

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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