INCUMBENTS USUALLY PLAN, DIRECT, ASSIGN, AND REVIEW WORK OF LOWER LEVEL OFFICERS AND ASSISTANTS.</p>	<p>PLANS, DIRECTS, ASSIGNS, AND REVIEWS THE WORK OF LOWER GRADE OFFICERS.</p>	<p>PROVIDES DIRECTION AND GUIDANCE TO ALL PERSONNEL ASSIGNED TO TECHNICAL AND SPECIALIZED AREAS OF RECORDS MANAGEMENT AND FURNISHES TECHNICAL GUIDANCE TO AREA OFFICERS THROUGHOUT THE AGENCY.</p>
4. MENTAL DEMANDS	<p>ESSENTIALLY THE SAME AS AT THE GS-11. HOWEVER, GREATER INITIATIVE APPEARS AS A RESULT OF GREATER COMPLEXITY OF AREAS AND PROBLEMS SURVIVED OR SERVED.</p>	<p>GREATER INITIATIVE, INGENUITY, AND ORIGINAL THINKING APPEAR BECAUSE OF AGENCY-WIDE SCOPE OF THIS LEVEL.</p>	<p>ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT INITIATIVE, INGENUITY, AND ORIGINAL THINKING ARE REQUIRED IN THE DEVELOPMENT OF THE ENTIRE AGENCY PROGRAM.</p>	<p>ORIGINAL THINKING, INGENUITY, AND RESOURCEFULNESS MUST BE EXERCISED TO ENSURE EFFECTIVE ACCOMPLISHMENT OF THE RECORDS MANAGEMENT PROGRAM.</p>
5. PERSONAL WORK CONTACTS	<p>SAME AS GS-11.</p>	<p>CONTACTING ADMINISTRATIVE AND OPERATING OFFICIALS AT HIGH LEVELS TO GAIN ACCEPTANCE OF GENERAL RECORDS MANAGEMENT POLICIES AND PRACTICES; CALLING ATTENTION TO AREAS OF NEED FOR IMPROVEMENT AND RESULTING BENEFITS; SECURING A FAVORABLE ATTITUDE TOWARD SURVEYS OR APPROVAL OF SURVEY RESULTS; AND HOLDING PERIODIC CONFERENCES WITH RECORDS MANAGEMENT OFFICERS IN OPERATING AREAS TO IMPART INFORMATION ON NEW AND IMPROVED TECHNIQUES.</p>	<p>ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT A HIGHER PROPORTION OF CONTACTS IS WITH TOP OFFICIALS.</p>	<p>MAINTAINS LIAISON WITH TOP AGENCY OFFICIALS TO ADVISE ON RECORDS MANAGEMENT PROBLEMS AND TO STIMULATE ACCEPTANCE AND IMPROVEMENT OF THE RECORDS MANAGEMENT PROGRAM IN VARIOUS COMPONENTS OF THE AGENCY. AS CHIEF RECORDS MANAGEMENT OFFICIAL OF THIS AGENCY IN COMPLYING WITH THE REQUIREMENTS OF FEDERAL LAW, CONDUCTS LIAISON WITH THE OSA.</p>

~~SECRET~~

HOW TO INSTALL THE AGENCY SUBJECT-NUMERIC FILING SYSTEM

Reference: (a) [REDACTED] Handbook For Subject Filing

25X1A

1. First, glance over the material in your present file (or simply check the folder labels) and note which of the 31 subjects on page 33 of reference (a) apply. The alphabetical index beginning on page 72 will also help. Make up a file guide for each applicable subject. Arrange these guides alphabetically in an empty drawer or other vacant work space. A couple of boxes will do temporarily if cabinet space is tight.
2. Next, separate current files from your non-current records. ("Current" should be interpreted to mean "needed in the conduct of current business, regardless of the date of the document." However, in most cases current files will be those for the current year.) Simply take one folder at a time, note its contents and the date of the material. If a folder contains both current and non-current material, don't "break" the folder, transfer the entire folder to the new file you're setting up. Place each folder behind the primary guide that best identifies the contents of the folder (e.g. Personnel, Liaison, Security, etc.). Again you may wish to refer to the alphabetical index for guidance. Folder by folder work your way through the entire file. Be sure to write the primary classification on each folder in pencil to ensure its proper return should it be charged out.
3. Now you're in business. You've separated your active files from the bulk of your inactive records. You've also grouped related material together. In all probability you've found folders you never knew existed. You may also find duplicate documents filed in separate folders, or folders that have but one or two papers. Your next step then is to set up the necessary folders to refine your system.

