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DRAFT
21 March 1969

Approved For Release 2001/07/28 : CIA-RDP74-00390R000300040005-6

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Records Management Program - Policies ^{Issues} ~~Used~~ -
Organizational Structure

1. Paragraph ~~16~~ of this memorandum contains recommendations for your approval.

2. Before 1961 responsibility for the Records Management Program was centralized in the Records Management Staff. In 1961 responsibility for establishing, maintaining, and directing records programs was assigned to the Deputy Directors and heads of independent offices. Decentralization was not absolute, however, because the function of the CIA Records Administration Officer was retained with a minimal central staff. He is charged with responsibility for furnishing staff guidance, assistance, and coordination of the Agency program, and for reviewing and monitoring the decentralized programs. Neither the centralized program that existed before 1961 nor the structure that has existed since has fulfilled the fundamental requirement of controlling the growth of inactive ~~xx~~ record material maintained in the offices and stored at the Records Center.

3. The reasons the centralized program didn't work before 1961 are still valid and it appears that no useful purpose would be ~~xx~~ served by considering total centralization as a reasonable alternative now. There are also several reasons the program as established after 1961 hasn't worked either: ~~(xx)~~

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a. The present regulation governing the Records Program, [REDACTED] is ambiguous. It says there will be an Agency Records Program composed of decentralized programs, and this is the beginning of the ambiguity. It is not clear how one program is expected to be constructed out of several. The ambiguity is intensified by the distribution of authority and responsibility. All of the authority to establish, maintain, and control records programs is delegated to the Deputy Directors and ^{heads of} independent offices and none is reserved for the "Agency program". The Agency Records Administration Officer (Chief, Records Administration Branch, SSS) is made responsible for furnishing staff guidance, assistance, and coordination of the "Agency program" but there is no requirement that these services be used. He is responsible for "reviewing and monitoring", but there is no obligation to accept or respond to his comments and recommendations. The regulation seems to say that the Agency wants it both ways: decentralized programs but centralized control. A part of the problem is that there is no authority and no structure to make it work either way or in combination.

b. A second reason the program doesn't work effectively now is that we operate a central storage facility but exercise no control over what comes into it, how long it must be kept, or when and if it may be destroyed. Each of the decentralized authorities exercises ~~these~~ these controls and jealously guards

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its right to do so. Theoretically, completely decentralized programs would include provision for separate storage facilities for each program. Clearly this is too outrageous to consider seriously but it does suggest that perhaps some central control should be exercised over the use of the Records Center, particularly if the managers of the Records Center are to be held accountable for volumes retained, and charged with responsibility for reducing them to a proportion which will fit within the present space, *they should have some authority*

exercise control over what they accept for
c. A third reason the Records Program doesn't work is that storage is the only element of the Records Programs that attracts attention, and even then ^{it} they only get attention when the available space is used up. Other elements of the Program do not get attention because there is almost never a crisis which can be directly attributed to them. Managers like to have their records programs remain unobtrusive. They ~~are~~ prefer to let subordinates deal with problems of correspondence, reports, forms, ^{and} records maintenance. There are no ~~are~~ effective and systematic ^{management} systems to deal with reports or forms in any of the records programs in the Agency yet computer produced reports are literally transported from computer centers on fork-lift trucks and external printing of official forms costs the Agency more than a quarter of a million dollars a year. We have no way of knowing how much is spent or how much record material is produced for ultimate storage through

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the uncontrolled development and printing of unofficial, bootleg forms that are used in virtually every operation of the Agency. We have no Agency correspondence program and no control over copying machines yet these are probably the primary sources for the creation of records that will ultimately require storage. Moreover, there is no evidence that Agency management wants programs in ~~the~~ ^{these} vital elements of records management and control, yet until we find some systematic way of dealing with the elements of records creation we have no hope of dealing intelligently with storage and disposal.

d. The Agency last issued reports and forms handbooks more than ten years ago and the correspondence manual was last published in 1955. They are hopelessly out of date but the only demand for revision comes from the Clerical Training Faculty where they can be used as tools in teaching new clerical employees some of the fundamentals. Efforts to revise these publications in recent years have repeatedly bogged down in the coordination process because it has proven impossible to get agreement among the various echelons of management on the basic principles of uniformity and standardization. Reports are generated by subordinates to give the manager what they think he wants, not to give him what he says he really needs. Management attitudes toward correspondence are very largely esthetic and practices followed in different components are usually developed in terms of what is appealing to the eye of the senior manager or one of ^{of the component concerns}

his closely associated subordinates. Elements of cost, efficiency,

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and effectiveness and real need versus nice-to-have are not readily apparent to the individual manager. The return to be gained from uniform practices and the application of professional standards are not ^{so} impressive in the individual organizational unit that they become effective selling points in attempting to persuade the manager that a ~~particular~~ ^{particular} practice should be adopted. The fact that a bloc format justified flush left (the Federal Government standard) will save several seconds of a typist's time by eliminating tabular indentation, and the fact that a particular kind of file folder costs two instead of thirty cents and can save one hundred dollars worth of space in a safe are regarded as statistical minutiae when presented to individual managers. In the Agency aggregate, however, hundreds of man hours and thousands of dollars might be saved daily by the adoption of a few scientifically proven standards.

e. The Agency has been getting along without the benefits of professional records management standards for a number of years and can ~~continue~~ continue to get along without them if Agency management wants it that way. If that is the decision, however, we should not retain a central~~iz~~ staff with pseudo-Agency responsibilities assigned to it. We should be content to allow each of the several ~~decentral~~ decentralized programs to deal with them in their own way. The Records Administration Branch should be

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relieved of all responsibility for an Agency Program and should become the records management unit for the Support Directorate, with authority and responsibility prescribed accordingly. This does not seem to be a reasonable alternative, however, because it would not only perpetuate, it would intensify the problems we ~~h~~ now have with records management.

