

THIS IS AN OUTLINE OF HOW ONE RECORDS MANAGEMENT OFFICER REPORTS  
PROGRESS TO HIS SUPERIORS

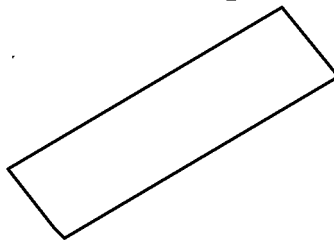
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Summary of Semi-Annual Records Management Progress Report

- I. MAJOR SURVEYS COMPLETED
  1. Copy Machines
  2. Mail Management
- II. Records Creation Controlled
  1. Controlled \_\_\_\_\_ actions on Forms
  2. Assisted \_\_\_\_\_ offices on Specialty Forms problems
- III. Files Maintenance Service
  1. Equipment -  
  
Evaluated requests for \_\_\_\_\_ safes;  
Approved \_\_\_\_\_ Costing \_\_\_\_\_ dollars;  
Disapproved \_\_\_\_\_ Costing \_\_\_\_\_ dollars
  2. Systems -  
  
Assisted \_\_\_\_\_ offices in establishing new system.
- IV. Records Disposal -
  1. \_\_\_\_\_ office(s) destroyed \_\_\_\_\_ cubic feet.
  2. \_\_\_\_\_ office(s) transferred \_\_\_\_\_ cubic feet to Center.
- V. Vital Records
  1. Assisted \_\_\_\_\_ office(s) to revise schedule
  2. All offices making current deposits except \_\_\_\_\_
- VI. Other -
  1. \_\_\_\_\_ attended Interagency Records Administration Conference.

2/6/63

A copy of the 2 attached  
bits of information were  
distributed today at an  
ARO Meeting, 1E-78, Hq.



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