To do this, first determine the secondary, and if necessary, the tertiary classification of each piece of current material behind a primary guide. Examine each folder. Often all of the material in one folder can be classified under one secondary classification such as "Attendance and Absence" which is a secondary heading under the primary, "PERSONNEL." In this case the entire folder can be classified. However, if a folder contains miscellaneous papers, for example on personnel matters, you'll need to classify each paper.

Make up the necessary folders that the volume and the number of secondary or tertiary subjects require. For instance, if the record volume is small, make a folder only for the primary subject, even though you may have classified some papers according to a secondary or tertiary category. Later, if the primary folder becomes full (20-30 pieces), you can set up secondary folders. Place the current material in the new folders, and transfer the balance of any noncurrent material back to the noncurrent file.

4. Continue the above process in succession for each subject category until you've reworked your entire file. You'll find that this can be done in spare moments without disrupting the orderliness of your files.

For further information, see your records officer or contact the
Approved For Release 2001/08/30 : CIA-RDP74-00005R000100010028-3

(Date of Study) _____ (Month & Year Being Studied) _____

DD/S	DD/I	DD/P	LBT
General Counsel	ONE	I & R	O/DCI
Audit Staff	ORR	PPC	Insp. Gen.
Commer. Staff	OSI	RI	Cable Sec.
Mgt/Staff	OBI	RI/RI	
Medical Staff	OO	CI	
O/Commo.	OCR	PP	<u>OTHER AGENCIES</u>
O/Compt.		TSS	
O/Log.		WE	
O/Pers.		EE	
O/Sec.		NEA	
O/Tng.		FE	
		WH	
GRADES			
3			
4			
5			
6			
7/Sgt.			
8/Sgt.			
8			
9			
10			
LT.			
11			
Capt.			
12			
Maj.			
13			
Lt. Col.			
14			
Col.			
15			
		REJECTED	
STILL IN PROCESS			
APPROVED (Amount & Grades)			

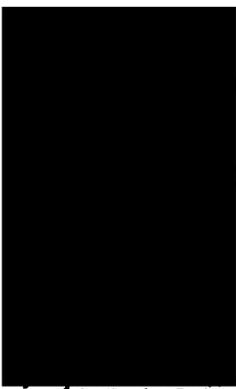
FORMS MANAGEMENT

Tentative

Control and Standardization 1951 Reg/s

12 Jan 52, Requesting Forms Reg/s

25X1A



CIA
Central Intelligence Agency Records Management Program Guide
(A Brief on the Functional Areas of Records Management)

RM

✓ Revision of Forms Numbering System, 7 July 1954 Memo to All Area Records Officers and Selected Logistics Office Personnel

✓ Forms Management Information, 22 December 1954 Memo to All Area Records Officers

✓ How to Procure Other Government Agency Forms Used by CIA, 15 November 1960 Memo to All Area Records Officers

✓ Forms Management Program Booklet

✓ Forms Management Poster - Don't Waste Forms

✓ Form 30

✓ Forms Management, Air Force Manual, AFM 9-1, 1 January 1952 AF

✓ Forms Analysis, GSA Handbook, FSN 7610-655-8220, November 1959 GSA

✓ Forms Design, GSA Handbook, FSN 7610-753-4771, September 1960 GSA

✓ Forms Management, Proposed GSA Handbook, FSN 7610-616-9189

✓ Specialty Forms, Proposed GSA Handbook, FSN 7610-

v = Agency Developed

DEC 1960

Tentative

CORRESPONDENCE MANAGEMENT

- ✓ .Are you Dropping Your O's?, 1-page Flyer
- ✓ .Bottled up by an Addressing and Distribution Problem? - New Thermofax Label Paper
- ✓ .Correspondence Management - The Answer to Cutting Correspondence Costs, November 1954 Pamphlet
- ✓ .Is Rewriting or Retyping Always Necessary?, 1-page Flyer
- ✓ .Letters, 1-page Flyer
- ✓ .Modern Writing Styles, Pamphlet
- ✓ .The Correct Angle, for Faster, More Accurate, and Easier Typing, 8-page November 1956 Booklet
- ✓ .What is Readability?, Pamphlet
- ✓ .Agency Handbook, Correspondence Style and Procedures
- .Form Letters, GSA's Records Management Handbook - Managing Correspondence
- .Guide Letters, GSA's Records Management Handbook - Managing Correspondence
- .Plain Letters, GSA's Records Management Handbook - Managing Correspondence

✓ = Agency developed

FILE OPERATIONS QUESTIONNAIRE

Approved For Release 2001/08/30 : CIA-RDP74-00005R000100010028-3

The Records Management Office in National Archives is working with you in a workshop for secretaries, administrative clerks, and the thousands of similar "one-man file rooms" in government (usually part time). The class will consider everyday problems you meet, offer practical answers, and work out filing and finding exercises based upon your kind of files. Filling out this questionnaire will help us get closer to your individual problems.

