

THE AGENCY
RECORDS MANAGEMENT PROGRAM

MANAGEMENT STAFF
RECORDS MANAGEMENT DIVISION
AUGUST 1954

WHAT IS RECORDS MANAGEMENT

IT IS A SPECIALIZED FIELD THAT DEALS WITH THE PROBLEMS AND PRACTICES OF:

1. RECORDS CREATION *forms, contracts, reports*
2. THE MAINTENANCE, ORGANIZATION, AND USE OF RECORDS IN THE CONDUCT OF CURRENT BUSINESS. *numerical project alphabetical*
3. THE PRESERVATION, ELIMINATION OR TRANSFER OF THOSE RECORDS WHICH ARE NOT CURRENTLY REQUIRED OR ARE SELDOM USED. *cont'd ref. incl. mag. contr, microfilm + v. it'd mat.*

WHY IS IT NEEDED?

THE AGENCY IS REQUIRED BY LAW TO MAINTAIN A RECORDS MANAGEMENT PROGRAM. (PUBLIC LAW 754, AND GENERAL COUNSEL OPINION OF 2 OCTOBER 1950. EXHIBITS A & B) *History growth*

RECORDS MANAGEMENT IS PARTICULARLY APPLICABLE TO THIS AGENCY BECAUSE...

\$\$\$ - THE VOLUME OF RECORDS CREATED AND THE EXPENSE INCURRED ARE HIGH. 150 MILLION SHEETS OF POTENTIAL RECORD MATERIAL WERE PRODUCED IN FY 54. IT WOULD TAKE 11,371 FOUR DRAWER CABINETS TO HOUSE THIS VOLUME SHOULD IT ALL BECOME RECORD MATERIAL. *Postg + Ref'd 100,000 stock*

\$\$\$ - THE COSTS TO MAINTAIN AND STORE OUR RECORDS LIKEWISE ARE HIGH. 100,400 SQUARE FEET OF FLOOR SPACE VALUED AT \$251,000 AND 16,733 PIECES OF FILING EQUIPMENT ACQUIRED AT A COST OF \$2,347,322 ARE USED TO HOUSE OUR ACTIVE RECORDS. *office space*

*Records Center
New - 21000 units
Army - 15000
New - 41220 in FY mtr (over)*

*active maintenance
office space
- 1 funds
- equip.*

active Hdqtrs.

G.S.A. office space

cumulative

[PUBLIC LAW 754—81ST CONGRESS]

[CHAPTER 849—2D SESSION]

[S. 3959]

AN ACT

To amend the Federal Property and Administrative Services Act of 1949, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the parenthetical expression appearing in clause (1) of the final sentence of subsection (a) of section 109 of the Federal Property and Administrative Services Act of 1949 (Public Law 152, Eighty-first Congress) is amended to read as follows:

“(including the purchase from or through the Public Printer, for warehouse issue, of standard forms, blankbook work, standard specifications, and other printed material in common use by Federal agencies not available through the Superintendent of Documents).”

SEC. 2. (a) Clause (2) of the final sentence of subsection (a) of section 109 of the Federal Property and Administrative Services Act of 1949, as hereinbefore amended, is amended to read as follows: “(2) for paying the purchase price, transportation to first storage point of supplies and services, and the cost of personal services employed directly in the repair, rehabilitation, and conversion of personal property.”

(b) The third sentence of subsection (b) of section 109 of such Act is amended to read as follows: “On and after such date, such prices shall be fixed at levels so as to recover so far as practicable the applicable purchase price, the transportation cost to first storage point, inventory losses, the cost of personal services employed directly in the repair, rehabilitation, and conversion of personal property, and the cost of amortization and repair of equipment utilized for lease or rent to executive agencies.”

(c) The amendments made by this section shall be effective on the date, not earlier than July 1, 1950, on which the Administrator of General Services shall determine that appropriated funds adequate to effectuate the purposes of such amendments have been made available.

SEC. 3. (a) The final sentence of subsection (b) of section 109 of the Federal Property and Administrative Services Act of 1949 is amended to read as follows: “Where an advance of funds is not made, the General Services Administration shall be reimbursed promptly out of funds of the requisitioning agency in accordance with accounting procedures approved by the Comptroller General: *Provided*, That in any case where payment shall not have been made by the requisitioning agency within forty-five days after the date of billing by the Administrator or the date on which an actual liability for supplies or services is incurred by the Administrator, whichever is the later, reimbursement may be obtained by the Administrator by

the issuance of transfer and counterwarrants, or other lawful transfer documents, supported by itemized invoices."

(b) Section 109 of the Federal Property and Administrative Services Act of 1949 is amended by adding at the end thereof the following new subsection:

"(g) Whenever any producer or vendor shall tender any article or commodity for sale to the General Services Administration or to any procurement authority acting under the direction and control of the Administrator pursuant to this Act, the Administrator is authorized in his discretion, with the consent of such producer or vendor, to cause to be conducted, in such manner as the Administrator shall specify, such tests as he shall prescribe to determine whether such article or commodity conforms to prescribed specifications and standards. When the Administrator determines that the making of such tests will serve predominantly the interest of such producer or vendor, he shall charge such producer or vendor a fee which shall be fixed by the Administrator in such amount as will recover the cost of conducting such tests, including all components of such cost, determined in accordance with accepted accounting principles. When the Administrator determines that the making of such tests will not serve predominantly the interest of such producer or vendor, he shall charge such producer or vendor such fee as he shall determine to be reasonable for the furnishing of such testing service. All such fees collected by the Administrator may be deposited in the General Supply Fund to be used for any purpose authorized by subsection 109 (a) of this Act."

SEC. 4. Paragraphs (1) and (2) of section 203 (j) of the Federal Property and Administrative Services Act of 1949 are amended to read as follows:

"(1) Under such regulations as he may prescribe, the Administrator is authorized in his discretion to donate for educational purposes or public health purposes, including research, in the States, Territories, and possessions without cost (except for costs of care and handling) such equipment, materials, books, or other supplies under the control of any executive agency as shall have been determined to be surplus property and which shall have been determined under paragraph (2) or paragraph (3) of this subsection to be usable and necessary for educational purposes or public health purposes, including research.

"(2) Determination whether such surplus property (except surplus property donated in conformity with paragraph (3) of this subsection) is usable and necessary for educational purposes or public health purposes, including research, shall be made by the Federal Security Administrator, who shall allocate such property on the basis of needs and utilization for transfer by the Administrator of General Services to tax-supported medical institutions, hospitals, clinics, health centers, school systems, schools, colleges, and universities, and to other non-profit medical institutions, hospitals, clinics, health centers, schools, colleges, and universities which have been held exempt from taxation under section 101 (6) of the Internal Revenue Code, or to State departments of education or health for distribution to such tax-supported and nonprofit medical institutions, hospitals, clinics, health

in any State where another agency is designated by State law for such purpose such transfer shall be made to said agency for such distribution within the State."

SEC. 5. The Federal Property and Administrative Services Act of 1949 is amended by—

(a) redesignating section 210 thereof as section 212, and wherever such section number appears in such Act as originally enacted, it is amended to conform to the redesignation prescribed by this subsection;

(b) inserting in the table of contents appearing in the first section of such Act, immediately after the line in which "Sec. 209." appears, the following:

"Sec. 210. Operation of buildings and related activities.
"Sec. 211. Motor vehicle identification."

(c) inserting, immediately after section 209 thereof, the following new sections:

"OPERATION OF BUILDINGS AND RELATED ACTIVITIES

"SEC. 210. (a) Whenever and to the extent that the Administrator has been or hereafter may be authorized by any provision of law other than this subsection to maintain, operate, and protect any building, property, or grounds situated in or outside the District of Columbia, including the construction, repair, preservation, demolition, furnishing, and equipment thereof, he is authorized in the discharge of the duties so conferred upon him—

"(1) to purchase, repair, and clean uniforms for civilian employees of the General Services Administration who are required by law or regulation to wear uniform clothing;

"(2) to furnish arms and ammunition for the protection force maintained by the General Services Administration;

"(3) to pay ground rent for buildings owned by the United States or occupied by Federal agencies, and to pay such rent in advance when required by law or when the Administrator shall determine such action to be in the public interest;

"(4) to employ and pay personnel employed in connection with the functions of operation, maintenance, and protection of property at such per diem rates as may be approved by the Administrator, not exceeding rates currently paid by private industry for similar services in the place where such services are performed;

"(5) without regard to the provisions of section 322 of the Act of June 30, 1932 (47 Stat. 412), as amended, to pay rental, and to make repairs, alterations, and improvements under the terms of any lease entered into by, or transferred to, the General Services Administration for the housing of any Federal agency which on June 30, 1950, was specifically exempted by law from the requirements of said section;

"(6) to obtain payments, through advances or otherwise, for services, space, quarters, maintenance, repair, or other facilities furnished, on a reimbursable basis, to any other Federal agency, or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, and

"(7) to make changes in, maintain, and repair the pneumatic tube system connecting buildings owned by the United States or occupied by Federal agencies in New York City installed under franchise of the city of New York, approved June 29, 1909, and June 11, 1928, and to make payments of any obligations arising thereunder in accordance with the provisions of the Acts approved August 5, 1909 (36 Stat. 120), and May 15, 1928 (45 Stat. 533);

"(8) to repair, alter, and improve rented premises, without regard to the 25 per centum limitation of section 322 of the Act of June 30, 1932 (47 Stat. 412), as amended, upon a determination by the Administrator that by reason of circumstances set forth in such determination the execution of such work, without reference to such limitation, is advantageous to the Government in terms of economy, efficiency, or national security: *Provided*, That such determination shall show that the total cost (rentals, repairs, alterations, and improvements) to the Government for the expected life of the lease shall be less than the cost of alternative space which needs no such repairs, alterations, or improvements. A copy of every such determination so made shall be furnished to the General Accounting Office;

"(9) to pay sums in lieu of taxes on real property declared surplus by Government corporations, pursuant to the Surplus Property Act of 1944, where legal title to such property remains in any such Government corporation;

"(10) to furnish utilities and other services where such utilities and other services are not provided from other sources to persons, firms, or corporations occupying or utilizing plants or portions of plants which constitute (A) a part of the National Industrial Reserve pursuant to the National Industrial Reserve Act of 1948, or (B) surplus real property, and to credit the amounts received therefrom to the applicable appropriation of the General Services Administration;

"(11) at the direction of the Secretary of Defense, to use proceeds received from insurance against damage to properties of the National Industrial Reserve for repair or restoration of the damaged properties; and

"(12) to acquire, by purchase, condemnation, or otherwise, real estate and interests therein.

