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ADMINISTRATIVE - INTERNAL USE ONLY
OFFICE OF TRAINING

OTR NOTICE
NO. 7-66

22 June 1966

SUBJECT : OTR Records Program

REVISION: Paragraph 3, OTR Notice 7-65

1. Each School and Staff Chief is required to submit an annual report of records holdings and records destruction for FY 1966. It may be recorded as follows:

_____ cu. ft. of records on hand 1 July 1965

_____ cu. ft. of records on hand 30 June 1966

_____ cu. ft. of records transferred to Records Center during FY 1966

_____ cu. ft. destroyed in offices FY 1966

_____ lin. ft. of library books on hand 30 June 1966

2. In addition, an inventory of filing equipment is requested. A listing of the most common types of equipment is attached for your convenience.

3. The statistical data will provide the basic information for the Agency Records Administrative Officer's biennial report to the National Archives and Records Services, GSA, and will enable him to measure the effectiveness of the Agency's Records Management Program.

4. The Records Administration Officer should receive this report by 29 July 1966.

5. If you require any assistance in preparing this report, please contact [redacted] on extension 2692.

STATINTL

[redacted]
John Richardson
Director of Training

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Attachment: Form 2218