

**RECORDS  
MANAGEMENT  
CONFERENCE**

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(classification)

**BACKGROUND OF RECORDS MANAGEMENT OFFICERS**

1. NAME [REDACTED] 25X1A9a		2. POSITION TITLE Secretary		3. OFFICE DDI/IRS	
4. IMMEDIATE SUPERVISOR					
NAME [REDACTED] 25X1A9a		BUILDING Headquarters		ROOM 7G00	
TITLE Acting Chief, DDI/IRS		OFFICE DDI/Information Requirements Staff			
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM					
FORMS MANAGEMENT		VITAL RECORDS SCHEDULES AND DEPOSITS			
CORRESPONDENCE IMPROVEMENT		RECORDS CONTROL SCHEDULES			
REPORTS CONTROL		RECORDS RETIREMENT ACTIVITIES			
FILE SYSTEMS		MAIL OPERATIONS			
FILE EQUIPMENT AND SUPPLIES		SUPPLEMENTAL DISTRIBUTION			
RECORDS SURVEYS		OTHER RECORDS MANAGEMENT SERVICES (specify)			
REGULATORY ISSUANCES					
AUTOMATION DEVELOPMENT		NEW		EXISTING	
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)					
Secretary to Acting Chief, Information Requirements Staff					
Secretary to Chief, Human Resources Group, Information Requirements Staff					
Unofficial Administrative Officer for the Staff					
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES					
..... OR HOURS PER WEEK SPENT ON RECORDS PROGRAM Almost "0" due to lack of time.					
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)					
FROM - TO	GRADE	POSITION OR DUTIES		COMPONENT	
1963-1967/ (Present)	4-7	Secretary to Acting Chief, DDI/IRS		DDI/IRS	

~~SECRET~~  
(classification)

OCTOBER 1967

(classification)

RECORDS PROGRAM TRAINING			
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED	YES	NO
RECORDS MANAGEMENT			NO
FORM AND GUIDE LETTERS			NO
CORRESPONDENCE MANAGEMENT			NO
SPEEDING THE MAIL			NO
FORMS ANALYSIS AND DESIGN			NO
FORMS IMPROVEMENT			NO
FORMS FOR AUTOMATION			NO
DIRECTIVES SYSTEMS IMPROVEMENT			NO
HOW TO IMPROVE WRITTEN INSTRUCTIONS			NO
MODERNIZING MANAGEMENT REPORTS			NO
OFFICE INFORMATION RETRIEVAL			NO
FILES IMPROVEMENT			NO
RECORDS DISPOSITION			NO
SOURCE DATA AUTOMATION			NO
MECHANIZING PAPERWORK SYSTEMS			NO
MANAGING AN OFFICE MACHINE PROGRAM			NO
OTHER (list) As you can see, I haven't had any formal training whatsoever. Time hasn't permitted; however, I am very willing to attend some, if possible, all of the above mentioned courses.			
10. INTERNAL TRAINING ON RECORDS MANAGEMENT			
NONE			
11. AUTOMATION TRAINING (Internal or External)			
NONE			

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(classification)