"(b) At the request of any Federal agency or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, the Administrator is hereby authorized to operate, maintain, and protect any building owned by the United States (or, in the case of any wholly owned or mixed-ownership Government corporation, by such corporation) and occupied by the agency or instrumentality making such request.

"(c) At the request of any Federal agency or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, the Administrator is hereby authorized (1) to acquire land for buildings and projects authorized by the Congress; (2) to make or cause to be made, under contract or otherwise, surveys and test borings and to prepare plans and specifications for such buildings and projects prior to the approval by the Attorney General of the title to the sites thereof; and (3) to contract for, and

to supervise, the construction and development and the equipping of such buildings or projects. Any sum available to any such Federal agency or instrumentality for any such building or project may be transferred by such agency to the General Services Administration in advance for such purposes as the Administrator shall determine to be necessary, including the payment of salaries and expenses of personnel engaged in the preparation of plans and specifications or in field supervision, and for general office expenses to be incurred in the rendition of any such service.

“(d) Whenever the Director of the Bureau of the Budget shall determine such action to be in the interest of economy or efficiency, he shall transfer to the Administrator all functions then vested in any other Federal agency with respect to the operation, maintenance, and custody of any office building owned by the United States or any wholly owned Government corporation, or any office building or part thereof occupied by any Federal agency under any lease, except that no transfer shall be made under this subsection—

“(1) of any post-office building unless the Director shall first determine that such building is not used predominantly for post-office purposes, and functions which are transferred hereunder to the Administrator with respect to any post-office building may be delegated by him only to another officer or employee of the General Services Administration or to the Postmaster General;

“(2) of any building located in any foreign country;

“(3) of any building located on the grounds of any fort, camp, post, arsenal, navy yard, naval training station, airfield, proving ground, military supply depot, or school, or of any similar facility of the Department of Defense, unless and to such extent as a permit for its use by another agency or agencies shall have been issued by the Secretary of Defense or his duly authorized representative;

“(4) of any building which the Director of the Bureau of the Budget finds to be a part of a group of buildings which are (A) located in the same vicinity, (B) utilized wholly or predominantly for the special purposes of the agency having custody thereof, and (C) not generally suitable for the use of other agencies; or

“(5) of the Treasury Building, the Bureau of Engraving and Printing Building, the buildings occupied by the National Bureau of Standards, and the buildings under the jurisdiction of the regents of the Smithsonian Institution.

“(e) Notwithstanding any other provision of law, the Administrator is authorized, in accordance with policies and directives prescribed by the President under section 205 (a) and after consultation with the heads of the executive agencies affected, to assign and reassign space of all executive agencies in Government-owned and leased buildings in and outside the District of Columbia upon a determination by the Administrator that such assignment or reassignment is advantageous to the Government in terms of economy, efficiency, or national security.

“MOTOR VEHICLE IDENTIFICATION

“SEC. 211. Under regulations prescribed by the Administrator, every motor vehicle acquired and used for official purposes within the United States or its Territories and possessions by any Federal agency

or the District of Columbia shall be conspicuously identified by showing thereon either (a) the full name of the department, establishment, corporation, or agency by which it is used and the service in which it is used, or (b) a title descriptive of the service in which it is used if such title readily identifies the department, establishment, corporation, or agency concerned, and the legend 'For official use only': *Provided*, That the regulations issued pursuant to this section may provide for exemptions from the requirement of this section when conspicuous identification would interfere with the purpose for which a vehicle is acquired and used."

SEC. 6. The Federal Property and Administrative Services Act of 1949 is amended by—

(a) redesignating "title V" of such Act as "title VI" thereof, and "title V", wherever it appears therein, is amended to read "title VI";

(b) redesignating sections 501–505, inclusive, of such Act, respectively, as sections 601–605, inclusive, thereof, and wherever any such section number appears in such Act as originally enacted, it is amended to conform in numbering to the redesignation prescribed by this subsection;

(c) inserting at the proper place in the table of contents to such Act the following:

"TITLE V—FEDERAL RECORDS

- "Sec. 501. Short title.
- "Sec. 502. Custody and control of property.
- "Sec. 503. National Historical Publications Commission.
- "Sec. 504. Federal Records Council.
- "Sec. 505. Records management; the Administrator.
- "Sec. 506. Records management; agency heads.
- "Sec. 507. Archival administration.
- "Sec. 508. Reports.
- "Sec. 509. Legal status of reproductions.
- "Sec. 510. Limitation on liability.
- "Sec. 511. Definitions."

(d) inserting, immediately following title IV thereof, the following new title:

"TITLE V—FEDERAL RECORDS

"SHORT TITLE

"Sec. 501. This title may be cited as the 'Federal Records Act of 1950'.

"CUSTODY AND CONTROL OF PROPERTY

"Sec. 502. The Administrator shall have immediate custody and control of the National Archives Building and its contents, and shall have authority to design, construct, purchase, lease, maintain, operate, protect, and improve buildings used by him for the storage of records of Federal agencies in the District of Columbia and elsewhere.

"NATIONAL HISTORICAL PUBLICATIONS COMMISSION

nated by him), who shall be Chairman; the Librarian of Congress (or an alternate designated by him); one Member of the United States Senate to be appointed, for a term of four years, by the President of the Senate; one Member of the House of Representatives to be appointed, for a term of two years, by the Speaker of the House of Representatives; one representative of the judicial branch of the Government to be appointed, for a term of four years, by the Chief Justice of the United States; one representative of the Department of State to be appointed, for a term of four years, by the Secretary of State; one representative of the Department of Defense to be appointed, for a term of four years, by the Secretary of Defense; two members of the American Historical Association to be appointed by the council of the said association, one of whom shall serve an initial term of two years and the other an initial term of three years, but their successors shall be appointed for terms of four years; and two other members outstanding in the fields of the social or physical sciences to be appointed by the President of the United States, one of whom shall serve an initial term of one year and the other an initial term of three years, but their successors shall be appointed for terms of four years. The Commission shall meet annually and on call of the Chairman.

“(b) Any person appointed to fill a vacancy in the membership of the Commission shall be appointed only for the unexpired term of the member whom he shall succeed, and his appointment shall be made in the same manner in which the appointment of his predecessor was made.

“(c) The Commission is authorized to appoint, without reference to the Classification Act of 1949 (Public Law 429, 81st Congress, approved October 28, 1949), an executive director and such editorial and clerical staff as the Commission may determine to be necessary. Members of the Commission who represent any branch or agency of the Government shall serve as members of the Commission without additional compensation. All members of the Commission shall be reimbursed for transportation expenses incurred in attending meetings of the Commission, and all such members other than those who represent any branch or agency of the Government of the United States shall receive in lieu of subsistence en route to or from or at the place of such service, for each day actually spent in connection with the performance of their duties as members of such Commission, such sum, not to exceed \$25, as the Commission shall prescribe.

“(d) The Commission shall make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for printing or otherwise recording at the public expense. The Commission shall also cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States. The Chairman of the Commission shall transmit to the Administrator from time to time, and at least once annually, such plans, estimates, and recommendations as have been approved by the Commission.

"FEDERAL RECORDS COUNCIL

"SEC. 504. The Administrator shall establish a Federal Records Council, and shall advise and consult with the Council with a view to obtaining its advice and assistance in carrying out the purposes of this title. The Council shall include representatives of the legislative, judicial, and executive branches of the Government in such number as the Administrator shall determine, but such Council shall include at least four representatives of the legislative branch, at least two representatives of the judicial branch, and at least six representatives of the executive branch. Members of the Council representing the legislative branch shall be designated, in equal number, by the President of the Senate and the Speaker of the House of Representatives, respectively. Members of the Council representing the judicial branch shall be designated by the Chief Justice of the United States. The Administrator is authorized to designate from persons named by the head of any executive agency concerned, not more than one representative from such agency to serve as a member of the Council. Members of the Council shall serve without compensation, but shall be reimbursed for all necessary expenses actually incurred in the performance of their duties as members of the Council. The Council shall elect a chairman from among its own membership, and shall meet at least once annually.

"RECORDS MANAGEMENT; THE ADMINISTRATOR

"SEC. 505. (a) The Administrator shall make provisions for the economical and efficient management of records of Federal agencies (1) by analyzing, developing, promoting, and coordinating standards, procedures, and techniques designed to improve the management of records, to insure the maintenance and security of records deemed appropriate for preservation, and to facilitate the segregation and disposal of records of temporary value, and (2) by promoting the efficient and economical utilization of space, equipment, and supplies needed for the purpose of creating, maintaining, storing, and servicing records.

"(b) The Administrator shall establish standards for the selective retention of records of continuing value, and assist Federal agencies in applying such standards to records in their custody; and he shall notify the head of any Federal agency of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of such agency that shall come to his attention, and assist the head of such agency in initiating action through the Attorney General for the recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

"(c) The Administrator is authorized to inspect or survey personally or by deputy the records of any Federal agency, as well as to make surveys of records management and records disposal practices in such agencies, and shall be given the full cooperation of officials and employees of agencies in such inspections and surveys: *Provided*, That records, the use of which is restricted by or pursuant to law or for reasons of national security or the public interest, shall be inspected or surveyed in accordance with regulations promulgated by the Administrator.

"(d) The Administrator is authorized to establish, maintain, and operate records centers for the storage, processing, and servicing of

records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

“(e) Subject to applicable provisions of law, the Administrator shall promulgate regulations governing the transfer of records from the custody of one executive agency to that of another.

“(f) The Administrator may empower any Federal agency, upon the submission of evidence of need therefor, to retain records for a longer period than that specified in disposal schedules approved by Congress, and, in accordance with regulations promulgated by him, may withdraw disposal authorizations covering records listed in disposal schedules approved by Congress.

“RECORDS MANAGEMENT; AGENCY HEADS

“SEC. 506. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

“(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder.

“(c) Whenever the head of a Federal agency determines that substantial economies or increased operating efficiency can be effected thereby, he shall provide for the storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Administrator or, when approved by the Administrator, in such a center maintained and operated by the head of such Federal agency.