PART I		Check Items
1. I have trouble finding papers because files are asked for frequently by subjects, names or titles that are quite different from the subjects, names or titles used in my files.....		
2. Too frequently I must look in more than one place in my files to find the whole story because related papers (letters, replies, forms, etc.) are not filed together.....		
3. When I look for papers, I often find that the one I want has been filed in another office.....		
4. One reason I have trouble finding papers is that other people remove them from my files without telling me.....		
5. Another reason I have trouble is that people return borrowed papers and refile them in the wrong place.....		
6. I have trouble making the subject of papers I get fit the files classification outline my agency prescribes.....		
7. Writing the file classifications on papers takes too much of my time because I must write too many words.....		
8. I have to make many cross references to be sure I can find papers.....		
9. All of our files are bound with fasteners; it takes a lot of time to fasten and unfasten them every time I file a paper.....		
10. There is no one I can turn to help me with files problems.....		
11. We have no system for getting rid of many of the papers we no longer need.....		
12. Many papers I get for filing are useless but I don't feel I can throw them away because no one has given me guidance on what to keep and what to destroy.....		
13. Many papers I must file are duplicated in other files and I don't understand why I have to file them.....		
14. We have to furnish central files a copy of some or all letters we prepare.....		
15. Other problems I have in keeping files; things I'd like to learn in class: (Please describe on the reverse of this questionnaire).....		
16. Of the problems I have checked above, these three have given me the most trouble	a.	b. c.

PART II

1. I estimate that the number of times a day my files are used (by me or others) is
 5 or less More than 5

2. My filing workload per day is
 10 or less papers Over 10, but less than 50 50 or more papers

3. About the filing system used in my office
 I inherited it from my predecessor It's my own My boss made it up
 My agency requires it None of these; it's _____
 It's in writing It's not in writing

4. Would you like to attend a filing course for one day if you thought the instruction would include problems you are having with your files?
 Yes No

5. My agency is _____ 6. My office is _____ 7. My position in the office is _____

REPORTS MANAGEMENT

Tentative

- ✓.An Introduction to Reports Management, July 1954 (Pamphlet)
- ✓.Sample Office Notice Inaugurating a Reports Management Program
- ✓.Sample Office Regulation for Operating a Reports Management Program
- ✓.Analyzing Requirements for Administrative or Management Reports, Nov 1954 (Pamphlet)

✓ = Agency developed

Tables of Floor Loads and Equipment Weights**Table I - Floor Loads**

<u>TYPE OF BUILDING</u>	<u>MAXIMUM ALLOWABLE LIVE LOAD</u>
Warehouses, above ground	125 to 250 pounds per sq. ft.
Warehouses, floor on ground	Unlimited
Theater, stage	150 pounds per sq. ft.
Theater, balcony	60 pounds per sq. ft.
Public buildings, such as dance halls, gymnasiums, restaurants, and theaters.	100 pounds per sq. ft.
Garages	100 pounds per sq. ft.
Public meeting places	100 pounds per sq. ft.
Public meeting places with fixed seats	60 pounds per sq. ft.
Office buildings	75 pounds per sq. ft.
Resident buildings, such as houses, hotels, and apart- ments.	40 pounds per sq. ft.

Table II - Equipment Weights

<u>TYPE OF EQUIPMENT</u>	<u>WEIGHT OF EQUIPMENT</u>
	<u>Weight Per Unit Loaded</u>
Bowington Rand safe file	1000 pounds per unit
Herring-Hall-Marvin safe file	1300 pounds per unit
Four-drawer (uninsulated) file cabinet	300 to 480 pounds per unit
Five-drawer (uninsulated) file cabinet	375 to 500 pounds per unit
Map cabinet containing paper (4 tiers high)	2500 pounds to 3500 pounds
Bookshelving (packed) 3 feet high	1000 to 1500 pounds per unit