3. The problems of the Records Program in the Agency ~~would~~ will not be overcome by decree. They can only be overcome by clear statement of policy, objectives, and ~~intent~~ intent, and the creation of a realistic structure to make the program work. We need:

a. The ~~xx~~ strongest possible expression of support from the highest levels of Agency management for ~~xxxxxx~~ a totally integrated ~~Agency-wide~~ Agency-wide Records Management Program including all of the elements of creation, maintenance, and disposition.

b. To formalize the existing structure, which is composed of some sixty - sixty-five people ^{in positions around} ~~xxxxxx~~ the Agency charged with records management responsibilities; to provide for the staffing of these positions with ~~xxxxxx~~ ^{qualified} professionally competent ~~xxxxxx~~ personnel; and, ideally, to provide a career service mechanism for the personnel management of these people and positions.

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c. A formalized, ~~is~~ regulated system governing the coordination and approval of all actions relating to any element of the Records Program.

d. An authoritative monitoring and review system reporting to the proper level of management with a regulatory requirement for response to recommendations, implementation of recommendations, and follow-up action.

e. A systematic way of exercising ~~authority~~ authoritative control over materials accepted into the Records Center for storage and the length of time that they will be held.)

4. The Records Administration Branch and the Records Management Board are reasonable management instruments for the implementation of the Program. A clear statement of Agency records management policy is required together with a sharp definition of the authorities and responsibilities of each issued in regulatory format.

5. Many ~~of~~ parts of the records management function are closely related to the information processing function of system analysis and design. Competent records management officers are systems analysts capable of dealing with the design ~~and~~ ^{of} improved manual systems. This is, in fact, what records management officers do in the process of evaluating records systems in the offices. In principle the design of a hard copy file is as integral a part of the overall information

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processing system as is a computer file in systems which require automation, ~~and~~ the analyst must be able to deal with it accordingly. ^{man a} Manual systems have input, output, processing and filing procedures and the competent records management officer must be able to deal with all of these parts of the systems. Modern records officers must also be capable of recognizing the need and potential for automating systems and for designing manual systems which will interface with them smoothly.

6. Conversely, systems analysts dealing with computer systems should have an understanding of, and appreciation for, the skills of records managers. Computer systems analysts must have an appreciation of the technical requirements for forms design in order to take advantage of the most effective methods of preparing ~~xxx~~ input and output. They should at least be conscious of the basic principles of reports management and records ~~xxxx~~ storage and maintenance ^{evance} since the automated systems they develop are intended primarily to produce reports which should be controlled, managed, and eventually stored in accordance with sound records management principles.

7. The records management function is also closely related to, but should be separated from, the archives function. The records created, processed, maintained and stored today become the archives of tomorrow. Careful and prudent selection of archival material is facilitated by and dependent upon a well designed and effectively managed records program. Early and systematic identification of record

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material to be retained for archival preservation in a manner which does not negate the requirement that records storage be minimized requires that the records and archives program be compatible and carefully integrated even though they are separate functions.

8. Archives are the tools of the historians, who are students and scholars. Occasionally the less ~~conscientious~~ conscientious among the historians may be inclined to dispose of a document after its substance has been used and recorded in whatever historical account is being written. This is a superficial attitude and not a prevalent one. It is mentioned only to suggest that while there are significant areas of interest common to the historical, archival, and records management functions, there can also be some areas of basic conflict of interest of the kind which can be most effectively dealt with ^{having} by/all of these functions under a single management.

9. In the critical review I submitted ~~late~~ late in January I said that it is not too early to ~~begin~~ begin considering the ultimate disposition of the SIPS Task Force. The notion that DDS management ~~must~~ must have full responsibility for DDS systems regardless of whether they use computers, desk calculators, or quill pens is just as valid now as it was when we began ^{the} systems studies which have grown into the SIPS project. We set out deliberately to develop the skills necessary to become self sufficient. We acknowledged from the outset that we would have to rely on the Office of Computer Services for technical support in

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the skills of ~~xxxx~~ computer systems design and programming in order to get the scope of our information processing system requirements operational in some reasonable time frame without waiting to develop these specialized skills for ourselves. Experience in recent months has demonstrated that system responsibility for on-going applications is just as intense as it is for new system development. The formation of the SIPS Task Force acknowledges that skills in computer systems design and programming and analytical skills representing knowledge of the subject matter and functions for which systems are being designed and operated must be responsive to a single management structure. Maintenance of on-going systems, the development of new ones, the adjudication of priorities among them, and the allocation of available resources to meet all of these demands can only be reasonably managed within a single management chain. This says that we should not be looking forward to the ^{dissolution} ~~disillusion~~ of the SIPS Task Force, but should be planning for its absorption into the Support Directorate.

10. Absorbing the task force into the Support Directorate immediately raises the question about the location of the hardware. We have said from the beginning that we see no need for the Support Directorate to have its own hardware provided that the Office of Computer Services continues to be able to furnish ^{adequate} ~~xxxxxx~~ support. Whether computer systems designers and programmers have to be under the same management structure as the hardware ~~is~~ a debatable issue, but there is a great deal of argument to support the premise that they do not.

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Computer service bureaus operate all over the country where centrally located hardware services a large number and wide variety of computer applications. Many ^{government} organizations have hardware facilities to serve customers in other organizations. We have used some of these ~~xxxxx~~ ourselves for back-up from time to time and of course, parts of our payroll application has been run on hardware at the Treasury Department for several years. It doesn't seem too unreasonable to suggest that the Operations Division ^{of OCS} could function as a service bureau in the same way. In a sense it operates that way now. Systems designers and programmers in the Management Support Division, now a part of the SIPS Task Force, and other divisions of OCS are required to submit requests for service almost as though they were part of another organization entirely. In any event the ^{weight} ~~xxxx~~ of the argument ^{weight} supports much more conclusively that the analysts, designers and programmers should be responsive to the manager who has the problem to be solved ^{than} and ~~then~~ that they should respond to the manager who controls the hardware. While probably it is not prudent to pursue this now I believe our planning for the future should anticipate that it will occur. The question of whether or not the Support Directorate should have its own hardware, however, need not be addressed now. If our applications, when implemented, require some stand-alone configuration of computing equipment it may make sense to have the whole thing in the DDS structure. Whether this occurs or not, I don't see that it needs to affect our planning now.

