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OFFICE OF TRAINING

OPERATIONS SCHOOL

Headquarters Training

RECORDS OFFICERS COURSE NO. 31 (ROC)

29 March - 2 April 1965


Room 1A-07 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
3. To understand the inter-relationship between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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Chief Instructor
Ext. 2141

Group I
Excluded from automatic
downgrading and
declassification

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Monday, 29 March 1965

0830 - 0900 Registration and Administration

0900 - 0930 CS Mission and Records

0940 - 1100 The Records Officer and His
Responsibilities

1120 - 1300 Records Terminology

Tuesday, 30 March 1965

0830 - 0900 Reading

0900 - 1000 Interagency Source Register (ISR)

1010 - 1100 Review, Analysis and Classification

1110 - 1220 The 201 System

1230 - 1330 Sensitive Documents

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Wednesday, 31 March 1965*

0830 - 0900 Reading

0900 - 1050 Summary - RID Responsibilities in the
CS Records Systems

1100 - 1300 Destruction Procedures and RO
Responsibilities

Thursday, 1 April 1965

0830 - 0900 Reading - Submit Questions for
Friday Question and Answer Period

0900 - 1150 Handling of Records at the
Headquarters Desk, Including Destruction

1200 - 1300 Introduction to Practical Exercise

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Friday, 2 April 1965

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0830 - 1030 Practical Exercise - Destruction
1040 - 1100 System Development
1110 - 1230 Question and Answer Period - Panel
1230 - 1300 Final Administration



*Students who have not taken the RID Tour are required to do so on Wednesday, 31 March 1965. The tour will be conducted from 1400-1600 hours and will start from this classroom promptly at 1400.

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