


**ADMINISTRATIVE - INTERNAL USE ONLY**

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STATINTL

 Admin. and Budget Officer,  
ID-4060, Headquarters

Chief, Records Administration Staff, DDS

Office of Record

1. Any organizational element that creates, receives and maintains records in the process of carrying out its assigned functions and responsibilities normally becomes the office of record for documenting such activities. It is an office that maintains official records for a specified mission. Within our Agency, offices of record range from the immediate Office of the Director and his Deputies down through those of heads of offices and, in some cases, Chiefs of Divisions, Staffs and even Branches.

2. The functions and responsibilities of organizational elements are defined in broad terms by Agency regulations and more specifically in internal issuances. Records Control Schedules prepared for these organizational elements should describe certain files that document the substantive functions assigned by these issuances.

3. In order to identify and formally designate offices of record within our Agency, I need the information called for in the attachment. Your cooperation will be appreciated in this effort to improve our record keeping practices. Please call on me for any assistance in this matter.



Attachment

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