“(d) Any official of the Government who is authorized to certify to facts on the basis of records in his custody, is hereby authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the Administrator.

“(e) The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Administrator. Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434), and (2) the penalties

provided by law for the unlawful removal or destruction of records.

“(f) The head of each Federal agency shall notify the Administrator of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Federal agency whose records have been transferred to his legal custody.

“(g) Nothing in this title shall be construed as limiting the authority of the Comptroller General of the United States with respect to prescribing accounting systems, forms, and procedures, or lessening the responsibility of collecting and disbursing officers for rendition of their accounts for settlement by the General Accounting Office.

“ARCHIVAL ADMINISTRATION

“Sec. 507. (a) The Administrator, whenever it appears to him to be in the public interest, is hereby authorized—

“(1) to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government;

“(2) to direct and effect, with the approval of the head of the originating agency (or if the existence of such agency shall have been terminated, then with the approval of his successor in function, if any), the transfer of records deposited (or approved for deposit) with the National Archives of the United States to public or educational institutions or associations: *Provided*, That the title to such records shall remain vested in the United States unless otherwise authorized by Congress; and

“(3) to direct and effect the transfer of materials from private sources authorized to be received by the Administrator by the provisions of subsection (e) of this section.

“(b) The Administrator shall be responsible for the custody, use, and withdrawal of records transferred to him: *Provided*, That whenever any records the use of which is subject to statutory limitations and restrictions are so transferred, permissive and restrictive statutory provisions with respect to the examination and use of such records applicable to the head of the agency from which the records were transferred or to employees of that agency shall thereafter likewise be applicable to the Administrator, the Archivist, and to the employees of the General Services Administration, respectively: *Provided further*, That whenever the head of any agency shall specify in writing restrictions that appear to him to be necessary or desirable in the public interest, on the use or examination of records being considered for transfer from his custody to the Administrator, the Administrator shall impose such restrictions on the records so transferred, and shall not remove or relax such restrictions without the concurrence in writing of the head of the agency from which the material shall have been transferred (or if the existence of such agency shall have been terminated, then the head of the agency from which the material shall have been transferred) and shall not remove or relax such restrictions without

the concurrence of the successor in function, if any, of such agency head): *Provided, however,* That statutory and other restrictions referred to in the provisos of this subsection shall not remain in force or effect after the records have been in existence for fifty years unless the Administrator by order shall determine with respect to specific bodies of records that such restrictions shall remain in force and effect for a longer period: *And provided further,* That restrictions on the use or examination of records deposited with the National Archives of the United States heretofore imposed and now in force and effect under the terms of section 3 of the National Archives Act, approved June 19, 1934, shall continue in force and effect regardless of the expiration of the tenure of office of the official who imposed them but may be removed or relaxed by the Administrator with the concurrence in writing of the head of the agency from which material has been transferred (or if the existence of such agency shall have been terminated, then with the concurrence in writing of his successor in function, if any).

“(c) The Administrator shall make provisions for the preservation, arrangement, repair and rehabilitation, duplication and reproduction (including microcopy publications), description, and exhibition of records transferred to him as may be needful or appropriate, including the preparation and publication of inventories, indexes, catalogs, and other finding aids or guides facilitating their use; and, when approved by the National Historical Publications Commission, he may also publish such historical works and collections of sources as seem appropriate for printing or otherwise recording at the public expense.

“(d) The Administrator shall make such provisions and maintain such facilities as he deems necessary or desirable for servicing records in his custody that are not exempt from examination by statutory provisions or other restrictions.

“(e) The Administrator may accept for deposit—

“(1) the personal papers and other personal historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: *Provided,* That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs: *And provided further,* That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values;

“(2) motion-picture films, still pictures, and sound recordings from private sources that are appropriate for preservation by the Government as evidence of its organization, functions, policies, decisions, procedures, and transactions.

Title to materials so deposited under this subsection shall pass to and vest in the United States.

"(f) The Administrator is hereby authorized to make and preserve motion-picture films, still pictures, and sound recordings pertaining to and illustrative of the historical development of the United States Government and its activities, and to make provisions for preparing, editing, titling, scoring, processing, duplicating, reproducing, exhibiting, and releasing for nonprofit educational purposes, motion-picture films, still pictures, and sound recordings in his custody.

"REPORTS

"SEC. 508. (a) The Administrator is hereby authorized, whenever he deems it necessary, to obtain reports from Federal agencies on their activities under the provisions of this title and the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434).

"(b) The Administrator shall, whenever he finds that any provisions of this title have been or are being violated, inform in writing the head of the agency concerned of such violations and make recommendations regarding means of correcting them. Unless corrective measures satisfactory to the Administrator are inaugurated within a reasonable time, the Administrator shall submit a written report thereon to the President and the Congress.

"LEGAL STATUS OF REPRODUCTIONS

"SEC. 509. (a) Whenever any records that are required by statute to be retained indefinitely have been reproduced by photographic, microphotographic, or other processes, in accordance with standards established by the Administrator, the indefinite retention of such photographic, microphotographic, or other reproductions will be deemed to constitute compliance with the statutory requirement for the indefinite retention of such original records. Such reproductions, as well as reproductions made in compliance with regulations promulgated to carry out this title, shall have the same legal status as the originals thereof.

"(b) There shall be an official seal for the National Archives of the United States which shall be judicially noticed. When any copy or reproduction, furnished under the terms hereof, is authenticated by such official seal and certified by the Administrator, such copy or reproduction shall be admitted in evidence equally with the original from which it was made.

"(c) The Administrator may charge a fee not in excess of 10 per centum above the costs or expenses for making or authenticating copies or reproductions of materials transferred to his custody. All such fees shall be paid into, administered, and expended as a part of the National Archives Trust Fund provided for in section 5 of the Act approved July 9, 1941. There shall be no charge for making or authenticating copies or reproductions of such materials for official use by the United States Government: *Provided*, That reimbursement may be accepted to cover the cost of furnishing such copies or reproductions that could not otherwise be furnished.

"LIMITATION ON LIABILITY

the custody or possession of the Administrator, neither the United States nor its agents shall be liable for any infringement of literary property rights or analogous rights arising thereafter out of use of such materials for display, inspection, research, reproduction, or other purposes.

“DEFINITIONS

“SEC. 511. When used in this title—

“(a) The term ‘records’ shall have the meaning given to such term by section 1 of the Act entitled ‘An Act to provide for the disposal of certain records of the United States Government’, approved July 7, 1943 (57 Stat. 380, as amended; 44 U. S. C. 366);

“(b) The term ‘records center’ means an establishment maintained by the Administrator or by a Federal agency primarily for the storage, servicing, security, and processing of records that must be preserved for varying periods of time and need not be retained in office equipment and space;

“(c) The term ‘servicing’ means making available for use information in records and other materials in the custody of the Administrator—

“(1) by furnishing such records or other materials, or information from such records or other materials, or copies or reproductions thereof to agencies of the Government for official use and to the public; and

“(2) by making and furnishing authenticated or unauthenticated copies or reproductions of such records and other materials;

“(d) The term ‘National Archives of the United States’ means those official records that have been determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, and have been accepted by the Administrator for deposit in his custody;

“(e) The term ‘unauthenticated copies’ means exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence; and

“(f) The term ‘Archivist’ means the Archivist of the United States.”

SEC. 7. The Federal Property and Administrative Services Act of 1949 is further amended by—

(a) striking out the word “and” preceding “(2)” in subsection (d) of section 3 thereof; substituting a semicolon for the period at the end of said subsection; and adding at the end of such subsection the following: “and (3) records of the Federal Government.”;

(b) striking out, in section 208 (a) thereof, the expression “and V”, and inserting in lieu thereof the expression “V, and VI”;

(c) striking out, in section 208 (b) thereof, the expression “and V”, and inserting in lieu thereof the expression “V, and VI”;

(d) striking out the word “and” at the end of paragraph (30) of section 602 (a); striking out the period at the end of paragraph (31) of section 602 (a) and inserting in lieu thereof a semicolon; and adding at the end of section 602 (a) the following new

“(32) the Act entitled ‘An Act to establish a National Archives of the United States Government, and for other purposes’, approved June 19, 1934 (48 Stat. 1122-1124, as amended; 44 U. S. C. 300, 300a, 300c-k); and

“(33) section 4 of the Act of February 3, 1905 (33 Stat. 687, as amended; 5 U. S. C. 77).”

(e) amending subsection 602 (b) and (c) thereof to read as follows:

“(b) There are hereby superseded—

“(1) the provisions of the first, third, and fifth paragraphs of section 1 of Executive Order Numbered 6166 of June 10, 1933, insofar as they relate to any function now administered by the Bureau of Federal Supply except functions with respect to standard contract forms; and

“(2) sections 2 and 4 of the Act entitled ‘An Act to provide for the disposal of certain records of the United States Government’, approved July 7, 1943 (57 Stat. 381, as amended; 44 U. S. C. 367 and 369), to the extent that the provisions thereof are inconsistent with the provisions of title V of this Act.

“(c) The authority conferred by this Act shall be in addition and paramount to any authority conferred by any other law and shall not be subject to the provisions of any law inconsistent herewith, except that sections 205 (b) and 206 (c) of this Act shall not be applicable to any Government corporation or agency which is subject to the Government Corporation Control Act (59 Stat. 597; 31 U. S. C. 841).”

(f) amending paragraphs (17), (18), and (19) of section 602 (d) thereof to read as follows:

“(17) the Central Intelligence Agency;

“(18) the Joint Committee on Printing, under the Act entitled ‘An Act providing for the public printing and binding and the distribution of public documents’ approved January 12, 1895 (28 Stat. 601), as amended or any other Act; or

“(19) for such period of time as the President may specify, any other authority of any executive agency which the President determines within one year after the effective date of this Act should, in the public interest, stand unimpaired by this Act.”

(g) striking out the period at the end of section 603 (a) thereof and inserting in lieu thereof a comma and the following: “including payment in advance, when authorized by the Administrator, for library memberships in societies whose publications are available to members only, or to members at a price lower than that charged to the general public.”

Sec. 8. (a) Subsection 3 (b) of the Federal Property and Administrative Services Act of 1949 is amended to read as follows:

“(b) The term ‘Federal agency’ means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).”

