

Rec. Mgt 1-2

RECORDS MANAGEMENT STAFF CALENDAR YEAR 1959 PROGRAM

FUNCTION AND PERSONNEL	GRADE AND STEP	COST OF FUNCTION		PROJECTS AND CONTINUING ASSIGNMENTS		
		MAN YEARS	SALARY	TITLE	MAN-YEARS	SALARIES
1. RECORDS DISPOSITION						
25X1A9a		13/3	.75	\$ 7,767	a. Audit existing Records Control Schedules and develop new ones.	2.83 \$23,698
		12/2	1.00	8,570		
		11/3	1.00	7,510	b. Provide liaison with National Archives and other Federal agencies. Conduct other records disposition and archival duties including selection and preservation of permanent records for official Agency Archives.	.25 2,582
		11/2	.33	2,433		
		TOTALS	3.08	\$26,280		3.08 \$26,280
2. VITAL MATERIALS						
25X1A9a		12/3	.33	\$2,937	a. Conduct Agency Vital Materials Program.	.33 \$ 2,937
			.33	\$2,937		.33 \$ 2,937
3. RECORDS MAINTENANCE						
25X1A9a		13/2	.25	\$2,537	a. (Project). Install subject-numeric filing systems.	2.00 \$17,411
		13/3	.25	2,592		
		12/6	1.00	9,530	b. (Project) Complete 7 shelf file installations and explore potential of 10 others.	.67 4,418
		12/3	.67	5,873		
		12/1	.50	4,165	c. Review requisitions for filing supplies and equipment; develop standards for specialized filing equipment and systems.	1.17 9,049
		11/2	.67	4,871		
		9/1	1.00	5,985	d. (Project) Develop a standard filing system for Intelligence Analysts.	.50 4,675
					e. (Project) Standardize and simplify headquarters mail registry and document control systems.	0 0
		TOTALS	4.34	\$35,553		4.34 \$35,553

RECORDS MANAGEMENT STAFF CALENDAR YEAR 1959 PROGRAM (CONTINUED)

FUNCTION AND PERSONNEL	GRADE AND STEP	COST OF FUNCTION		PROJECTS AND CONTINUING ASSIGNMENTS		
		MAN-YEARS	SALARY	TITLE	MAN-YEARS	SALARIES
4. FORMS MANAGEMENT						
25X1A9a						
	13/2	1.00	\$10,130	a. Design new and revised forms.	5.40	\$44,474
	12/3	11.00	8,810	b. Review requirements for reprinting and restocking Agency forms.	.50	3,755
	11/5	1.00	7,990			
	11/3	1.00	7,510	c. Analyze forms usage and currency to provide up-to-date indexes of controlled forms, and to eliminate obsolete forms.	.70	5,257
	11/3	.60	4,506			
	11/3	1.00	7,510			
	11/1	1.00	7,030			
	TOTALS	6.60	\$53,486		6.60	53,486
5. REPORTS MANAGEMENT						
25X1A9a						
	13/2	.05	\$ 506	a. Conduct Agency Reports Management Program.	.05	\$ 506
	TOTALS	.05	\$ 506		.05	\$ 506
6. CORRESPONDENCE MANAGEMENT						
25X1A9a						
	13/2	.05	\$ 506	a. Conduct Agency Correspondence Management Program.	.05	\$ 506
				b. Establish and chair a headquarters correspondence style board, to review recommendations for government wide style standards being developed by General Services Administration.	0	0
	TOTALS	.05	\$ 506		.05	\$ 506

RECORDS MANAGEMENT STAFF CALENDAR YEAR 1959 PROGRAM (CONTINUED)

25X1A9a

7. ADMINISTRATION

FUNCTION AND PERSONNEL	GRADE AND STEP	COST OF FUNCTION		PROJECTS AND CONTINUING ASSIGNMENTS			
		MAN YEARS	SALARY	TITLE	MAN-YEARS	SALARIES	
[REDACTED]	15/5	1.00	\$13,970	a. Direct: the Agency Records Management Program,	1.00	\$13,970	
	13/2	.65	6,584	b. Program development to include: Workshops, exhibits, File Cleanup Campaign, training for staff and line Records Officers, handbooks and promotional releases.	1.00	9,230	
	12/1	.50	4,165				
	11/3	.40	3,004	c. Provide staff assistance to the Chief, Records Management Staff.	.15	1,519	
	5/7	1.00	4,940				
	4/1	1.00	3,755				
TOTALS				4.55	\$36,418	4.55	\$36,418
GRAND TOTAL				19.00	\$155,686	19.00	\$155,686