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11. The reason for mentioning the information processing organization in this paper is not only to identify^{the} relationships and similarities with records management but to lead up to the suggestion that you^{may} want eventually to consider the establishment of an Assistant ~~xxxx~~ Deputy Director for Support for Information Processing~~x~~ who would have responsibility for the Support Directorate information processing activities, records management activities, archives, and Agency history. If that is a reasonable suggestion, actions you take now should be consistent with that objective.

12. The long term objective of such^{an} organizational structure would be to provide single management direction to the interrelated functions dealing with manual and automated information processing systems; creation, maintenance, and disposition of their products; and the identification and preservation of those products which have historical and archival value. It should be at a level of the organization which permits it to function across organizational lines and deal adequately with systems which have an Agency-wide impact, to adjudicate priorities, ~~xx~~ and allocate resources accordingly.

13. Acknowledging that the creation of such a position and component is not a practical step to be taken now^{the question} becomes ^{one} ~~xxxx~~ ^{question} of selecting actions which will not be inconsistent with accomplishing that objective later if you choose to go in that direction, and which may be practical now. In an earlier paper the point has been made that

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archives should not be a part of the Records Program although the archives function is closely related to the records management function. The archives function is also closely related to the historical function. Each of these units should be brought together under a single management. If this can be accomplished now, it should be but if it isn't practical for any reason I would suggest that the archives be established as a function separate from the Records Center and responsibility for it to be assigned to the Historical Staff. The main reason for suggesting this as a first step is to reinforce the notion that archives are ~~XXXX~~ separate from records. Preferably, the archives function would not be subordinated to the ~~H~~ historical function. There could be an archives division and an historical division under a single manager.

14. Another option might be to have a records division, an archives division and a historical division under the single management of a "Director of Documentation". If this combination of functions can be accomplished in one action, it would be desirable to do so. If it is not reasonable to accomplish this in a single action, the archives and historical functions should be combined first with the records function added later.

15. A third option would be to separate the archives from the records function as ~~x~~ separate divisions under the same management. The principle disadvantage of this arrangement as a first step is that

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it would not make as clean a break ~~as would~~^{from} the existing structure as is desirable to gain the independent recognition the archives function should have, but would tend to perpetuate the present lack of distinction between the functions with the archives subordinated to the records management function. If this option is selected, however, a new position should be created for the senior manager responsible for both functions with the idea in mind that the incumbent selected would ultimately be responsible for the records, archives, and historical divisions.

16. Other options are ~~xxx~~ variations on this theme. It is recommended that:^{a.} a separate archives division be created and established under ~~single~~ single management with the Historical Staff with the archives and historical functions as separate divisions within the new component.

b. The records function be added as a third division either as a second step to be taken later or as a part of the original reorganization action.

c. That the information processing and regulatory functions be added as later steps.

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Civil Service Commission Standards

Summary of the Archival Series --- GS - 1420

The Archivist is involved in appraising, accessioning, arranging, describing, preserving, publishing; or providing reference service from records and historic documents. This work requires a professional knowledge of the theory, principles, and methodology of archival science.

He must employ a comprehensive knowledge and understanding of

1. The history, organization, and operation of the Agency that originated the records,
2. The legislative authorities and responsibilities of the Agency as they relate to the development and retention of records, and
3. The needs of the Agency officials and the scholars.

There is a close relationship between the work of Archivists and that of historians. The major distinction is the basic nature of their concern with records. The Archivist is concerned with the inherent values of the records as they relate to the needs of both government officials and scholars. The concern of Historians with the records is more restricted and more specifically related to their values as source materials in a particular historical study.

Archivist - GS - 5 thru GS - 13

Basic functions of the Archivist:

A. Records appraisal and Disposition:

(The analysis and evaluation of records to determine their values, to provide advice, and to make recommendations or decisions regarding their ultimate disposition.)

B. Arrangement and description:

(The bringing together of related records in some logical order, the providing of fixed and known location for every file unit so that it can be found when needed, and the preparing of finding aids, such as guides, inventories, lists, and catalogs.)

C. C. Preservation and Rehabilitation:

(The safeguarding of Archival records from deterioration, damage, or destruction or from impairment of their value through disarrangement or alteration, and the preserving of the records through repair or other rehabilitation.)

D. Documentary Publication, Historical Editing, and the Exhibit of Archival Materials:

(The publishing of Archival holdings for all users and exhibiting Archival documents in the interest of promoting a better understanding of events and persons in history.)

E. Reference Service:

(Making records and information in or about them available in response to individual requests and providing professional research support, advice, and consultation to officials and scholars.)

17 March 1969

MEMORANDUM FOR: Chief of Planning Staff
Office of the DDS

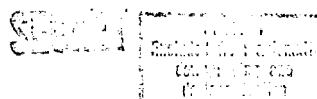
Hodges:

1. The policy issues confronting the Records Program which I discussed with Mr. Bannerman Wednesday relate to the definition of what constitutes record material.

2. At the end of February 1969 the Agency record holdings totaled 101,643 cubic feet: supplemental distribution 20,333 cubic feet; vital documents 9,169 cubic feet; archives (including materials identified for Presidential Libraries) 7,166 cubic feet; and inactive records 64,975 cubic feet.

3. Supplemental distribution is composed of extra copies of finished intelligence publications which have been distributed throughout the Intelligence Community or the Government at large. These are not record material. They are publications and do not qualify technically for storage in a records center. They should not be a part of the Records Program and responsibility for their custody and administration should be transferred to the DDI. The Chief/Logistics Services Division should work with the DDI to find suitable space to accommodate the distribution function.

4. Vital documents are documents selected by the various Agency components as being essential to the reconstitution and continuing operation of the Agency in the event a catastrophe strikes the Headquarters Building. They are located [redacted] happen 25X1A to be the emergency relocation site for the Agency. They were moved into the Records Center in 1961 [redacted] to make space available 25X1A able to the Office of Communications and to save manpower. The entire emergency relocation planning system for the Agency requires re-evaluation.