(b) Section 201 (b) of the Federal Property and Administrative Services Act of 1949 is amended by striking out the expression “or the Senate, or the House of Representatives,”.

(c) Section 602 of the Federal Property and Administrative Services Act of 1949 is amended by striking out subsection (c) thereof

as subsection (f), and inserting, immediately after subsection (d) thereof, the following new subsection:

"(e) No provision of this Act, as amended, shall apply to the Senate or the House of Representatives (including the Architect of the Capitol and any building, activity, or function under his direction), but any of the services and facilities authorized by this Act to be rendered or furnished shall, as far as practicable, be made available to the Senate, the House of Representatives, or the Architect of the Capitol, upon their request, and, if payment would be required for the rendition or furnishing of a similar service or facility to an executive agency, payment therefor shall be made by the recipient thereof, upon presentation of proper vouchers, in advance or by reimbursement (as may be agreed upon by the Administrator and the officer or body making such request). Such payment may be credited to the applicable appropriation of the executive agency receiving such payment."

SEC. 9. The Federal Property and Administrative Services Act of 1949, section 205 (h), is hereby amended by striking out the last word of the sentence "title" and inserting in lieu thereof the word "Act".

SEC. 10. (a) Whenever any contract made on behalf of the Government by the head of any Federal Agency, or by officers authorized by him so to do, includes a provision for liquidated damages for delay, the Comptroller General upon recommendation of such head is authorized and empowered to remit the whole or any part of such damages as in his discretion may be just and equitable.

(b) Section 306 of the Federal Property and Administrative Services Act of 1949, is hereby repealed, and this section shall be effective as of July 1, 1949.

SEC. 11. All laws or parts of laws in conflict with the provisions of this Act or with any amendment made thereby are, to the extent of such conflict, hereby repealed.

Approved September 5, 1950.

AGENCY GENERAL COUNSEL OPINION

2 OCTOBER 1950

COMPLIANCE WITH PROVISIONS OF LAW PERTAINING TO
FEDERAL RECORDS

- "1. THE CENTRAL INTELLIGENCE AGENCY MUST COMPLY WITH THE RECORDS DISPOSAL ACT, INSOFAR AS IT DOES NOT CONFLICT WITH THE PROVISIONS OF PUBLIC LAW 253.
2. THE CENTRAL INTELLIGENCE AGENCY SHOULD COMPLY WITH PUBLIC LAWS 152 AND 754 WHENEVER POSSIBLE, EVEN THOUGH EACH SPECIFICALLY EXEMPTS CIA FROM ITS PROVISIONS. HOWEVER, IF SUCH COMPLIANCE WOULD RESULT IN THE UNAUTHORIZED DISCLOSURE OF INTELLIGENCE SOURCES AND METHODS, PUBLIC LAW 253 MUST BE FOLLOWED.
3. THE CENTRAL INTELLIGENCE AGENCY SHOULD COMPLY WITH EXECUTIVE ORDER 9784 WHENEVER POSSIBLE, ALTHOUGH IT DOES NOT REQUIRE DISCLOSURE OF CONFIDENTIAL INFORMATION WHICH WOULD ENDANGER THE NATIONAL INTEREST OR LIVES OF INDIVIDUALS. CONSEQUENTLY, NO RELIANCE UPON PUBLIC LAW 253 SEEMS NECESSARY.
4. PUBLIC LAW 253 PROVIDES THAT THE DIRECTOR OF CENTRAL INTELLIGENCE "SHALL BE RESPONSIBLE FOR PROTECTING INTELLIGENCE SOURCES AND METHODS FROM UNAUTHORIZED DISCLOSURE." IF THE DIRECTOR DEEMS COMPLIANCE WITH ANY EXISTING LAW WILL RESULT IN SUCH DISCLOSURE, NO COMPLIANCE IS NECESSARY."

RECORDS MANAGEMENT DIVISION

Directs an Agency-wide Records Management Program covering:

- a. The creation of records.
- b. Their maintenance, organization, and use in the conduct of current business.
- c. The transfer, preservation or destruction of those records not currently required or seldom used.
- d. The selection and maintenance of vital materials.
- e. Liaison with other government agencies.

Staff

Records Center

STAT

FORMS MANAGEMENT BRANCH *not training*

Directs a program covering:

- a. The design, utilization and ~~supplying~~ of forms.
- b. Assignment of form numbers.
- c. Development, maintenance and distribution of the agency forms index.
- d. Surveys and special studies of forms and related procedures, and the requirements of area programs.

*copying
magnetic
media
equipment
collaborative
with
Systems*

REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Directs a program covering:

- a. The elimination and prevention of unnecessary reporting.
- b. Improved reporting.
- c. Streamlining the preparation and processing of correspondence.
- d. Improving the quality of correspondence.

not subject with other Divs

black book

STAT

SYSTEMS BRANCH *Back*

Directs a program covering:

- a. Systems for the maintenance of active records.
- b. Microfilm operations.
- c. Written communications.
- d. Filing equipment and filing supplies.
- e. Selection, deposit and maintenance of vital materials.
- f. Surveys and analyses of active records systems and filing equipment.

RECORDS DISPOSITION BRANCH

Directs a program covering:

- a. Records inventorying and appraisals.
- b. Records control schedules.
- c. Records disposition including Congressional authorizations.
- d. Surveys of area programs.
- e. Liaison with other Federal agencies on the destruction, preservation, loan and transfer of records.

*a.g.c.
sec.
administ
Congress*

STAT

RECORDS CENTER BRANCH *Staff*

Formulates the standards and procedures responsive to agency requirements for the transfer and servicing of semi-active and inactive records.

Stores and protects inactive records and provides reference service.

Destroys records in accordance with approved schedules.

Preserves records with permanent or long retention value.

WHAT IS BEING DONE ABOUT OUR RECORDS PROBLEM?

*staff-line
area records
officers ✓*

WE HAVE ESTABLISHED AN AGENCY-WIDE PROGRAM COVERING RECORDS CREATION, RECORDS MAINTENANCE, AND RECORDS DISPOSITION. THE PROGRAM IS ADMINISTERED ON A DECEN-TRALIZED BASIS BY AREA RECORDS OFFICERS SERVING THE MAJOR COMPONENTS OF THE AGENCY. OVERALL PROGRAM DIRECTION AND STAFF GUIDANCE IS PROVIDED BY THE REC-ORDS MANAGEMENT DIVISION. (EXHIBIT C)

WE HAVE PUBLICIZED RECORDS MANAGEMENT THROUGH...

- AN ORIENTATION PROGRAM FOR AREA RECORDS OFFI- *next attached*
CERS. (EXHIBIT D)
- PUBLICATION OF THE HANDBOOK "RECORDS MANAGE- *11 4*
MENT PROGRAM GUIDE." (EXHIBIT E)

A NEW RECORDS CENTER IS UNDER CONSTRUCTION.

*new program with
new...*

THERE IS ACTIVITY IN ALL PHASES OF THE RECORDS MANAGEMENT PROGRAM.

Next
41,220 cu ft
usable
with provision
for expansion

Present
21,000 cu ft
now using
18,000

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SECURITY INFORMATION

TRAINING PROGRAM
IN
RECORDS MANAGEMENT

Sponsored Jointly By: GENERAL SERVICES OFFICE
OFFICE OF TRAINING

ROOM 1402 BUILDING I

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SECURITY INFORMATION

A G E N D A

14 April — 11 May 1953

Chairman — [redacted]
Office of Training

25X1

Tuesday, 14 April

0930 INTRODUCTORY REMARKS

[redacted] *Chief*
Record Services Division

25X1

[redacted] *Chief*
Management Training Division
Office of Training

25X1

1000 RECORDS MANAGEMENT IN
INDUSTRY

EMMET J. LEAHY, *President*
National Records Management
Council

1100 RECORDS MANAGEMENT IN
GOVERNMENT

HERBERT E. ANGEL, *Director*
Records Management Division
National Archives and Records
Services, GSA

Monday, 20 April

1000 THE PLACE OF RECORDS
CENTERS IN A RECORDS
MANAGEMENT PROGRAM

EVERETT O. ALLDREDGE, *Chief*
Records Center Branch, Records
Management Division, GSA

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SECURITY INFORMATION

Monday, 20 April

1100 DISPOSITION OF FEDERAL RECORDS ARTHUR E. YOUNG, *Deputy Regional Director for Records Management Service, Region 3, GSA*

Friday, 24 April

1000 HOW TO MAKE A RECORDS SURVEY DOROTHY M. LUTTRELL, *Chief Records Administration Branch Administrative Services Division Office of Price Stabilization*

1100 CORRESPONDENCE MANAGEMENT MONA SHEPPARD, *Organization and Methods Examiner, Records Management Division, GSA*

1150 STATUS OF AGENCY CORRESPONDENCE MANAGEMENT PROGRAM [REDACTED] *Chief Record Services Division* 25X1

Monday, 27 April

1000 FORMS AND PUBLICATION MANAGEMENT [REDACTED] *Chief Printing Advisory Staff* 25X1

1100 PRINTING AND REPRODUCTION IN THE AGENCY [REDACTED] *Assistant Chief Printing and Reproduction Division* 25X1

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SECURITY INFORMATION

Friday, 1 May

- | | | | | |
|------|--|------------|------------------------|------|
| 1000 | SYSTEMS FOR THE CONTROL OF CORRESPONDENCE AND RECORDS | [REDACTED] | <i>Records Analyst</i> | 25X1 |
| 1100 | THE APPLICATION OF PUNCH CARD METHODS TO RECORDS MANAGEMENT PROBLEMS | [REDACTED] | | 25X1 |

Monday, 4 May

- | | | | | |
|------|---|------------|---|------|
| 1000 | PROCEDURE FOR DEPOSITING VITAL MATERIALS | [REDACTED] | <i>Records Analyst</i> | 25X1 |
| 1030 | OPERATION OF THE VITAL MATERIALS REPOSITORY | [REDACTED] | <i>Services Officer</i> | 25X1 |
| 1100 | RECORDS DISPOSAL, RETIREMENT AND PRESERVATION | [REDACTED] | <i>Chief
Records Management and
Distribution Branch</i> | 25X1 |


