

Good morning ladies and gentlemen. I am pleased to see so many of you
~~are~~ here this morning.

I am sure you all have busy schedules - so we will not keep you here
to long.--Since we last met, in June, a number of significant records
management items have occurred that you should know about and this is our
principal reason for meeting today. In addition, I want to hear from you
today about what you think we should do about future meetings.

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New Records Officers

Introduced Selous -



Here are a few items of general interest--

First - I am advised by the ~~Asst.~~ Asst. Archivist, Dr. Herbert R. Angel, that the General Accounting Office is conducting audits of the Federal Records Management Program. So far, an audit has been completed of the Headquarters program of GSA and selected field ^{areas} opens and a report has been made to the Congress and the President. The audit is continuing in the field with emphasis being placed on an examination of agency programs in Boston, Kansas City, and Washington, D.C.

I mention this only as information--as far as I know there is no plan for either GAO or GSA to audit our program. However, since our General Counsel has determined that we are bound by the Federal Records Act, GSA could audit our program if they desired.

New Profession

Second - There is emerging a new profession - Records Management - and we have two professional organizations - the American Records Management Association and the AREA - both fine organizations. ARMA has several chapters - Detroit, Chicago, Los Angeles and New York. It's membership is from Government and Industry. AREA Membership is primarily from industrial companies in the New York metropolitan area. I have attended several of AREA's annual conferences - they have all been highly professional in character - AREA has recently developed a professional^{al} publication - the Records Management Journal. I have their first two issues. If you would like to subscribe the fee is \$3. - Here is a copy - if you would like to see it - give your name to Frances.

Records Management Training

Third - GSA has announced a training schedule for certain subjects from January until June. *I have files* ~~Here is a copy~~ for you. In addition, there are other training programs which will be given between now and the first of the year - Such as -

Report Writing - Nov. 18 and Dec. 9

Plain Letters - Nov. 25

Records Disposition - Nov. 12 and Dec. 2

You should fill out an external training request if you want to take any of these courses.

Microfilm Deterioration

At a meeting of Federal Agency Records Management personnel, a recently discovered condition affecting roll microfilm was discussed. National Archives, Bureau of Standards and microfilm industry representatives described the condition, its prevalence, cause factors, effects and possible curative and preventative methods.

While the condition has no official name, the Bureau of Standards scientists have christened it the "J" condition after "Project Jupiter," the code name of the research effort. Several records management and microfilm people have referred to it as the "measles," since in one common form the condition appears to the eye as small red spots on the emulsion.

I have asked the microfilm expert with the Office of Computer Services to tell you more about this microfilm situation.

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Dare Card Application to Forms Management

At our Records Officers Meeting in April of this year we had []
[] form OCR tell us about DARE Card use. We became interested and
[] of our Staff is here to tell you how we hope it can help
you in your Forms Program.

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Filing Equipment Control

Probably one of the most important elements of an office Records Management program is the proper control over filing equipment. We find this true in Government and Industry. has some matters in the filing equipment area which require your attention.

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(Distribute copies of Office)

New Document and Courier Receipt

An Agency committee concerned with ~~applying~~ the recommendations we made last July in our survey of the Courier system brought out the need for a new document and courier receipt. [] has drafted a new form and ~~proposed~~ ^{proposed} a procedure chart for its use. [] will outline it here and we want your ideas before finalizing it - so listen now [] ask her any questions and send us your ideas soon.

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Records and Equipment Inventory

I am very grateful to you Records Officers for sending in your inventories of records and filing equipment. I know this is a difficult job, but it is the only report we require each year and I think it is most important for you and the Agency to have this data.

I am sorry we couldn't give you the results sooner but a few offices had some unusual problems to solve in getting data so we couldn't complete an agency-wide tabulation until all reports were received. Here is a preview of how we stand on an agency-wide basis. (Show on Screen-FY 1963 Report-Records on Hand and Destroyed in Offices)

Later on reports will be sent to the heads of components showing the relative status of every organization.

I want to show you also the relative costs of keeping records in office space and in the Records Center. Here they are - (Show on Screen - ^{Comparative} Cooperative Cost Data)

Future Meetings

This is the fourth meeting of Records Officers this year - we have not met regularly - and our program has been very informal.

You have heard from people both in and outside the Agency - [redacted]

[redacted] have told you about special filing equipment

and systems; [redacted] told you about Security Records Division; [redacted]

[redacted] described some of the important OCR procedures.

Then in June we heard from Don Simon, Chief of RM at State Dept.

Now what is your desire for the future?

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Report to the DDS on Records Center Operations

In July of 1962 I was requested by the DDS to make a report on the status of the Records Center - how many records were in it, the rate of receipt of new records, the rate of disposition and when the Center would be filled. The request from the DDS came as a result of an issue raised by the Agency Financial Policy and Budget Committee. At that time I estimated the Center would be full by about October 1965.

In my report to the DDS on 8 October 1963 I gave him a new status report based on our operations during FY 1963. Here are some of the facts:

(a) Gross Receipts of 14,827 cubic feet for the Fiscal Year 1963 were 1% greater than the previous year but 6% smaller than the average for the period 1959-1963. This experience indicates that gross receipts of inactive records seem to be stabilized at about 15,000 cubic feet per year. (See Attachment #1).

(b) The Disposition of 12,026 cubic feet is an increase of 77% over the previous year and 71% more than the average for 1959-1963. This is the largest disposition ever accomplished in a single year. (See Attachment #1).

(c) Reference Services furnished Agency offices reached a new high of 385,762 items; this includes records returned for loan or retention and information given over the telephone. (See Attachment # 2).

(d) On 30 June 1963, the total holdings of the Records Center were 80,847 cubic feet. (See Attachment #1). The net growth of 2,801 cubic feet during the FY 1963 is the smallest since 1952 (898 cubic feet) and is considerably less than the average of 8,760 cubic feet for the 1959-1963 period. Assuming, a net growth of 8,760 cubic feet per year (average of past 5 years) the Center will be filled by about Jan. 1966.

List of Handouts for Records Officers

- 30 October 1963

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1. Training Schedule:

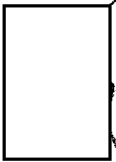
- Source Data Automation
- Files Improvement
- Forms Improvement
- Directives Improvement
- Speeding The Mail



2. Training Schedule - Records Management Workshop, Jan - June 1964


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3. Records Disposition Workshop




4. Plain Letters Workshop

5. Report Writing Workshop

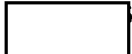
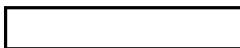
6. DARE Cards- 

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7. October issue - THE OFFICE - 

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. New Document and Courier Receipt and Flow Chart - 

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8. Comparative Cost Data

10. Directory of Area Records Officers - October