

February 1, 1978

FROM: Alldredge Records Management Award Committee

TO: Federal Records Management Officers and Their Immediate Supervisors and Agency Heads

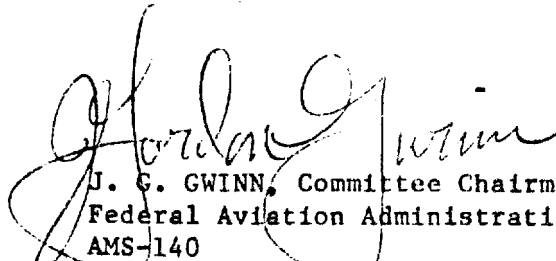
SBJT: Invitation to Submit Award Nominations

You are invited and encouraged to submit nominations for the annual Everett O. Alldredge Award. This award was established in 1972 as a continuing memorial to the high ideals and professionalism which "Ev" Alldredge symbolized.

This is your opportunity to recognize the achievements of those who have demonstrated professional excellence in designing, promoting, or managing systems or programs that significantly improve the effectiveness and efficiency of Federal paperwork. Your assistance in furthering the worthy purpose of this award by nominating candidates who have demonstrated excellence of leadership and who have made outstanding contributions to enhance the profession will be sincerely appreciated. The accompanying enclosure provides additional information and guidance concerning the award.

Initial distribution of this document is being made only to records management officers. We urge you to make further distribution as appropriate and to bring this to the attention of your immediate supervisor so that he/she may inform other executives of this invitation for nominations.

Nominations should be submitted in writing by April 10, 1978, to the Committee Chairman.


J. G. WINN, Committee Chairman
Federal Aviation Administration
AMS-140
Washington, D.C. 20591

Enclosure

THE "EV" ALLDREDGE ANNUAL AWARD
FOR RECORDS MANAGEMENT EXCELLENCE
IN THE FEDERAL GOVERNMENT

1. PURPOSE AND ORIGIN OF AWARD

a. This award is designed to recognize personnel who have made outstanding contributions in the field of records management; to encourage high standards of performance in this field; and to enhance the records management profession in the Federal Government.

b. The award honors the late Mr. Everett O. Alldredge for his outstanding and professional excellence in designing and promoting an effective records management program in the Government. He served for many years as the Assistant Archivist for Records Management in the National Archives and Records Service.

2. SCOPE.

a. Records management encompasses the totality of records from their creation, through arrangement and use, to final preservation or destruction. It covers every type of recording media, including paper, micrographics, and magnetic tape. Automation, in its many aspects, is a vital tool available for managing recorded information.

b. Records management is present in every office as an integral part of administrative support work, management information flow, and written communications. The purpose of records management is to channel and control records so they contribute significantly to the achievement of worthy goals and objectives of the organization.

3. WHO MAY BE NOMINATED.

a. Federal records management officers and any person in the Federal Government of the United States whose primary mission is within the records management function is eligible for nomination. This eligibility continues for six months after retirement.

b. Any records manager or agency official may submit the name of a person in that department or agency or another department or agency to the Awards Committee as being worthy of consideration for the award.

c. Only one nomination may be submitted each year by each Department or Independent Agency.

d. Any member of the Awards Committee may also place a name of a deserving individual before the committee if such has not been submitted by his agency.

4. WHAT THE NOMINATION SHOULD INCLUDE

a. The nominee's name, grade, position title, organization, location, and Department or Agency. ✓

b. A list of any previous awards received by the nominee for outstanding service in the field of records management. ✓

c. Adequate justification to provide the committee with details needed to make a fair and just determination of merit. ✓

5. DEADLINE AND PROCEDURE

a. Nominations must be submitted to the Chairman of the Awards Committee, shown on the accompanying letter, by April 10.

b. Nominations should be submitted by or have the approval of the Records Management Officer or other suitable agency official. (This does not preclude the Records Manager of a Department or Agency recommending a Records Manager of another Department or Agency.)

6. SELECTING THE RECIPIENT

The Everett Alldredge Awards Committee will review all nominations and make the final selection of the individual to be honored. Their decision will be based on a majority opinion as to which nominee has made the most significant contribution to the Federal Records Management Program.

7. WHEN AND WHERE THE AWARD IS MADE

This year's award will be presented at the annual Records Management Conference to be held at the Sheraton Fredericksburg Motor Inn in Fredericksburg, Virginia. The award will be presented on Tuesday, May 16th.

8. AWARDS COMMITTEE MEMBERSHIP FOR 1978

STATINTL

J. G. Gwinn (FAA), Chairman

426-8735

STATINTL

Harold Hooper (Library of Congress)

426-5590

Sybil Taylor (Defense Contract Audit Agency)

274-7285

Carl Steinmetz (NASA)

755-2295

Frosty Wms., Chief, Office of Records Mgmt., Nat'l Archives and Records, GSA 276-587

STATINTL

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