

File ARO's

6 October 1965

11/22-11/23  
11/29-11/30

To :

From : Chief, Records Administration Staff/DDS

Subject: Workshops

1. The Agency Records Administration Staff has developed eight Workshops in various phases of Records Management. These are available now for presentation to groups of people that you may wish to have trained in Records Management. In addition, these Workshops can be adapted for presentation to staff meetings.

2. The titles of the Workshops and the approximate time required for presentation follows:

a. The Challenge of Records Management - 1 Hour x x x

What is Records Management?

Why is it needed?

How you can use Records Management to help reduce operating costs.

b. Forms Management - 1-3 Hours

c. Filing Systems Management - 1-3 Hours \* \* ; \* \* \* ;

d. Vital Records Management - 1-3 Hours \*

e. Archives and Records Center Management - 1-3 Hours

f. Correspondence Management - 1 Hour x x x

g. Mail Management - 1 Hour x x x

h. Records Disposition - 1 Hour

3. Please let me know when I can discuss these Workshops with you.