Whatever comes of that, vital documents are not record material and they do not qualify for storage in the Records Center. In any case, most of them are duplicated elsewhere in the inactive records holdings

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5. Archives are historical documents which must be kept permanently. They are different from inactive records. They are historically and scholastically significant while inactive records are operationally and administratively significant. They are the permanent historical documents of the Agency while inactive records are temporary extensions of Headquarters file space. Archives are administered differently by different professional competences; they require a higher quality of storage space to ensure their permanent preservation; and they require a different kind and frequency of servicing than other categories of records. The basic premises of permanent archival retention are in direct conflict with the basic premises of records disposition. The objective of one is to preserve and retain and the objective of the other is to dispose and destroy. Archives do not belong in records centers; witness the separation of the National Archives from the Federal Record Centers.

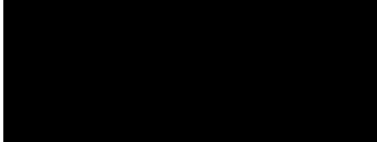
6. Among the inactive records there are 9,000 cubic feet of records from OSS and predecessor organizations. There are also 15,000 cubic feet of records identified for permanent retention. This 24,000 cubic foot collection should be transferred to the Archives. Responsibility for the custody and administration of the archival collection should be transferred to the Historical Staff.

7. Transfer of the supplemental distribution and archives collections; disposal of the vital documents; and the transfer of 24,000 cubic feet of OSS and inactive records identified for permanent retention to the Archives leaves about 41,000 cubic feet of inactive office records. Responsibility of the Records Management and/or the Records Administration Branch should be limited to this latter collection.

8. All of these issues deal exclusively with the storage problem. Other elements of the Records Program include correspondence, reports, forms, and records' maintenance. The Agency does not have an effective records program to deal with any of these other elements. The responsibility for them has been decentralized to the Directorates and Independent Offices. None of them has an effective total records management program.

The entire structure of the records management program in the Agency requires re-examination and change. We must get control over creation and maintenance if there is ever to be an effective control over disposition. This problem of structuring the elements of the Records Program other than storage and disposal is not among the points I discussed with Mr. Bannerman Wednesday morning. It will be the subject of a separate discussion and a separate paper. Essentially the issue is centralized or decentralized records management.

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Chief, support services staff

ORIG - ADSIE

- 1 - SSS Subject
- 1 - SSS Chrono
- 1 - C/RAB
- 1 - RHW

[PUBLIC LAW 754—81ST CONGRESS]

[CHAPTER 849—2D SESSION]

[S. 3959]

AN ACT

To amend the Federal Property and Administrative Services Act of 1949, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the parenthetical expression appearing in clause (1) of the final sentence of subsection (a) of section 109 of the Federal Property and Administrative Services Act of 1949 (Public Law 152, Eighty-first Congress) is amended to read as follows:

“(including the purchase from or through the Public Printer, for warehouse issue, of standard forms, blankbook work, standard specifications, and other printed material in common use by Federal agencies not available through the Superintendent of Documents).”

SEC. 2. (a) Clause (2) of the final sentence of subsection (a) of section 109 of the Federal Property and Administrative Services Act of 1949, as hereinbefore amended, is amended to read as follows: “(2) for paying the purchase price, transportation to first storage point of supplies and services, and the cost of personal services employed directly in the repair, rehabilitation, and conversion of personal property.”

(b) The third sentence of subsection (b) of section 109 of such Act is amended to read as follows: “On and after such date, such prices shall be fixed at levels so as to recover so far as practicable the applicable purchase price, the transportation cost to first storage point, inventory losses, the cost of personal services employed directly in the repair, rehabilitation, and conversion of personal property, and the cost of amortization and repair of equipment utilized for lease or rent to executive agencies.”

(c) The amendments made by this section shall be effective on the date, not earlier than July 1, 1950, on which the Administrator of General Services shall determine that appropriated funds adequate to effectuate the purposes of such amendments have been made available.

SEC. 3. (a) The final sentence of subsection (b) of section 109 of the Federal Property and Administrative Services Act of 1949 is amended to read as follows: “Where an advance of funds is not made, the General Services Administration shall be reimbursed promptly out of funds of the requisitioning agency in accordance with accounting procedures approved by the Comptroller General: *Provided*, That in any case where payment shall not have been made by the requisitioning agency within forty-five days after the date of billing by the Administrator or the date on which an actual liability for supplies or services is incurred by the Administrator, whichever is the later, reimbursement may be obtained by the Administrator by

the issuance of transfer and counterwarrants, or other lawful transfer documents, supported by itemized invoices.”

(b) Section 109 of the Federal Property and Administrative Services Act of 1949 is amended by adding at the end thereof the following new subsection:

“(g) Whenever any producer or vendor shall tender any article or commodity for sale to the General Services Administration or to any procurement authority acting under the direction and control of the Administrator pursuant to this Act, the Administrator is authorized in his discretion, with the consent of such producer or vendor, to cause to be conducted, in such manner as the Administrator shall specify, such tests as he shall prescribe to determine whether such article or commodity conforms to prescribed specifications and standards. When the Administrator determines that the making of such tests will serve predominantly the interest of such producer or vendor, he shall charge such producer or vendor a fee which shall be fixed by the Administrator in such amount as will recover the cost of conducting such tests, including all components of such cost, determined in accordance with accepted accounting principles. When the Administrator determines that the making of such tests will not serve predominantly the interest of such producer or vendor, he shall charge such producer or vendor such fee as he shall determine to be reasonable for the furnishing of such testing service. All such fees collected by the Administrator may be deposited in the General Supply Fund to be used for any purpose authorized by subsection 109 (a) of this Act.”

Sec. 4. Paragraphs (1) and (2) of section 203 (j) of the Federal Property and Administrative Services Act of 1949 are amended to read as follows:

“(1) Under such regulations as he may prescribe, the Administrator is authorized in his discretion to donate for educational purposes or public health purposes, including research, in the States, Territories, and possessions without cost (except for costs of care and handling) such equipment, materials, books, or other supplies under the control of any executive agency as shall have been determined to be surplus property and which shall have been determined under paragraph (2) or paragraph (3) of this subsection to be usable and necessary for educational purposes or public health purposes, including research.

