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MANAGEMENT

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CONFERENCE

SPEAKER'S GUIDANCE

A. Conference Objective

1. Agency management has requested that each Office review its records stored in the Agency Archives and Records Center. During this review, the Offices are to re-examine the legal and historical value of the material, its continuing or future need, and to arrange for disposal of items where possible. Also they are to consider new procedures and the latest technological improvements for information storage and retrieval in order to further reduce their holdings after the purge.

2. Our primary objective is to inform the Conferees about actions they should consider in light of management's request. In approaching our objective we want them to consider broader interpretations of their Office responsibilities and new applications in records storage as well as improving the Records Program in all Agency components. (As you know Paperwork Management covers all phases of a record's life from Creation thru Use and storage to final retention of valuable records and disposal of the obsolete papers. Our Records Program includes Forms, Correspondence, Reports, Equipment, Supplies, Surveys, Systems, ADP, Microfilms, Vital Records, Control Schedules, Retention Schedules, Inactive Storage, Disposal, and Archives.) Speakers are encouraged to use specific examples to convey theoretical points and avoid the natural instinct to speak generally, vaguely, or abstractly. The listeners will be concerned with solutions to apply in the actual world of Records Management which they must face.

3. Another objective is in our effort to insure that this meeting of Records Management Officers will encourage and enlarge a rapport among these Officers so important in carrying out the Agency Records Program which is essential to the administrative effectiveness of the Agency.

4. The audience will consist of about 75 Records Management Officers and Senior Staff and Line Officers from the Agency. They range in grade from GS-07 through GS-15 with a mean grade of GS-13.

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Similarly, their Agency experience covers a wide range as does their time in service. A generality is difficult to establish as to their orientation, but a reasonable estimation would tend toward management, administration, or some support oriented activities. A good percentage has completed operational and overseas tours in the past 10 to 15 years. The group consists of about 25 women and 50 men. In the field of automation this group is knowledgeable but generally is not technically involved directly and is not machine oriented. All of them are interested in microminiaturization and how it might be used to help them in the storage and retrieval of their records. This interest has been enhanced and accelerated by the current requirements of the records purge and for reduced records volumes thereafter.

B. Administrative Considerations

1. Since our agenda is tightly scheduled, please confine the length of your presentation to the 45-minute time period indicated on the agenda.

2. Encourage questions from the conferees and if appropriate leave enough time in your presentation for questions. Please repeat questions as received; for the benefit of the audience.

3. Use graphic aids where possible. Please inform [redacted] of your requirements for a VU-graph, slide projector, film projector, or other possible types of equipment. An amplifying system and neck microphone will be available if desired.

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4. An outline of your talk for use by the listeners is suggested if the topic lends itself to this procedure. Handouts on your topic are a welcome supplement after your presentation.

C. Entitlements

Meals and lodgings are furnished in lieu of per diem, provided "traveler's absence" begins before 6:00 a.m. or ends after 8:00 p.m. and he can be expected to be in travel status more than six hours. Unfortunately, instructors or speakers, whose time of visit to the Conference is not within the above regulatory requirements, will need to pay for their meals.

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