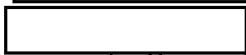
Friday, 8 May

- | | | | | |
|------|---------------------------------------|------------|------------------------|------|
| 1000 | STANDARDS FOR MICROFILMING | [REDACTED] | <i>Records Analyst</i> | 25X1 |
| 1030 | OPERATION OF AN AGENCY RECORDS CENTER | [REDACTED] | <i>Records Analyst</i> | 25X1 |





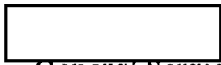

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CONFIDENTIAL
SECURITY INFORMATION

Friday, 8 May

1100	REPORTS MANAGEMENT		<i>Records Analyst</i>	25X1
1130	THE IMPORTANCE OF A RECORDS PROGRAM AS A TOOL OF MANAGEMENT		<i>Chief Organization and Methods Service</i>	25X1

Monday, 11 May

1000	THE TASK OF AREA RECORDS OFFICERS		<i>Chief Record Services Division</i>	25X1
1030	INSTALLING YOUR RECORDS MANAGEMENT PROGRAM		<i>Assistant Chief Records Management and Distribution Branch</i>	25X1
1100	GROUP DISCUSSION			25X1
1145	SUMMARY			25X1
1150	CLOSING REMARKS		<i>Chief General Services</i>	25X1
			<i>Office of Training</i>	25X1

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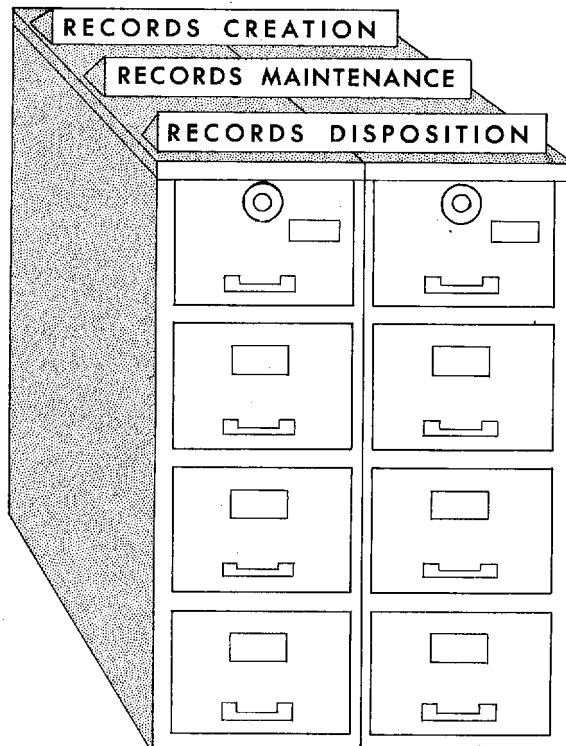
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EXHIBIT D

THE CENTRAL INTELLIGENCE AGENCY
RECORDS MANAGEMENT PROGRAM GUIDE

A BRIEF ON THE FUNCTIONAL
AREAS OF RECORDS MANAGEMENT



GENERAL SERVICES OFFICE
RECORDS MANAGEMENT & DISTRIBUTION BRANCH

SEPTEMBER 1953

FOREWORD

This pamphlet has been prepared in response to requests for a concise outline of the scope of the Agency Records Management Program. It is not intended that it serve as an operating handbook, but instead, is designed to provide information for the use of Area Records Officers in presenting the Program to operating officials and other area personnel. Accordingly, program objectives and the methods to accomplish them have been stated in broad terms.

The Guide is written functionally; therefore phases of the Program are not necessarily outlined in the order in which they will be undertaken. However, the Guide will familiarize Agency personnel with the areas to be covered and will provide the Area Records Officers with a basis for scheduling the various steps of the Program.

DISTRIBUTION: A PLUS SPECIAL

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SECTION I

AN INTRODUCTION TO RECORDS MANAGEMENT

Records are defined by statute, and Federal agencies are required by law to establish and maintain an active and continuing Records Management Program. Authority to destroy records is obtained from the Congress through the National Archives and Records Service in accordance with its prescribed standards and procedures. In CIA, this authority is obtained by the Records Management and Distribution Branch, General Services Office.

Records Management is a specialized field of work and deals with problems and practices relating to the creation, maintenance, organization, and use of records in the conduct of current business, and in the preservation, elimination, transfer or other disposition of those records which are not currently required or are seldom used. Although the need for adequate management over the accumulation of records exists from the time they are created or received until their final disposition, it is recognized that it is not possible to have such management absolutely alike in all areas because of the differences in organizational structure and substantive functions.

The essential guides and sources of detailed information for implementing the Agency Records Management Program will be published in Agency Regulations, Notices and Handbooks developed in cooperation with operating and staff officials.

There are presented in the following sections definitions and a general outline providing the reader with an over-all picture of the functional areas of records management. These areas are: Creation of Records; Organization, Maintenance

and Use of Records; Disposition of Records; and the Vital Materials Program.

SECTION II

DEFINITIONS

For purposes of this guide, the following definitions apply:

Records include all books, papers, maps, photographs, films, recordings or other documentary material, regardless of physical form or characteristic, made or received by any portion of the Agency in pursuance of Federal law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the Agency or its legitimate successor as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transactions, operations, or other activities, or because of the informational value of data contained therein.

Non-record material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents.

Forms are printed or reproduced documents with blank spaces provided for inserting specific information. Form letters are printed or reproduced letters to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces, except for actual intelligence information produced therein, are considered forms.

Reports are all requirements for written data, one time or recurring, established to provide administrative or management control of operations.

Correspondence includes all memoranda, letters, and dispatches sent to or received by a person in the Agency in the execution of his official duties.

SECTION III

CREATION OF RECORDS

REPORTS MANAGEMENT

Objectives

1. Eliminate and prevent unnecessary or duplicate reporting.
2. Insure that instructions, forms, and procedures for necessary reports are clear and complete to provide simple and direct reporting methods.
3. Insure that required reports provide adequate data and that realistic reporting intervals are established.
4. Provide a central reference point for information on reports.

Method of Accomplishment

1. Conduct an initial reports inventory and establish reference and analysis files.
2. Establish controls for the clearance through the Area Records Officer of all proposed reporting requirements.
3. Review and analyze all new reporting requirements placed by the office upon other CIA elements and other Government agencies.

4. Analyze all reports prepared by the office to insure that reports are prepared in the most efficient manner, and to develop recommendations for submission to requiring offices or agencies.
5. In view of changes in organization and requirements, conduct periodic surveys to insure the necessity for each existing report and the adequacy of Reports Management records.

FORMS MANAGEMENT

Objectives

1. Insure the need for each existing form and each proposed form.
2. Reduce the number of forms by consolidating those serving like functions, eliminating obsolete or ineffective forms, and using standard Government forms when appropriate.
3. Simplify, standardize, and improve essential forms according to Agency standards.
4. Insure that forms are reproduced, stocked, and distributed as economically as possible.
5. Insure that procedures for use with specific forms (or groups of forms) provide for maximum efficiency and utilization of personnel.
6. Provide a central reference point for information on forms.

Method of Accomplishment

1. Conduct an initial forms inventory and establish reference and analysis files.

2. Establish controls for the clearance through the Area Records Officer of all proposed new and revised forms.
3. Review and analyze all requirements for forms and the procedures related to their use.
4. In view of changes in organization and requirements, conduct periodic surveys to insure the necessity for each existing form and the adequacy of Forms Management records.

CORRESPONDENCE MANAGEMENT

Objectives

1. Simplify and speed up the preparation and handling of correspondence.
2. Improve the quality of correspondence and adequacy of documentation.
3. Enable faster training and increased utilization of personnel.
4. Create better public relations.

Method of Accomplishment

1. Conduct surveys to determine the types and volume of correspondence prepared.
2. Provide measures for the continuous review of correspondence practices.
3. Develop and maintain uniform correspondence procedural and style policies and practices.

4. Develop and employ the use of pattern paragraphs, letter guides, and form letters.
5. Develop and maintain quality standards for improving letter content and letter writing aptitudes.
6. Review copy requirements to prevent the preparation of nonessential copies of communications.

SECTION IV

ORGANIZATION, MAINTENANCE AND USE OF RECORDS

MAIL CONTROL

Objectives

1. Provide for the prompt and systematic flow of correspondence from originators to action or information addressees.
2. Insure that action is accomplished within established time limits.
3. Provide receipt control for the exchange of classified matter, negotiable instruments, etc.

Method of Accomplishment

1. Conduct surveys to determine the types and volume of correspondence handled, production rates of machines and personnel, and the process steps affecting the flow of work.
2. Develop recommendations regarding the functional organization and staffing of the office, correspondence

processing steps and techniques, forms, and the utilization of labor saving equipment.

3. Install the revised system, train area personnel in its use, and conduct periodic follow-up to insure adequacy of the system.

REFERENCE SERVICE

Objectives

1. Locate file stations realistically and insure that the contents of files are adequate for the reference services required.

Method of Accomplishment

1. To determine the best locations for file stations, consider: The degree to which administrative responsibility or control is delegated; the possible elimination of duplicate files; the quality of filing standards desired; the accessibility of files to users; any restrictions on the use of classified material; and the flow of material to the files.
2. To provide adequate reference service, determine: The volume and kinds of papers filed; manner in which requests for file material are made; impact of work flow on files; trends indicative of future reference requirements; and the adequacy of personnel, supplies, forms, and equipment.
3. Develop recommendations, install the revised system, train area personnel in its use, and conduct periodic follow-up to insure its adequacy.

MAINTENANCE MANAGEMENT

Objectives

1. Develop a classification plan for the standardized filing of both general administrative material and records dealing with the operational activities of the office.
2. Develop filing standards for the orderly maintenance and preservation of current records.
3. Provide auxiliary records or indexes (filing media) to facilitate reference to primary records.
4. Develop specialized systems for records pertaining to the operational activities of the office.

Method of Accomplishment

1. To develop a classification plan:
 - a. Analyze the content of records to determine definitive subject categories (primary, secondary, tertiary, etc.).
 - b. Apply the Subject-Numeric System of the Agency Filing Manual to general administrative records, and develop such special systems necessary for filing records of operational activities, of the office.
2. To develop filing standards:
 - a. Determine what material on specific transactions or subjects are to be kept together, the arrangement of folders, and the methods of labeling folders, guides, and file drawers.

