

1961

A LIST FOR RECORDS OFFICERS

Guidance Material
on
Records Management

C O N T E N T S

GENERAL	Records Management - - General	1
CREATION	Forms Management	2
	Correspondence Management	3
	Reports Management	4
USE	Filing	5
	Filing Equipment and Supplies	6
	Mail Operations	7
DISPOSITION	Records Control Schedules and Records Disposition	8
	Records Center	9
	Vital Records Program	10
OTHER	Current Announcements	11


Also available is a supplement list of those Regulatory Issuances that are specifically and generally related to Records Management.

RECORDS MANAGEMENT

(General)

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>	
Annual	Notice Of Fiscal Year Report (Memo)	RMS	
1957	So You Have A Space Problem (Booklet)	RMS	
1953	CIA Records Management Program Guide [REDACTED]	RMS	25X1A
1959	Summary of Training Hours for On-The-Job Courses	RMS	
1959	Agency Records Management Program (Annual Report)	RMS	

FORMS MANAGEMENT

<u>ISSUE DATE</u>	<u>TITLE</u>	<u>DISTRIBUTION SOURCE</u>
1954	Forms Management Program Booklet	RMS
1954	Forms Management Poster - "Don't Waste Forms"	RMS
1959 1960	Forms Analysis Handbook	GSA 25X1A9a
1960	Forms Design Handbook	GSA 
1960	How to Procure Other Government Agency Forms Used by CIA	RMS