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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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25X1A

Chief Instructor Ext. 2141

Group I
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

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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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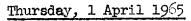
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Wednesday, 31 Ma	arch 1965*
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0830 - 0900	Reading
0900 - 1050	Summary - RID Responsibilities in the CS Records Systems
1100 - 1300	Destruction Procedures and RO Responsibilities



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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	25X1A
	0830 - 1030	Practical Exercise - Destruction	
25X1A	1040 - 1100	System Development	
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	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.