- b. Install revised system, prepare written instructions, arrange for equipment and supplies, train area personnel, and conduct periodic follow-up to determine adequacy of system.
3. To provide adequate finding media:
- a. Consider volume and complexity of records and the organizational structure of area served to determine type of index or guide needed.
 - b. Develop necessary forms and written instructions to implement the system, and procure equipment for its installation.
4. Analyze operational records to determine the extent that machine methods and other specialized forms of record keeping can be employed.

EQUIPMENT AND SUPPLIES STANDARDS

Objectives

1. Effect standardization of filing equipment and filing supplies.

Method of Accomplishment

1. Conduct surveys, provide guides, and establish control measures to insure that filing equipment and supplies conform to prescribed Agency standards.

SECTION V

DISPOSITION OF RECORDS

Objectives

1. Provide for the economical and systematic disposition of Agency records including their preservation, retention, transfer, and disposal according to Federal statutes and regulations.
2. Release high cost office space and filing equipment no longer needed in the daily routine of business.

Method of Accomplishment

1. Prior to conducting a records disposition survey, obtain background information regarding the organizational structure of offices to be surveyed, their functions and missions, and the flow of work within and between offices concerned.
2. Plan the disposition survey, taking into consideration the availability of personnel, and the size and complexity of the organization. Determine in advance the basic records unit to be inventoried (i.e., whether each separate form, or a group of records serving the same purpose, will be reviewed), and specify the criteria to be used for describing each unit of record. Consider also the possibility of obtaining information of value for records management functions other than records disposition.
3. Conduct the inventory and record all pertinent information which will be needed to determine retention periods and the disposition of records.

4. Evaluate records in terms of their immediate usefulness to the Agency for administrative, legal, fiscal, and other operating purposes. Clear recommendations with operating officials.
5. Develop records control schedules in the form of directives to provide for the disposition of record and non-record material by either permanent preservation, microfilming, destruction, or transfer to less expensive records storage in the CIA Records Center. Obtain approval of schedules from operating officials and the CIA Records Officer.
6. Maintain records control schedules up to date in view of changes in organization and requirements.
7. Conduct periodic follow-up to insure that records control schedules are adequate and that the disposition of records is being effected in accordance with schedules.

SECTION VI

VITAL MATERIALS PROGRAM

Objectives

1. Provide for the secure transfer, storage, and ultimate disposition of materials essential to the Agency on a continuing basis and which in the event of destruction would constitute an irreplaceable loss.

Method of Accomplishment

1. In collaboration with the CIA Vital Materials Officer and operating officials:
 - a. Identify vital materials and determine their disposition.

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RESTRICTED

- b. Develop schedules for deposit and disposition.
- c. Initiate the transfer of vital materials to the repository.

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Records Management Division

The Central Intelligence Agency complies with the Federal Records Act of 1950 and the Records Disposal Act insofar as it does not conflict with the provisions of Public Law 253 which provides that the Director of Central Intelligence "shall be responsible for protecting intelligence sources and methods from unauthorized disclosure".

This Division directs an Agency-wide Records Management Program covering:

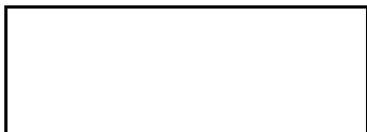
- a. The creation of Records.
- b. Their maintenance, organization and use in the conduct of current business.
- c. The transfer, preservation or destruction of those records not currently required or seldom used.
- d. The selection and maintenance of vital materials.
- e. Liaison with other government agencies.

Forms Management Branch

This Branch directs a program covering:

- a. The design, utilization and distribution procedures of forms including the assignment of form numbers.
- b. Development, maintenance and distribution of an agency forms index.

STAT



FORMS MANAGEMENT

EFFECTED THE FOLLOWING SAVINGS THROUGH THE ELIMINATION OF UNNECESSARY FORMS...

<u>FISCAL YEAR</u>	<u>SAVINGS</u>
1952	\$ 285,035
1953	112,562
1954	<u>88,960</u>
TOTAL	\$ 486,557

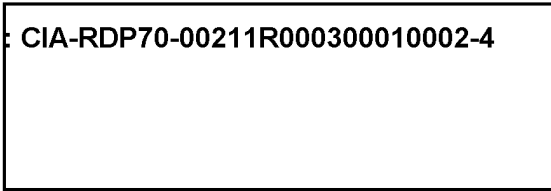
*Formula B4 B
1.00 per form + 17.50 utilized*

MANAGEMENT

AS AN EXAMPLE--FIVE FORMS USED FOR THE SAME BASIC FUNCTION OF LOGGING AND CONTROLLING MAIL WERE CONSOLIDATED INTO ONE FORM TO SERVE THE SAME PURPOSE...

<u>FORM No.</u>	<u>TITLE</u>	<u>STATUS</u>
35-19	Log	ELIMINATED
51-42	Log	ELIMINATED
60-7	DOCUMENT Log SHEET	ELIMINATED
70-2	INCOMING Log	ELIMINATED
70-3	OUTGOING Log	ELIMINATED
38-14	___Log	CONSOLIDATED

THE FIVE FORMS WERE ELIMINATED AND CONSOLIDATED INTO FORM 38-14 AT SAVINGS OF \$9,077.



next sample

CORRESPONDENCE MANAGEMENT

ESTABLISHED LETTEREX AS A STANDARD STOCK ITEM AND PROMOTED ITS USE THROUGHOUT HEADQUARTERS. CLERICAL EFFORT VALUED AT \$44,000 ANNUALLY IS BEING CONSERVED.

*incentive award
Comm
our own
\$20,000*

DEVELOPED AND COORDINATED THE AGENCY CORRESPONDENCE HANDBOOK. POTENTIAL BENEFITS...

- MORE EFFICIENT STYLE STANDARDS AND CORRESPONDENCE HANDLING PROCEDURES.
- FASTER TRAINING AND INCREASED UTILIZATION OF PERSONNEL.

next

MANAGEMENT

CONDUCTED SURVEYS IN TWO MAJOR OFFICES, RESULTING IN...

- REDUCTIONS OF FROM 10% TO 40% IN THE CONTENT OF 925 LETTERS PREPARED ANNUALLY.
- *Discovery* DISCLOSURE OF 110 REPETITIVE LETTERS AND MEMORANDUMS APPROPRIATE TO STREAMLINING THROUGH PATTERN CORRESPONDENCE.

Pattern

c. Conducts surveys and special studies of forms to determine their adequacy and make recommendations for improvement in design.

Reports and Correspondence Management Branch

This Branch directs a program covering:

- a. The elimination and prevention of unnecessary reporting.
- b. The improvement of the quality of correspondence and the simplification of correspondence preparation.



REPORTS MANAGEMENT

WROTE THE PROSPECTUS "AN INTRODUCTION TO REPORTS MANAGEMENT." (EXHIBIT F)

(next)

DEVELOPED THE GUIDES FOR INSTALLING REPORTS MANAGEMENT PROGRAMS IN TWO MAJOR OFFICES.

*notice
handbook
(in detail)*

MANAGEMENT 1

an introduction to...

REPORTS MANAGEMENT



WHAT IS REPORTS MANAGEMENT?

WHY IS IT NEEDED?

HOW IS IT ADMINISTERED AGENCY
WIDE?

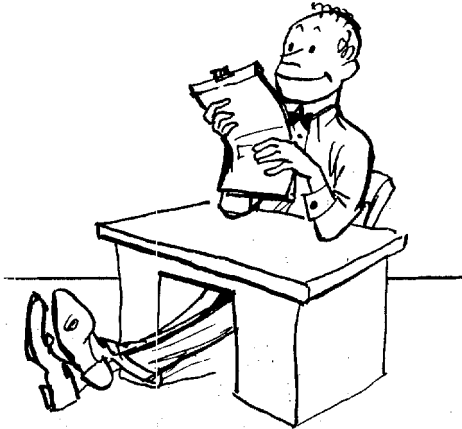
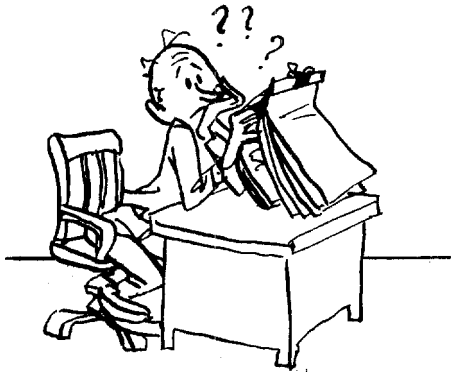
HOW IS AN AREA PROGRAM
INSTALLED AND CONTINUED?

MANAGEMENT STAFF
RECORDS MANAGEMENT DIVISION

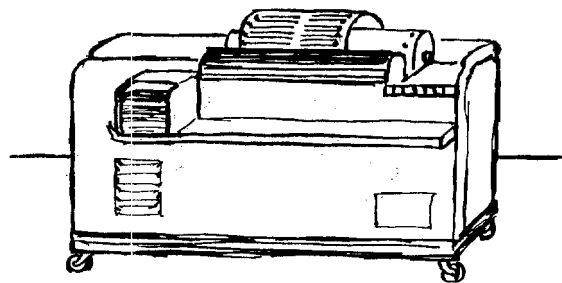
Approved For Release 2005/11/21 : CIA-RDP70-00211R000300010002-4
WHAT IS REPORTS MANAGEMENT?

IT IS A CONTINUING PROGRAM OF PLANNED REPORTS ANALYSIS DESIGNED TO...

- IMPROVE THE QUALITY OF REPORTS and
- ELIMINATE THOSE NOT NEEDED.



- ASSURE THAT REPORTS ARE PREPARED BY THE SIMPLEST AND LEAST EXPENSIVE MEANS.

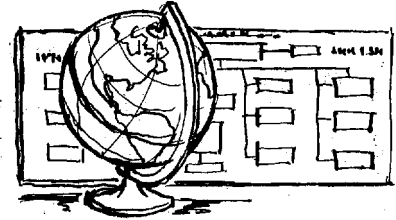


REPORTS MANAGEMENT RESULTS IN...