“(2) Determination whether such surplus property (except surplus property donated in conformity with paragraph (3) of this subsection) is usable and necessary for educational purposes or public health purposes, including research, shall be made by the Federal Security Administrator, who shall allocate such property on the basis of needs and utilization for transfer by the Administrator of General Services to tax-supported medical institutions, hospitals, clinics, health centers, school systems, schools, colleges, and universities, and to other non-profit medical institutions, hospitals, clinics, health centers, schools, colleges, and universities which have been held exempt from taxation under section 101 (6) of the Internal Revenue Code, or to State departments of education or health for distribution to such tax-supported and nonprofit medical institutions, hospitals, clinics, health centers, school systems, schools, colleges, and universities; except that

in any State where another agency is designated by State law for such purpose such transfer shall be made to said agency for such distribution within the State."

SEC. 5. The Federal Property and Administrative Services Act of 1949 is amended by—

(a) redesignating section 210 thereof as section 212, and wherever such section number appears in such Act as originally enacted, it is amended to conform to the redesignation prescribed by this subsection;

(b) inserting in the table of contents appearing in the first section of such Act, immediately after the line in which "Sec. 209." appears, the following:

"Sec. 210. Operation of buildings and related activities.
"Sec. 211. Motor vehicle identification."

(c) inserting, immediately after section 209 thereof, the following new sections:

"OPERATION OF BUILDINGS AND RELATED ACTIVITIES

"SEC. 210. (a) Whenever and to the extent that the Administrator has been or hereafter may be authorized by any provision of law other than this subsection to maintain, operate, and protect any building, property, or grounds situated in or outside the District of Columbia, including the construction, repair, preservation, demolition, furnishing, and equipment thereof, he is authorized in the discharge of the duties so conferred upon him—

"(1) to purchase, repair, and clean uniforms for civilian employees of the General Services Administration who are required by law or regulation to wear uniform clothing;

"(2) to furnish arms and ammunition for the protection force maintained by the General Services Administration;

"(3) to pay ground rent for buildings owned by the United States or occupied by Federal agencies, and to pay such rent in advance when required by law or when the Administrator shall determine such action to be in the public interest;

"(4) to employ and pay personnel employed in connection with the functions of operation, maintenance, and protection of property at such per diem rates as may be approved by the Administrator, not exceeding rates currently paid by private industry for similar services in the place where such services are performed;

"(5) without regard to the provisions of section 322 of the Act of June 30, 1932 (47 Stat. 412), as amended, to pay rental, and to make repairs, alterations, and improvements under the terms of any lease entered into by, or transferred to, the General Services Administration for the housing of any Federal agency which on June 30, 1950, was specifically exempted by law from the requirements of said section;

"(6) to obtain payments, through advances or otherwise, for services, space, quarters, maintenance, repair, or other facilities furnished, on a reimbursable basis, to any other Federal agency, or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, and to credit such payments to the applicable appropriation of the General Services Administration;

“(7) to make changes in, maintain, and repair the pneumatic tube system connecting buildings owned by the United States or occupied by Federal agencies in New York City installed under franchise of the city of New York, approved June 29, 1909, and June 11, 1928, and to make payments of any obligations arising thereunder in accordance with the provisions of the Acts approved August 5, 1909 (36 Stat. 120), and May 15, 1928 (45 Stat. 533);

“(8) to repair, alter, and improve rented premises, without regard to the 25 per centum limitation of section 322 of the Act of June 30, 1932 (47 Stat. 412), as amended, upon a determination by the Administrator that by reason of circumstances set forth in such determination the execution of such work, without reference to such limitation, is advantageous to the Government in terms of economy, efficiency, or national security: *Provided*, That such determination shall show that the total cost (rentals, repairs, alterations, and improvements) to the Government for the expected life of the lease shall be less than the cost of alternative space which needs no such repairs, alterations, or improvements. A copy of every such determination so made shall be furnished to the General Accounting Office;

“(9) to pay sums in lieu of taxes on real property declared surplus by Government corporations, pursuant to the Surplus Property Act of 1944, where legal title to such property remains in any such Government corporation;

“(10) to furnish utilities and other services where such utilities and other services are not provided from other sources to persons, firms, or corporations occupying or utilizing plants or portions of plants which constitute (A) a part of the National Industrial Reserve pursuant to the National Industrial Reserve Act of 1948, or (B) surplus real property, and to credit the amounts received therefrom to the applicable appropriation of the General Services Administration;

“(11) at the direction of the Secretary of Defense, to use proceeds received from insurance against damage to properties of the National Industrial Reserve for repair or restoration of the damaged properties; and

“(12) to acquire, by purchase, condemnation, or otherwise, real estate and interests therein.

“(b) At the request of any Federal agency or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, the Administrator is hereby authorized to operate, maintain, and protect any building owned by the United States (or, in the case of any wholly owned or mixed-ownership Government corporation, by such corporation) and occupied by the agency or instrumentality making such request.

“(c) At the request of any Federal agency or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, the Administrator is hereby authorized (1) to acquire land for buildings and projects authorized by the Congress; (2) to make or cause to be made, under contract or otherwise, surveys and test borings and to prepare plans and specifications for such buildings and projects prior to the approval by the Attorney General of the title to the sites thereof; and (3) to contract for, and

to supervise, the construction and development and the equipping of such buildings or projects. Any sum available to any such Federal agency or instrumentality for any such building or project may be transferred by such agency to the General Services Administration in advance for such purposes as the Administrator shall determine to be necessary, including the payment of salaries and expenses of personnel engaged in the preparation of plans and specifications or in field supervision, and for general office expenses to be incurred in the rendition of any such service.

“(d) Whenever the Director of the Bureau of the Budget shall determine such action to be in the interest of economy or efficiency, he shall transfer to the Administrator all functions then vested in any other Federal agency with respect to the operation, maintenance, and custody of any office building owned by the United States or any wholly owned Government corporation, or any office building or part thereof occupied by any Federal agency under any lease, except that no transfer shall be made under this subsection—

“(1) of any post-office building unless the Director shall first determine that such building is not used predominantly for post-office purposes, and functions which are transferred hereunder to the Administrator with respect to any post-office building may be delegated by him only to another officer or employee of the General Services Administration or to the Postmaster General;

“(2) of any building located in any foreign country;

“(3) of any building located on the grounds of any fort, camp, post, arsenal, navy yard, naval training station, airfield, proving ground, military supply depot, or school, or of any similar facility of the Department of Defense, unless and to such extent as a permit for its use by another agency or agencies shall have been issued by the Secretary of Defense or his duly authorized representative;

“(4) of any building which the Director of the Bureau of the Budget finds to be a part of a group of buildings which are (A) located in the same vicinity, (B) utilized wholly or predominantly for the special purposes of the agency having custody thereof, and (C) not generally suitable for the use of other agencies; or

“(5) of the Treasury Building, the Bureau of Engraving and Printing Building, the buildings occupied by the National Bureau of Standards, and the buildings under the jurisdiction of the regents of the Smithsonian Institution.

