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GUIDES FOR SPECIAL ATTENTION TO RECORDS DISPOSITION

FIRST - Severely scrutinize all existing records disposition schedules for possible additional records destruction.

SECOND - Determine what additional records can go to the Records Center.

THIRD - Determine again if all records now labeled for retention at headquarters must be so retained, and if so, can they be grouped for microfilming.

FOURTH - Together with the Management Staff, push the shelf-filing technique.

FIFTH - Challenge the creation of new records and the copying of them.

SIXTH - Cull out from your files and destroy all needless copies.

GUIDES FOR USE OF MICROFILM FOR STORAGE OF RECORDS

DO NOT microfilm a record if it can be stored in the Records Center.

DO consider (with the Management Staff) the microfilm process for those records which must be held at headquarters and where we face a serious space problem and/or the purchase of new expensive filing equipment.