- FEWER REPORTS, BETTER REPORTS, AT LEAST

LET'S FACE IT! AN AGENCY-WIDE NETWORK OF REPORTING SYSTEMS IS NECESSARY. OUR ORGANIZATION IS COMPLEX. OUR OPERATIONS ARE WORLD WIDE. WE MUST DEPEND ON REPORTS FOR CONTROL OVER THESE OPERATIONS.

BUT WITHIN SUCH A FRAMEWORK, SOME UNNECESSARY AND INADEQUATE REPORTING IS BOUND TO EXIST. SEEKING OUT AND CORRECTING THIS CONDITION, AND PREVENTING ITS RECURRENCE, CALLS FOR A COORDINATED AGENCY-WIDE PROGRAM OF REPORTS ANALYSIS.



HOW WILL THE AGENCY PROGRAM BE ADMINISTERED?

IT IS PROPOSED THAT THE AGENCY PROGRAM BE A DECENTRALIZED ONE. THAT IS, IT WILL BE COMPOSED OF MANY AREA PROGRAMS ESTABLISHED AT LEVELS WHERE MAXIMUM BENEFITS CAN BE EXPECTED FROM REPORTS MANAGEMENT. THUS COMPONENT (AREA) PROGRAMS CAN BE DESIGNED TO MEET SPECIFIC NEEDS.

EACH AREA PROGRAM SHOULD COVER AS A MINIMUM: ALL RECURRING ADMINISTRATIVE OR MANAGEMENT REPORTS REQUIRED FROM, OR PREPARED FOR...

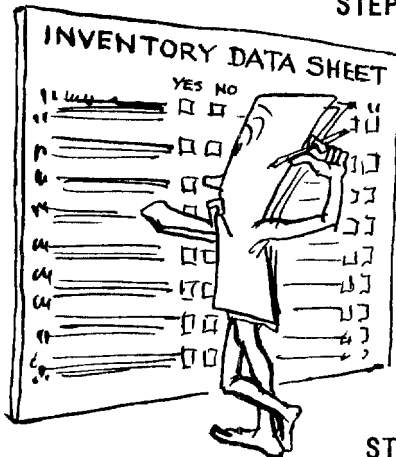
- (1) OTHER HEADQUARTERS COMPONENTS.
- (2) ANY CONTINENTAL OR OVERSEAS FIELD ACTIVITY.
- (3) ANY ORGANIZATION, FEDERAL OR PRIVATE, OUTSIDE THE AGENCY.

EMPHASIS IS THUS PLACED ON MANAGING RECURRING ADMINISTRATIVE OR MANAGEMENT REPORTS.

HOWEVER, THIS SHOULD NOT EXCLUDE APPLYING REPORTS MANAGEMENT PRINCIPLES TO ONE-TIME REPORTS, OR THOSE WHICH PROVIDE FOR THE COLLECTION, PRODUCTION, OR DISSEMINATION OF INTELLIGENCE.

REGARDLESS OF THE SIZE OF YOUR ORGANIZATION OR THE COMPLEXITIES OF ITS REPORTS, CERTAIN STEPS ARE ESSENTIAL. LET'S BRIEFLY EXAMINE THESE.

STEP 1 - THE REPORTS INVENTORY



THIS STEP BUILDS THE PROGRAM'S FOUNDATION. IT PROVIDES DATA FOR AN IMMEDIATE ANALYSIS OF YOUR REPORTS, AND FURNISHES RECORD MATERIAL FOR CONTINUING THE PROGRAM. EACH REPORTING REQUIREMENT SHOULD BE DESCRIBED ON A DATA SHEET. IN ADDITION, IT WILL BE DESIRABLE TO ATTACH SPECIMEN COPIES OF THE REPORT, COPIES OF PERTINENT DIRECTIVES OR INSTRUCTIONS, AND OTHER DESCRIPTIVE MATERIAL.

STEP 2 - THE REPORTS ANALYSIS

THE MOST OPPORTUNE TIME FOR THIS ANALYSIS IS DURING THE INVENTORY. IT IS THEN THAT PROBLEM AREAS ARE REVEALED. FURTHERMORE, THE INVENTORY DATA SHEET CAN BE USED TO RECORD RECOMMENDATIONS.

ANALYSIS PROJECTS SHOULD BE PLANNED AND COORDINATED. HERE'S WHY.....



1. MANY REPORTS ARE INTERRELATED.
2. THE PROBLEMS OF THOSE WHO REQUIRE REPORTS AS WELL AS THOSE WHO MUST PREPARE AND SUBMIT THEM SHOULD BE CONSIDERED.
3. AN ANALYSIS OF REPORTING DOCUMENTS ALONE IS NOT ENOUGH. EQUALLY IMPORTANT IS AN EXAMINATION OF THE RELATED PROCEDURES AND RECORDS.
4. OUR REPORTING SYSTEMS CONTAIN A WIDE VARIETY OF NARRATIVE, TABULAR, GRAPHIC, AND PUNCH CARD REPORTS. ANALYZING THESE REQUIRES A KNOWLEDGE OF MANY TECHNIQUES. THE SERVICES OF AGENCY SPECIALISTS MAY THEREFORE BE NEEDED.

GUIDES (AND PERSONAL ASSISTANCE, IF DESIRED) WILL BE FURNISHED BY THE REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH. ALSO, THE INVENTORY DATA SHEETS CONTAIN BASIC QUESTIONS TO AID THE ANALYST. FOR EXAMPLE:

9. COMPLETE THE FOLLOWING USING SPACE 10 IF NECESSARY;		YES	NO
A.	DOES INFORMATION IN THIS REPORT DUPLICATE IN ANY MANNER DATA IN OTHER REPORTS YOU PREPARE? IF SO, SPECIFY THE REPORTS.		
B.	IS THE INFORMATION REPORTED IN MORE DETAIL, SUBMITTED MORE FREQUENTLY, OR GIVEN WIDER DISTRIBUTION THAN IS CONSIDERED NECESSARY? IF SO, EXPLAIN AND RECOMMEND CHANGES.		
C.	IS YOUR OFFICE ABLE TO MEET THE REQUIRED SUBMISSION DATE FOR THIS REPORT WITHOUT DETRIMENT TO OPERATIONS? IF NOT, EXPLAIN. SPECIFY IF ANY OVERTIME HAS BEEN REQUIRED TO MEET DUE DATES. RECOMMEND CHANGES.		
D.	IS THE FORM OR FORMAT PRESCRIBED FOR THIS REPORT ADEQUATE WITH REGARD TO: (1) SPACING (2) WEIGHT OF PAPER? (Can sufficient copies be made at one typing?) (3) POSSIBLE ELIMINATION OF TRANSMITTAL LETTERS?		
E.	IF THE REPORT IS REPRODUCED BY MIMEOGRAPH, DITTO, MULTILITH, ETC., DO THE MASTERS CONTAIN THE MAXIMUM AMOUNT OF PREPRINTED DATA (headings, lines, etc.)?		
F.	ARE INSTRUCTIONS FOR THE PREPARATION OF THIS REPORT CLEAR AND COMPLETE?		
G.	WOULD YOUR OFFICE CONTINUE TO: (1) MAINTAIN (2) COMPILE THE DATA BEING SUBMITTED IN THIS REPORT, IF THE DIRECTIVES FOR ITS SUBMISSION WERE RESCINDED? IF SO, EXPLAIN.		
10. WHAT IS YOUR APPRAISAL OF THIS REPORT? RECOMMEND ANY IMPROVEMENTS INCLUDING REVISED PREPARATION PROCEDURES.			

D.	IS THE INFORMATION REQUIRED BY YOUR OFFICE APPROPRIATE TO ITS ASSIGNED FUNCTIONS, RESPONSIBILITIES, AND AUTHORITY?		
E.	IS THE INFORMATION REQUIRED ACTUALLY AND ACTIVELY USED AS A BASIS FOR ACTIONS, PLANS, OR DECISIONS, AND DOES SUCH USE FULLY JUSTIFY THE COST OF PREPARING THE REPORT?		
F.	DOES THE NEED FOR THIS REPORT RESULT FROM ADMINISTRATIVE OR PROCEDURAL PROBLEMS WHICH SHOULD BE CORRECTED RATHER THAN REPORTED? IF SO, RECOMMEND CHANGES.		
G.	IS THE REPORT DESIGNED TO SERVE A PURPOSE WHICH COULD BE ACCOMPLISHED MORE EFFECTIVELY SOME OTHER WAY SUCH AS THROUGH DIRECT SUPERVISION OR INSPECTION? IF SO, RECOMMEND REVISIONS.		

STEP 3 - THE REPORTS REVIEW



FINDINGS AND RECOMMENDATIONS WHICH RESULT FROM THE WORKING-LEVEL REPORTS ANALYSIS GENERALLY REQUIRE STUDY OR RESOLVING BY HIGHER AUTHORITY. THIS IS THE PURPOSE OF THE REPORTS REVIEW.

THE AREA RECORDS OFFICER AND REPRESENTATIVES OF THOSE UNITS CONCERNED WITH THE REPORTS UNDER REVIEW SHOULD PARTICIPATE. IN ADDITION, A MEMBER OF THE REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH WILL BE

MADE AVAILABLE TO SERVE IN AN ADVISORY CAPACITY. IF DESIRED, A PANEL MIGHT BE ESTABLISHED FROM WHICH COMMITTEES COULD BE APPOINTED TO REVIEW REPORTS.

ON THE BASIS OF THIS REVIEW...

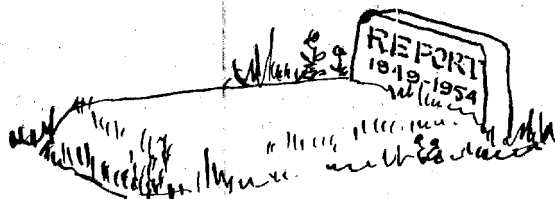
SOME REPORTS WILL BE FOUND ESSENTIAL IN EVERY RESPECT.



OTHERS WILL BE CORRECTED IMMEDIATELY...



OR CANCELLED!



...WHILE STILL OTHERS MAY REQUIRE FURTHER STUDY.
Approved For Release 2005/11/21 : CIA-RDP70-00211R000300010002-4

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300010002-4
STEP 4 - ESTABLISHMENT OF PROGRAM RECORDS

CASE FOLDERS AND REFERENCE FILES SHOULD BE ESTABLISHED CENTRALLY ON EACH REPORTING REQUIREMENT AS A BASIS FOR CONTINUING THE PROGRAM. RECORD MATERIAL WILL RESULT FROM THE INVENTORY, ANALYSIS, AND REVIEW.