“(e) Notwithstanding any other provision of law, the Administrator is authorized, in accordance with policies and directives prescribed by the President under section 205 (a) and after consultation with the heads of the executive agencies affected, to assign and reassign space of all executive agencies in Government-owned and leased buildings in and outside the District of Columbia upon a determination by the Administrator that such assignment or reassignment is advantageous to the Government in terms of economy, efficiency, or national security.

“MOTOR VEHICLE IDENTIFICATION

“SEC. 211. Under regulations prescribed by the Administrator, every motor vehicle acquired and used for official purposes within the United States, its Territories, or possessions, by any Federal agency

or the District of Columbia shall be conspicuously identified by showing thereon either (a) the full name of the department, establishment, corporation, or agency by which it is used and the service in which it is used, or (b) a title descriptive of the service in which it is used if such title readily identifies the department, establishment, corporation, or agency concerned, and the legend 'For official use only': *Provided*, That the regulations issued pursuant to this section may provide for exemptions from the requirement of this section when conspicuous identification would interfere with the purpose for which a vehicle is acquired and used."

SEC. 6. The Federal Property and Administrative Services Act of 1949 is amended by—

(a) redesignating "title V" of such Act as "title VI" thereof, and "title V", wherever it appears therein, is amended to read "title VI";

(b) redesignating sections 501-505, inclusive, of such Act, respectively, as sections 601-605, inclusive, thereof, and wherever any such section number appears in such Act as originally enacted, it is amended to conform in numbering to the redesignation prescribed by this subsection;

(c) inserting at the proper place in the table of contents to such Act the following:

"TITLE V—FEDERAL RECORDS

- "Sec. 501. Short title.
- "Sec. 502. Custody and control of property.
- "Sec. 503. National Historical Publications Commission.
- "Sec. 504. Federal Records Council.
- "Sec. 505. Records management; the Administrator.
- "Sec. 506. Records management; agency heads.
- "Sec. 507. Archival administration.
- "Sec. 508. Reports.
- "Sec. 509. Legal status of reproductions.
- "Sec. 510. Limitation on liability.
- "Sec. 511. Definitions."

(d) inserting, immediately following title IV thereof, the following new title:

"TITLE V—FEDERAL RECORDS

"SHORT TITLE

"SEC. 501. This title may be cited as the 'Federal Records Act of 1950'.

"CUSTODY AND CONTROL OF PROPERTY

"SEC. 502. The Administrator shall have immediate custody and control of the National Archives Building and its contents, and shall have authority to design, construct, purchase, lease, maintain, operate, protect, and improve buildings used by him for the storage of records of Federal agencies in the District of Columbia and elsewhere.

"NATIONAL HISTORICAL PUBLICATIONS COMMISSION

"SEC. 503. (a) There is hereby created a National Historical Publications Commission consisting of the Archivist (or an alternate desig-

nated by him), who shall be Chairman; the Librarian of Congress (or an alternate designated by him); one Member of the United States Senate to be appointed, for a term of four years, by the President of the Senate; one Member of the House of Representatives to be appointed, for a term of two years, by the Speaker of the House of Representatives; one representative of the judicial branch of the Government to be appointed, for a term of four years, by the Chief Justice of the United States; one representative of the Department of State to be appointed, for a term of four years, by the Secretary of State; one representative of the Department of Defense to be appointed, for a term of four years, by the Secretary of Defense; two members of the American Historical Association to be appointed by the council of the said association, one of whom shall serve an initial term of two years and the other an initial term of three years, but their successors shall be appointed for terms of four years; and two other members outstanding in the fields of the social or physical sciences to be appointed by the President of the United States, one of whom shall serve an initial term of one year and the other an initial term of three years, but their successors shall be appointed for terms of four years. The Commission shall meet annually and on call of the Chairman.

“(b) Any person appointed to fill a vacancy in the membership of the Commission shall be appointed only for the unexpired term of the member whom he shall succeed, and his appointment shall be made in the same manner in which the appointment of his predecessor was made.

“(c) The Commission is authorized to appoint, without reference to the Classification Act of 1949 (Public Law 429, 81st Congress, approved October 28, 1949), an executive director and such editorial and clerical staff as the Commission may determine to be necessary. Members of the Commission who represent any branch or agency of the Government shall serve as members of the Commission without additional compensation. All members of the Commission shall be reimbursed for transportation expenses incurred in attending meetings of the Commission, and all such members other than those who represent any branch or agency of the Government of the United States shall receive in lieu of subsistence en route to or from or at the place of such service, for each day actually spent in connection with the performance of their duties as members of such Commission, such sum, not to exceed \$25, as the Commission shall prescribe.

“(d) The Commission shall make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for printing or otherwise recording at the public expense. The Commission shall also cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States. The Chairman of the Commission shall transmit to the Administrator from time to time, and at least once annually, such plans, estimates, and recommendations as have been approved by the Commission.

"FEDERAL RECORDS COUNCIL

"Sec. 504. The Administrator shall establish a Federal Records Council, and shall advise and consult with the Council with a view to obtaining its advice and assistance in carrying out the purposes of this title. The Council shall include representatives of the legislative, judicial, and executive branches of the Government in such number as the Administrator shall determine, but such Council shall include at least four representatives of the legislative branch, at least two representatives of the judicial branch, and at least six representatives of the executive branch. Members of the Council representing the legislative branch shall be designated, in equal number, by the President of the Senate and the Speaker of the House of Representatives, respectively. Members of the Council representing the judicial branch shall be designated by the Chief Justice of the United States. The Administrator is authorized to designate from persons named by the head of any executive agency concerned, not more than one representative from such agency to serve as a member of the Council. Members of the Council shall serve without compensation, but shall be reimbursed for all necessary expenses actually incurred in the performance of their duties as members of the Council. The Council shall elect a chairman from among its own membership, and shall meet at least once annually.

