

29 September 1970

MEMORANDUM FOR: Acting Chief, SSS

SUBJECT : Interim Report on RAB Reports Inventory

INTER AGENCY REPORTS

1. Agency Vital Records Protection Status to National Archives. GSA Annual
2. Annual Summary of Records Holdings GSA Annual

RECORDS ADMINISTRATION INTERNAL REPORTS

- 3 1. Budget and Program Call to C/SSS Annual
- 4 2. Records Management Program Report to C/SSS Semi-Annual
- 5 3. Records Management Board Report to Executive Director Comptroller Semi-Annual
- 6 4. Forms Management Activities Computer Reports to C/RAB Monthly
- 7 5. Forms Management Status Reports to C/RAB (Four different computer reports) Quarterly
- 8 6. Forms Management Status Reports to RMO's Quarterly
- 9 7. Annual Records Inventory to C/RAB Annual
- 10 8. RMO Conference Report to C/RAB Semi-Annual

RECORDS CENTER REPORTS

- 11 9. Activity Report and Status to C/RAB Monthly
- 12 10. Six-Month Activity Recap Report to C/RAB Semi-Annual
- 13 11. Fiscal Year Total Recap Report C/RAB Annual
- 14 12. Statistical Report to Records Mgt. Board Quarterly

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Rough drafts  
of reports  
inventory for RAB

10/9  
AD

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24 September 1970

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INTER AGENCY REPORTS

- 1. Agency Vital Records Program Report to National Archives GSA Annual
- 2. Agency Records Holding Report to National Archives GSA Annual

RECORDS ADMINISTRATION INTERNAL REPORTS

- 1. Budget and Program Call to C/SSS Annual
- 2. Records Management Program Report to C/SSS Semi-Annual
- 3. Records Management Board Report to Executive Director Comptroller Semi-Annual
- 4. Vacation Schedules Report to C/SSS Semi-Annual
- 5. Consolidated Charity Drive Reports to Admin. Off/SSS Weekly/1 mo.
- 6. Bond Drive Reports to Admin. Officer/SSS Weekly/1 mo.
- 7. Forms Management Activities Computer Reports to C/RAB Monthly
- 8. Forms Management Status Reports to C/RAB (Four different computer reports) Quarterly
- 9. Forms Management Status Reports to RMO's Quarterly
- 10. Annual Records Inventory to C/RAB Annual
- 11. RMO Conference Report to C/RAB Semi-Annual

RECORDS CENTER REPORTS

- 12. Activity Report and Status to C/RAB Monthly
- 13. Six-Month Activity Recap Report to C/RAB Semi-Annual
- 14. Fiscal Year Total Recap Report C/RAB Annual
- 15. Statistical Report to Records Mgt. Board Quarterly
- 16. Machine Listings of Records Stored to RMO's Quarterly
- 17. Suitland Status and Activity Report to C/A&RC Monthly
- 18. Work Sheets to C/A&RC Daily  
(Archives, Vital Records, Reference, Accessions Sections and Suitland)
- ~~19. Total Visitors phone Report to SSS~~ Monthly

STATINTL

Chief, Records Administration Branch

STATINTL

RITA

Records Administration Branch Reports

External

- 1/ Report to National Archives on Vital Records                      annually
2. Report to National Archives on Agency Records Holdings              annually

Internal

1. Program Call to C/SSS    annually
2. Records Management Program accomplishments to C/SSS              semi annual
3. Records Management Board to ExDir-Comptr                              semi annual
4. Vacation Schedules to C/SSS    semi annual
5. Consolidated Charity Drive to Admin Offcr/SSS                              weekly for 1 month
6. Bond Drive to Admin Offcr/SSS    weekly for 1 month
  
7. Records Center Monthly Activity to Ch/RAB                                      monthly
8. Records Center Statistical rept to Records Mgt Board and component Records Management Officers              quarterly
9. Records Center activities to Ch/RAB    semi annual
  
10. Forms Management receives monthly actions from OCS                              monthly
11. Forms Mgt status report (4 types of machine listings from OCS)    quarterly
  
12. Annual Records Inventories from Records Officers in all components to Ch/RAB    annually
13. Conference Report to Ch/RAB    annually

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- 2. Agency Records Holding Report to National Archives <sup>Annual Summary of Records Holdings</sup> GSA Annual

RECORDS ADMINISTRATION INTERNAL REPORTS

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- 15. Statistical Report to Records Mgt. Board Quarterly
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- 17. Suitland Status and Activity Report to C/A&RC Monthly
- 18. ~~Work Sheets to C/A&RC Daily~~
- 19. ~~(Archives, Vital Records, Reference, Accessions Sections and Suitland)~~
- 20. ~~Total Visitors phone Report to CO/WTC Monthly~~

STATINTL

Chief, Records Administration Branch

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SECRET

(When Filled In)

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RECORDS SURVEY WORK SHEET

OFFICE, DIVISION, BRANCH, SECTION

LOCATION

NAME OF FILE

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

STORAGE ARRANGEMENT

INCLUSIVE DATES

SIZE OF RECORDS	LEGAL		LETTER		OTHER (Specify)	LINEAR FEET
	3" X 5"		5" X 8"			
EQUIPMENT OCCUPIED BY RECORDS	SAFE		CABINET		OTHER (Specify)	NO. OF DRAWERS
	LEGAL		LETTER			

REMARKS

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