

Rita

RFEB Records Management Orientation

3 June 1965

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10:00 AM - The Auditorium

- I. Opening Remarks - Introduction 10:00 AM
- II. The CIA Records Management Program 10:20
[REDACTED] Chief, Records Administration Staff, DRS
- III. Coffee Break 11:20
- IV. Forms Management 11:30
[REDACTED] Records Management Officer
- V. Lunch 12:15 PM
- VI. Correspondence and Mail Management 1:00
[REDACTED] Records Analyst
- VII. Coffee Break 2:00
- VIII. Filing Systems, Filing Equipment and Filing Supplies.. 2:15
[REDACTED] Records Administration Officer
- IX. Closing Remarks 3:15

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RECORDS MANAGEMENT WORKSHOPS

<u>Title</u>	<u>Date Held</u>	<u>Attendance</u>			<u>Others</u>	
		<u>DIB & DCI</u>	<u>DDI</u>	<u>DIP</u>		
Subject Numeric Filing* (9 Workshops)	Oct-Dec '59	38	38	50		
	May '60	40	44	104		
	Jan '61	32	46	49	2 State 2 Archives	
		<u>110</u>	<u>128</u>	<u>203</u>	<u>4</u>	Total 445
Shelf Filing (6 Workshops)	Apr '61	55	36	42	5 Archives	Total 138
Records Center (8 Workshops)	Sep '61 thru Feb '62	77	127	40	89 Interim Assign- ment Pool	Total 333
Forms Improvement (2 Workshops)	Oct '61	26	5	26		Total 57
Vital Records** (3 Workshops)	May '62	38	29	30		Total 97

Preparations are underway for workshops in:
 Records Disposition
 Forms Improvement, and
 Mail Management

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* Subject-Numeric Filing is currently taught by Office of Training as part of the Orientation Program for the Interim Assignment Group.

Preparation of correspondence and basic correspondence procedures is also a part of the Office of Training Orientation Program for the Interim Assignment Group.

** Requests for two additional workshops have been received. These will be scheduled for special groups.

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