GSA
"RECORDS MANAGEMENT; THE ADMINISTRATOR - THRU NARS-

"Sec. 505. (a) The Administrator shall make provisions for the economical and efficient management of records of Federal agencies (1) by analyzing, developing, promoting, and coordinating standards, procedures, and techniques designed to improve the management of records, to insure the maintenance and security of records deemed appropriate for preservation, and to facilitate the segregation and disposal of records of temporary value, and (2) by promoting the efficient and economical utilization of space, equipment, and supplies needed for the purpose of creating, maintaining, storing, and servicing records.

"(b) The Administrator shall establish standards for the selective retention of records of continuing value, and assist Federal agencies in applying such standards to records in their custody; and he shall notify the head of any Federal agency of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of such agency that shall come to his attention, and assist the head of such agency in initiating action through the Attorney General for the recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

"(c) The Administrator is authorized to inspect or survey personally or by deputy the records of any Federal agency, as well as to make surveys of records management and records disposal practices in such agencies, and shall be given the full cooperation of officials and employees of agencies in such inspections and surveys: *Provided*, That records, the use of which is restricted by or pursuant to law or for reasons of national security or the public interest, shall be inspected or surveyed in accordance with regulations promulgated by the Administrator, subject to the approval of the head of the custodial agency.

"(d) The Administrator is authorized to establish, maintain, and operate records centers for the storage, processing, and servicing of

records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

"(e) Subject to applicable provisions of law, the Administrator shall promulgate regulations governing the transfer of records from the custody of one executive agency to that of another.

"(f) The Administrator may empower any Federal agency, upon the submission of evidence of need therefor, to retain records for a longer period than that specified in disposal schedules approved by Congress, and, in accordance with regulations promulgated by him, may withdraw disposal authorizations covering records listed in disposal schedules approved by Congress.

"RECORDS MANAGEMENT; AGENCY HEADS

"SEC. 503. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

"(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder.

"(c) Whenever the head of a Federal agency determines that substantial economies or increased operating efficiency can be effected thereby, he shall provide for the storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Administrator or, when approved by the Administrator, in such a center maintained and operated by the head of such Federal agency.

"(d) Any official of the Government who is authorized to certify to facts on the basis of records in his custody, is hereby authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the Administrator.

"(e) The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Administrator. Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434), and (2) the penalties

provided by law for the unlawful removal or destruction of records.

"(f) The head of each Federal agency shall notify the Administrator of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Federal agency whose records have been transferred to his legal custody.

"(g) Nothing in this title shall be construed as limiting the authority of the Comptroller General of the United States with respect to prescribing accounting systems, forms, and procedures, or lessening the responsibility of collecting and disbursing officers for rendition of their accounts for settlement by the General Accounting Office.

"ARCHIVAL ADMINISTRATION

"Sec. 507. (a) The Administrator, whenever it appears to him to be in the public interest, is hereby authorized—

"(1) to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government;

"(2) to direct and effect, with the approval of the head of the originating agency (or if the existence of such agency shall have been terminated, then with the approval of his successor in function, if any), the transfer of records deposited (or approved for deposit) with the National Archives of the United States to public or educational institutions or associations: *Provided*, That the title to such records shall remain vested in the United States unless otherwise authorized by Congress; and

"(3) to direct and effect the transfer of materials from private sources authorized to be received by the Administrator by the provisions of subsection (e) of this section.

"(b) The Administrator shall be responsible for the custody, use, and withdrawal of records transferred to him: *Provided*, That whenever any records the use of which is subject to statutory limitations and restrictions are so transferred, permissive and restrictive statutory provisions with respect to the examination and use of such records applicable to the head of the agency from which the records were transferred or to employees of that agency shall thereafter likewise be applicable to the Administrator, the Archivist, and to the employees of the General Services Administration, respectively: *Provided further*, That whenever the head of any agency shall specify in writing restrictions that appear to him to be necessary or desirable in the public interest, on the use or examination of records being considered for transfer from his custody to the Administrator, the Administrator shall impose such restrictions on the records so transferred, and shall not remove or relax such restrictions without the concurrence in writing of the head of the agency from which the material shall have been transferred (or if the existence of such agency shall have been terminated, then he shall not remove or relax such restrictions without

the concurrence of the successor in function, if any, of such agency head): *Provided, however*, That statutory and other restrictions referred to in the provisos of this subsection shall not remain in force or effect after the records have been in existence for fifty years unless the Administrator by order shall determine with respect to specific bodies of records that such restrictions shall remain in force and effect for a longer period: *And provided further*, That restrictions on the use or examination of records deposited with the National Archives of the United States heretofore imposed and now in force and effect under the terms of section 3 of the National Archives Act, approved June 19, 1934, shall continue in force and effect regardless of the expiration of the tenure of office of the official who imposed them but may be removed or relaxed by the Administrator with the concurrence in writing of the head of the agency from which material has been transferred (or if the existence of such agency shall have been terminated, then with the concurrence in writing of his successor in function, if any).

“(c) The Administrator shall make provisions for the preservation, arrangement, repair and rehabilitation, duplication and reproduction (including microcopy publications), description, and exhibition of records transferred to him as may be needful or appropriate, including the preparation and publication of inventories, indexes, catalogs, and other finding aids or guides facilitating their use; and, when approved by the National Historical Publications Commission, he may also publish such historical works and collections of sources as seem appropriate for printing or otherwise recording at the public expense.

“(d) The Administrator shall make such provisions and maintain such facilities as he deems necessary or desirable for servicing records in his custody that are not exempt from examination by statutory provisions or other restrictions.

“(e) The Administrator may accept for deposit—

“(1) the personal papers and other personal historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: *Provided*, That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs: *And provided further*, That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values;

“(2) motion-picture films, still pictures, and sound recordings from private sources that are appropriate for preservation by the Government as evidence of its organization, functions, policies, decisions, procedures, and transactions.