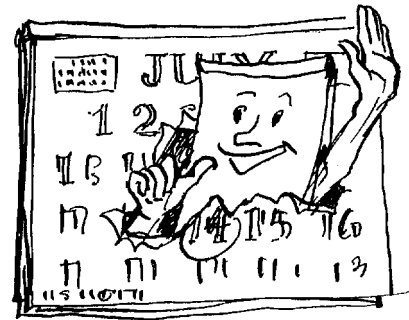
HOW IS THE PROGRAM CONTINUED?



TO BE SUCCESSFUL, THE PROGRAM MUST PROVIDE FOR A CONTINUING REVIEW OF REPORTS.

EACH NEW OR REVISED REPORTING REQUIREMENT SHOULD BE SCREENED FOR NECESSITY BY APPROPRIATE AUTHORITY PRIOR TO BEING ESTABLISHED.

EACH CURRENT REPORTING REQUIREMENT SHOULD BE RE-EXAMINED AT LEAST ANNUALLY TO ENSURE THAT ITS CONTINUANCE IS FULLY JUSTIFIED. THESE RE-VIEWS SHOULD BE STAGGERED THROUGHOUT THE YEAR TO DISTRIBUTE THE WORKLOAD. THE RE-EVALUATION PROCESS CAN BE SIMILAR TO THAT USED TO ANALYZE THE REPORTS DURING THE INSTALLATION PHASE. THAT IS, OPERATING PEOPLE EXAMINE THEIR REPORTING REQUIREMENTS AND SUBMIT RECOMMENDATIONS TO A REVIEW BODY FOR ACTION.



IT SHOULD BE REMEMBERED THAT AN ANNUAL REVIEW IS ADEQUATE ONLY IF CONDITIONS REMAIN STABLE. PROGRAMS ON WHICH INFORMATION IS REPORTED MAY ACCELERATE OR DECELERATE RAPIDLY. CHANGES IN ORGANIZATION AND FUNCTIONS TAKE PLACE. NEW FORCES OR TRENDS COME INTO BEARING. UNDER THESE CONDITIONS REPORTS SHOULD BE CONTINUALLY APPRAISED TO ASSURE THAT THEY ARE ECONOMICALLY SERVING THE PURPOSES FOR WHICH THEY WERE ESTABLISHED.

IF THIS IS DONE YOU CAN BE ASSURED OF...

FEWER REPORTS, BETTER REPORTS, AT LESS COST!

A STAFF REPRESENTATIVE WILL BE PLEASED TO DISCUSS REPORTS MANAGEMENT FURTHER WITH YOU. CALL EXTENSION

STAT



*det subject under
index to file STAT*

RECORDS SYSTEMS

DEVELOPED AND COORDINATED A STANDARD SYSTEM FOR CLASSIFYING AND FILING CORRESPONDENCE RECORDS. INSTALLATION HAS BEEN MADE IN EIGHT OFFICES. BENEFITS FROM THIS UNIFORM SYSTEM...

next exhibit

- CENTRALIZED TRAINING OF FILE PERSONNEL. ✓
- TRANSFER OF PERSONNEL WITHOUT RETRAINING. ✓
- FASTER AND MORE COMPLETE REFERENCE SERVICES TO BOTH ACTIVE AND RETIRED RECORDS. ✓

best cabinets

ESTABLISHED EQUIPMENT AND SUPPLY STANDARDS FOR FILING CORRESPONDENCE RECORDS. THE RESULTS...

- REDUCED FROM 54 TO 6 THE NUMBER OF TYPES OF FOLDERS STOCKED. OFFICIAL PERSONNEL FOLDERS COSTING ONLY 6¢ ARE NOW SERVING AS WELL AS THOSE WHICH FORMERLY COST 75¢. A SAVING OF \$6,900 IN THE INITIAL ORDER OF 10,000 FOLDERS WAS REALIZED.
- REDUCED FROM 17 TO 6 THE NUMBER OF TYPES OF CABINETS APPROVED AS STOCK ITEMS.
- RESTRICTED LEGAL SIZE CABINETS TO THEIR USE FOR LEGAL SIZE DOCUMENTS.
- ESTABLISHED FIVE DRAWER NONINSULATED CABINETS AS STANDARD WHEN SAFE CABINETS ARE NOT REQUIRED. 25% MORE FILING SPACE IS PROVIDED IN SAME AREA REQUIRED FOR 4 DRAWER CABINETS.

SYSTEMS

Systems Branch

This Branch directs a program covering:

- Procedures for the maintenance of active records, including standards for the use of filing equipment and filing supplies.
- Utilisation of microfilm.
- Selection, deposit and maintenance of vital materials.

STAT

MICROFILM PROGRAM

AN AGENCY-WIDE SURVEY OF MICROFILM OPERATIONS IS NOW IN PROGRESS. THE FINDINGS FROM THIS SURVEY ARE EXPECTED TO PARALLEL THOSE OF A RECENT GOVERNMENT-WIDE STUDY--WHICH WERE...

- IT COSTS \$240 TO MICROFILM ONE ^{4 cabinet} CABINET OF RECORDS. EFFICIENT OPERATIONS SHOULD BRING THE COST TO BETWEEN \$30 AND \$90, DEPENDING ON THE TYPE OF JOB.
- MORE CONSIDERATION SHOULD BE GIVEN TO STORING RECORDS IN A CENTER IN LIEU OF MICROFILMING THEM. THE EQUIVALENT OF A CABINET OF RECORDS CAN BE STORED TEN YEARS FOR JUST \$36 ^(copy, retrieval + year)
- AVERAGE EQUIPMENT UTILIZATION WAS ONLY 18.5%. IT SHOULD BE AT LEAST 50%. ^{13.7% Pool + trans}
- 49% OF THE PROJECTS IN OPERATION (IN TERMS OF MONEY) WERE FOUND INVALID.

PROGRAM

STAT

VITAL MATERIALS PROGRAM



COPIES OF RECORDS CONSIDERED ESSENTIAL FOR EMERGENCY OPERATIONS AND FOR REESTABLISHMENT OF THE AGENCY IN THE EVENT OF A DISASTER ARE BEING DEPOSITED AND MAINTAINED IN A REPOSITORY IN A SAFE AREA. TOTAL DEPOSITS TO DATE ARE...

- DOCUMENTS, MAPS, CARDS, AND OTHER MISCELLANEOUS RECORDS
- TABULATING MACHINE CARDS
- MICROFILM

80 CABINETS

3,862,603 CARDS

6,891 REELS

current

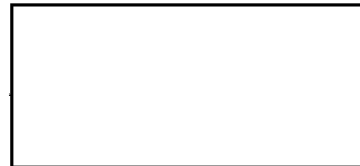
if drawers equivalent

PP, pers, biogr, register, indust reg.

cannot be reproduced effectively as drafts.

MATERIALS

STAT



MAIL CONTROL SYSTEM

AN INTRA OFFICE MAIL CONTROL SYSTEM HAS BEEN DEVELOPED AND INSTALLED IN ONE MAJOR OFFICE. THE SYSTEM...

- EXPEDITES TRACING AND LOCATING CORRESPONDENCE IN PROCESS.
- PROVIDES A FOLLOW UP ON UNANSWERED CORRESPONDENCE.
- SERVES AS A LOG AND RECORD OF ACTIONS TAKEN.
- SERVES AS A FINDING MEDIA FOR FILED CORRESPONDENCE.

MAIL CONTROL

RECORDS DISPOSITION.

CONDUCTED 15 SURVEYS.

PREPARED 14 RECORDS CONTROL SCHEDULES COVERING 15,869
CUBIC FEET OF RECORDS, EQUAL TO 1,983 FILE CABINETS.

SUBMITTED 15 REQUESTS FOR AUTHORITY TO DISPOSE OF
5,704 CUBIC FEET OF EXISTING RECORDS AND SIMILAR
ACCUMULATIONS ON A CONTINUING BASIS. EXHIBIT G
ILLUSTRATES A TYPICAL REQUEST AND APPROVAL.

class approval
attached

IN FY 54, TRANSFERRED TO THE RECORDS CENTER...

7,647 CUBIC FEET OF RECORDS EQUAL TO

946 SAFE CABINETS WITH A REPLACEMENT VALUE OF...

\$227,528

Records Disposition Branch

This Branch directs a program covering:

- a. The inventory of records and an analysis to determine their retention value.
- b. Records disposition including Congressional authorizations.
- c. Liaison with other Federal agencies on the destruction, preservation, loan and transfer of records.

THIS EXHIBIT ILLUSTRATES... *next*

A B C D attached

A. RECORDS CONTROL SCHEDULE

THIS IS PREPARED BY RECORDS MANAGEMENT IN COLLABORATION WITH REPRESENTATIVES OF OPERATING ORGANIZATIONS.

B. REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

THIS IS PREPARED BY RECORDS MANAGEMENT AND CLEARED WITH REPRESENTATIVE OF THE OFFICE OF THE GENERAL COUNSEL, THE SECURITY OFFICE, AND THE OFFICE OF THE COMPTROLLER.

A FULLY CLEARED REPRESENTATIVE OF THE NATIONAL ARCHIVES REVIEWS AND APPRAISES OUR REQUEST AND SUBMITS IT TO CONGRESS FOR APPROVAL.

sterile

C. APPRAISAL REPORT

THIS IS PREPARED BY THE FULLY CLEARED REPRESENTATIVES OF THE NATIONAL ARCHIVES.

D. ACTION TAKEN BY CONGRESS

THIS IS SHOWN IN THE UPPER RIGHT PORTION OF THE REQUEST.

RECORDS CENTER OPERATIONS

COMPLETION OF THE NEW RECORDS CENTER IS SCHEDULED
28 DECEMBER 1954.

EXHIBIT H, I, AND J REFLECT RECORDS CENTER OPERA-
TIONS FOR FY 54.

Records Center Branch

This Branch formulates the standards and procedures responsive to Agency requirements for the transfer and servicing of semi-active and inactive records, stores and protects inactive records and provides reference service; destroys records in accordance with approved schedules; preserves records with permanent or long retention value.