RECORDS

MANAGEMENT

CONFERENCE

31 OCT 1967

~~SECRET~~

(classification)

3 0 NOV 1967

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

25X1A9a

1. NAME			2. POSITION TITLE Records Admin. Officer	3. OFFICE DDP/AF

25X1A9a

4. IMMEDIATE SUPERVISOR

NAME		BUILDING Headquarters	ROOM 7C-25
TITLE Chief, Africa Support Staff		OFFICE DDP/Africa	

5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM

	FORMS MANAGEMENT		X	VITAL RECORDS SCHEDULES AND DEPOSITS
	CORRESPONDENCE IMPROVEMENT			RECORDS CONTROL SCHEDULES
	REPORTS CONTROL		X	RECORDS RETIREMENT ACTIVITIES
X	FILE SYSTEMS			MAIL OPERATIONS
X	FILE EQUIPMENT AND SUPPLIES		X	SUPPLEMENTAL DISTRIBUTION
X	RECORDS SURVEYS			OTHER RECORDS MANAGEMENT SERVICES (specify)
	REGULATORY ISSUANCES			Records briefings and training
X	AUTOMATION DEVELOPMENT	NEW	EXISTING	Guidance on CS and RID records procedures.

6. OTHER OFFICE RESPONSIBILITIES (list them in general terms) Historical Program. Watchlists.
Chief of AF/SS/Registry (Total of four employees)
Control of covert mailing facilities for AF Division
Cryptic Reference Officer
Safehouse Keeper
Originator for memos on releasing officers(Cables and Dispatches)

7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES
...... OR HOURS PER WEEK SPENT ON RECORDS PROGRAM   60 %

8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)

FROM – TO	GRADE	POSITION OR DUTIES	COMPONENT
		Please see attached	
3 March to 28 Sep. 59	GS-9	On the job training with the Records Management Staff, Mr.	25X1A9a

~~SECRET~~

(classification)

FORM 2900A

OCTOBER 1967

~~SECRET~~

(classification)

RECORDS PROGRAM TRAINING

9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT — Sixth Institute on Records Management	Yes	1959
FORM AND GUIDE LETTERS Paper Manegement Workshops	Yes	1959
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN Paper Management Workshops	Yes	1959
FORMS IMPROVEMENT Paper Management Workshops	Yes	1959
FORMS FOR AUTOMATION		
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION ~~IBM 650 Computer (Three Weeks)~~	~~Internal~~	
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list)		

10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
Records Management Office (On the job training)	23 Mar. - 11	Sep. 1959
Records Officer Briefing/RID	13 Jan. 1961	
Filing Workshop	24 Jan. 1961	
Records Center Workshop		
Forms Workshop		
Records Officer Course	11 - 13 Dec.	1961
Records Management Conference	24 - 25 Oct.	1967

11. AUTOMATION TRAINING (Internal or External)		
IBM 650 Computer (Approx. three weeks) 1957/58		

~~SECRET~~

(classification)