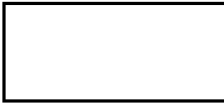


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CIA POSITION STANDARD  
GS-0306.00-00 RECORDS MANAGEMENT SERIES

PERSONNEL  
20 January 1955

I. INTRODUCTION

A. DEFINITION

This series includes all positions the duties of which are to advise on, direct, supervise, or perform work involved in planning, developing, organizing, and administering records management programs on the staff or operating level, such programs to cover any or all of the following functional areas: Records creation, records maintenance and use, records disposition, and vital materials.

B. EXCLUSIONS

- ORGANIZATION AND METHODS EXAMINER - GS-0303.01
- MANAGEMENT OFFICER - GS-0303.01
- ASSISTANT MANAGEMENT OFFICER - GS-0303.01

These categories involve the performance or supervision of administrative management, organization, procedures, and/or methods studies in the interest of promoting greater efficiency, effectiveness, and economy in the management of Agency operations; and formulation of organizational plans, distribution of functions, staffing patterns, and work methods for newly established or reorganized Agency components.

MAIL AND FILE SERIES - 0305.00

This series includes all positions the duties of which are to administer, supervise, or perform work involved in (a) receiving, recording, and routing incoming mail; (b) recording and dispatching outgoing mail;

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and (c) indexing, filing, searching, or maintaining control registers on correspondence, reports, memoranda, or other records.

C. BACKGROUND INFORMATION

Federal agencies are required by law to establish and maintain an active and continuing Records Management Program. By controlling and improving records from their creation or receipt to their disposition, the program aims to obtain for the Agency improved records and economic<sup>s</sup> in manpower, supplies, equipment, and space. The program is divided functionally into reports management, correspondence management, forms management, records systems and file standards, vital materials, records disposition and Records Center Operations.

Reports management involves developing and improving reporting systems to provide management with the type and quality of reports essential to its function; eliminating and preventing nonessential reporting; providing simple and direct reporting methods; ensuring that instructions, forms, and procedures for necessary reporting are clear and complete; maintaining a central reference file on requirements for reports and periodically publishing an index thereof.

Correspondence management involves developing and installing form and pattern correspondence, correspondences, and other labor-saving techniques or devices; formulating and establishing procedures and style standards for the uniform preparation and handling of Agency correspondence and the development of guides for their use; developing guides and promotional material for improving the writing ability of Agency personnel; and evaluating and promoting the use of labor-saving stenographic and typing supplies and equipment.

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Forms management involves eliminating nonessential or obsolete forms; consolidating forms used for the same or related purposes; preventing the creation of forms with limited local application by extending the use of existing forms, simplifying and standardizing the size and design of forms; reviewing for approval or disapproval requests for new or revised forms; assigning numbers and titles and registering approved new or revised forms; preparing and publishing periodically a numerical, functional and alphabetical listing of all active Agency forms; eliminating unnecessary or wasteful printing and duplicating practices; and centralizing the procurement, storage and distribution of forms.

Records systems management involves evaluating, developing, or applying new methods of records maintenance and servicing to effect increased efficiency and reduced costs and to facilitate eventual disposition; determining adequate means and establishing standards for maintaining current records in terms of physical location, types of equipment and supplies and personnel utilization; and determining adequate means of receiving, recording, routing and delivering Agency Mail.

Vital materials management involves advising and guiding officials responsible for selecting materials vital to reconstruction of the Agency; determining the media and frequency of deposit; establishing indexing and filing systems; and developing disposition instructions.

Records disposition involves identifying and classifying Agency documents, letters, reports, forms, charts, maps, books, pamphlets, manuals, photographs, illustrations, etc., as to location, volume, and function

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and determining whether such material is record or non-record in character; determining and recommending disposition by permanent preservation, microfilming or destruction according to applicable laws and regulations, or removal from office areas to less expensive Records Center storage.

Records Center operations involve providing the facilities of a less expensive storage area than operational units for Agency records that are non-current, including accessioning, reference, and disposal functions.

The Records Management program is carried on by Records Management Officers and Records Management Assistants: (1) in operating segments of the Agency, with responsibility for the direction, supervision, or performance of work involved in promoting, planning, developing, organizing and administering the records management program for the area within the framework of policies and procedures developed by the Records Management Staff; or (2) in the Records Management Staff, with responsibility for directing and coordinating the Agency Records Management Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs; promoting the installation of programs with Agency officials; and conducting surveys and operational audits in problem areas of records management.

## II. POSITION PROGRESSION AND RECRUITMENT SOURCES

Potential recruitment sources, as well as promotional or lateral transfer possibilities to and from subject positions, are reflected on the attached Position Progression Diagram.

