

13 NOV 1967

RECORDS

Approved For Release 2000/09/08 : CIA-RDP72-00450R000100200025-3

MANAGEMENT

CONFERENCE

~~SECRET~~

(classification)

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME [REDACTED] 25X1A9a		2. POSITION TITLE ADMIN. ASSISTANT		3. OFFICE OBGI	
4. IMMEDIATE SUPERVISOR					
NAME [REDACTED] 25X1A9a		BUILDING 1001 Magagine Building		ROOM	
TITLE Chief, Administrative Staff		OFFICE OBGI			
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM					
<input checked="" type="checkbox"/>	FORMS MANAGEMENT	<input checked="" type="checkbox"/>	VITAL RECORDS SCHEDULES AND DEPOSITS		
<input checked="" type="checkbox"/>	CORRESPONDENCE IMPROVEMENT	<input checked="" type="checkbox"/>	RECORDS CONTROL SCHEDULES		
<input checked="" type="checkbox"/>	REPORTS CONTROL	<input checked="" type="checkbox"/>	RECORDS RETIREMENT ACTIVITIES		
<input checked="" type="checkbox"/>	FILE SYSTEMS	<input checked="" type="checkbox"/>	MAIL OPERATIONS		
<input checked="" type="checkbox"/>	FILE EQUIPMENT AND SUPPLIES	<input checked="" type="checkbox"/>	SUPPLEMENTAL DISTRIBUTION		
<input checked="" type="checkbox"/>	RECORDS SURVEYS	<input checked="" type="checkbox"/>	OTHER RECORDS MANAGEMENT SERVICES (specify)		
<input checked="" type="checkbox"/>	REGULATORY ISSUANCES				
<input checked="" type="checkbox"/>	AUTOMATION DEVELOPMENT	<input type="checkbox"/>	NEW	<input type="checkbox"/>	EXISTING
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)					
Records Management, Training and Travel.					
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES					
..... OR HOURS PER WEEK SPENT ON RECORDS PROGRAM				331/3	
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)					
FROM - TO	GRADE	POSITION OR DUTIES		COMPONENT	
1951-54	GS6-7	Secretary- Steno		GRA/ORR	
1955-65	GS 8-9	Administrative Assistant		"	
1965-1967	GS 9	Administrative Assistant		St/A/OBGI	

~~SECRET~~

OCTOBER 1967

FORM 2900A

(classification)

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(classification)

RECORDS PROGRAM TRAINING		
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED	YES NO YEAR
RECORDS MANAGEMENT (GSA)	Yes	1965
FORM AND GUIDE LETTERS		
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN		
FORMS IMPROVEMENT		
FORMS FOR AUTOMATION		
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION		
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list)		
10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
No internal Agency training on records management as such other than actual on-the-job working experience with the Agency filing system all during my tenure with the Agency. Records Management (GSA)	Yes	Oct 1965
11. AUTOMATION TRAINING (Internal or External)		
<u>External</u> Source Data Auto + ADP Input Systems (GSA) Marriott Hotel	Yes	9 May 66

S-E-C-R-E-T

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