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III. CLASSIFICATION OF POSITIONS

Positions in this series are classified in accordance with the evaluation factors on the attached Position Evaluation Chart and the Qualification Requirements.

IV. QUALIFICATION REQUIREMENTS:

A. KNOWLEDGES AND ABILITIES

GS-5 and GS-7 GRADE LEVELS: Analytical ability; ability to express ideas orally and in writing; and ability to deal effectively with people.

GS-9 to GS-12 GRADE LEVELS: Knowledge of the methods, principles and practices associated with the planning, development, installation, and administration of a comprehensive records management program as found in large governmental agencies or private industrial or business concerns; ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures, and practices employed in reports, forms, and correspondence management, mail control, reference service, maintenance management, files standards, disposition of records, and vital materials operations. The GS-12 level requires the ability to plan and organize surveys.

GS-13 to GS-15 GRADE LEVELS: In addition to the knowledges and abilities required for the lower grade levels, ability to interpret decisions, regulations, policies, and instructions in terms of their significance and impact upon the internal administration of a large organization, ability to effect adequate solutions to complex records management problems; ability to design, install or revise records management methods, procedures and practices; ability to develop regulations, notices, staff

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studies, handbooks, and other forms of written material designed to implement records management procedures and practices; ability to plan or conduct records management surveys; ability to establish and maintain favorable working relationships with top executives personnel; and ability to assume and delegate responsibility.

B. PERSONAL CHARACTERISTICS

Emotional stability, cooperativeness, conscientiousness and decisiveness in action; ability to exercise initiative and to maintain favorable working relationships with others.

C. PHYSICAL CHARACTERISTICS

Duties involve no unusual physical demands. Incumbents must pass the standard "departmental" physical examination conducted by the Agency Medical Office, and the standard "overseas" physical examination, if being considered for overseas assignment.

D. REQUIRED EXPERIENCE

1. Required Related Experience: Progressively responsible work associated with business administration, supply administration, personnel administration, accounting, auditing, fiscal administration, organization and methods examining, archival science, operation or management of a business, manufacturing firm, educational institution or other enterprise; or other experience associated with office operation or management providing a knowledge of general business or administrative methods, procedures and practices.
2. Required Specialized Experience: Progressively responsible work involving reports management, forms management, correspondence management, mail control, reference service, records maintenance

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management, files standards, disposition of records, and vital materials programs; the preparation of records management handbooks or textbooks; serving as an administrative officer in a government agency or in a large-scale business or industrial concern with responsibility for administering a positive records management program; management surveys of a nature which included an important element of records management; teaching courses in records management above the high school level; or administrative activities related to records management activities, such as organization and methods examining, program analysis, and archival science.

3. Except for allowable substitutions, the following minimum lengths of related and specialized experience are required.

GENERAL REQUIREMENTSALTERNATE REQUIREMENTS

<u>Grade Level</u>	<u>Total Time</u>	<u>Related Experience</u>	<u>Specialized Experience</u>	Specialized Agency experience as an Incumbent of a position directly associated with substantive records management work
GS-05	3 yrs	3 yrs	0	6 months at the GS-04* grade level
GS-07	4 yrs	3 yrs	1 yr	6 months at the GS-05* or GS-06* grade level or any combination thereof
GS-09	5 yrs	3 yrs	2 yrs	12 months at the GS-7* or GS-08* grade level or any combination thereof
GS-11	6 yrs	3 yrs	3 yrs	12 months at the GS-09* or GS-10* grade level or any combination thereof
GS-12	7 yrs	3 yrs	4 yrs	12 months at the GS-11* grade level
GS-13	8½ yrs	3 yrs	5½ yrs	12 months at the GS-12* grade level
GS-14	10 yrs	3 yrs	7 yrs	18 months at the GS-13* grade level
GS-15	12 yrs	3 yrs	9 yrs	24 months at the GS-14* grade level

\* In addition to experience on which qualification to this grade was based.

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E. ALLOWABLE SUBSTITUTIONS FOR REQUIRED EXPERIENCE

1. Successful completion of undergraduate study of a nature which did not involve extreme specialization in the natural sciences or fine arts may be substituted on the basis of one academic year of study for nine months of related experience.
2. Successful completion of all requirements for a Master's Degree in public administration, business administration, industrial engineering, industrial management, political science, personnel administration, archival science, organization and methods examining, records management, may be substituted for one year of specialized experience and three years of related experience.
3. Successful completion of all required study for the Doctorate in one of the fields specified in (2) above, may be substituted for two years specialized experience and three years related experience.

F. RECOMMENDED TRAINING

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