Title to materials so deposited under this subsection shall pass to and vest in the United States.

“(f) The Administrator is hereby authorized to make and preserve motion-picture films, still pictures, and sound recordings pertaining to and illustrative of the historical development of the United States Government and its activities, and to make provisions for preparing, editing, titling, scoring, processing, duplicating, reproducing, exhibiting, and releasing for nonprofit educational purposes, motion-picture films, still pictures, and sound recordings in his custody.

“REPORTS

“SEC. 508. (a) The Administrator is hereby authorized, whenever he deems it necessary, to obtain reports from Federal agencies on their activities under the provisions of this title and the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434).

“(b) The Administrator shall, whenever he finds that any provisions of this title have been or are being violated, inform in writing the head of the agency concerned of such violations and make recommendations regarding means of correcting them. Unless corrective measures satisfactory to the Administrator are inaugurated within a reasonable time, the Administrator shall submit a written report thereon to the President and the Congress.

“LEGAL STATUS OF REPRODUCTIONS

“SEC. 509. (a) Whenever any records that are required by statute to be retained indefinitely have been reproduced by photographic, microphotographic, or other processes, in accordance with standards established by the Administrator, the indefinite retention of such photographic, microphotographic, or other reproductions will be deemed to constitute compliance with the statutory requirement for the indefinite retention of such original records. Such reproductions, as well as reproductions made in compliance with regulations promulgated to carry out this title, shall have the same legal status as the originals thereof.

“(b) There shall be an official seal for the National Archives of the United States which shall be judicially noticed. When any copy or reproduction, furnished under the terms hereof, is authenticated by such official seal and certified by the Administrator, such copy or reproduction shall be admitted in evidence equally with the original from which it was made.

“(c) The Administrator may charge a fee not in excess of 10 per centum above the costs or expenses for making or authenticating copies or reproductions of materials transferred to his custody. All such fees shall be paid into, administered, and expended as a part of the National Archives Trust Fund provided for in section 5 of the Act approved July 9, 1941. There shall be no charge for making or authenticating copies or reproductions of such materials for official use by the United States Government: *Provided*, That reimbursement may be accepted to cover the cost of furnishing such copies or reproductions that could not otherwise be furnished.

“LIMITATION ON LIABILITY

“SEC. 510. With respect to letters and other intellectual productions (exclusive of material copyrighted or patented) after they come into

the custody or possession of the Administrator, neither the United States nor its agents shall be liable for any infringement of literary property rights or analogous rights arising thereafter out of use of such materials for display, inspection, research, reproduction, or other purposes.

“DEFINITIONS

“Sec. 511. When used in this title—

“(a) The term ‘records’ shall have the meaning given to such term by section 1 of the Act entitled ‘An Act to provide for the disposal of certain records of the United States Government’, approved July 7, 1943 (57 Stat. 380, as amended; 44 U. S. C. 366);

“(b) The term ‘records center’ means an establishment maintained by the Administrator or by a Federal agency primarily for the storage, servicing, security, and processing of records that must be preserved for varying periods of time and need not be retained in office equipment and space;

“(c) The term ‘servicing’ means making available for use information in records and other materials in the custody of the Administrator—

“(1) by furnishing such records or other materials, or information from such records or other materials, or copies or reproductions thereof to agencies of the Government for official use and to the public; and

“(2) by making and furnishing authenticated or unauthenticated copies or reproductions of such records and other materials;

“(d) The term ‘National Archives of the United States’ means those official records that have been determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, and have been accepted by the Administrator for deposit in his custody;

“(e) The term ‘unauthenticated copies’ means exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence; and

“(f) The term ‘Archivist’ means the Archivist of the United States.”

Sec. 7. The Federal Property and Administrative Services Act of 1949 is further amended by—

(a) striking out the word “and” preceding “(2)” in subsection (d) of section 3 thereof; substituting a semicolon for the period at the end of said subsection; and adding at the end of such subsection the following: “and (3) records of the Federal Government.”;

(b) striking out, in section 208 (a) thereof, the expression “and V”, and inserting in lieu thereof the expression “V, and VI”;

(c) striking out, in section 208 (b) thereof, the expression “and V”, and inserting in lieu thereof the expression “V, and VI”;

(d) striking out the word “and” at the end of paragraph (30) of section 602 (a); striking out the period at the end of paragraph (31) of section 602 (a) and inserting in lieu thereof a semicolon; and adding at the end of section 602 (a) the following new paragraphs:

“(32) the Act entitled ‘An Act to establish a National Archives of the United States Government, and for other purposes’, approved June 19, 1934 (48 Stat. 1122-1124, as amended; 44 U. S. C. 300, 300a, 300c-k); and

“(33) section 4 of the Act of February 3, 1905 (33 Stat. 687, as amended; 5 U. S. C. 77).”

(e) amending subsection 602 (b) and (c) thereof to read as follows:

“(b) There are hereby superseded—

“(1) the provisions of the first, third, and fifth paragraphs of section 1 of Executive Order Numbered 6166 of June 10, 1933, insofar as they relate to any function now administered by the Bureau of Federal Supply except functions with respect to standard contract forms; and

“(2) sections 2 and 4 of the Act entitled ‘An Act to provide for the disposal of certain records of the United States Government’, approved July 7, 1943 (57 Stat. 381, as amended; 44 U. S. C. 367 and 369), to the extent that the provisions thereof are inconsistent with the provisions of title V of this Act.

“(c) The authority conferred by this Act shall be in addition and paramount to any authority conferred by any other law and shall not be subject to the provisions of any law inconsistent herewith, except that sections 205 (b) and 206 (c) of this Act shall not be applicable to any Government corporation or agency which is subject to the Government Corporation Control Act (59 Stat. 597; 31 U. S. C. 841).”

(f) amending paragraphs (17), (18), and (19) of section 602 (d) thereof to read as follows:

“(17) the Central Intelligence Agency;

“(18) the Joint Committee on Printing, under the Act entitled ‘An Act providing for the public printing and binding and the distribution of public documents’ approved January 12, 1895 (28 Stat. 601), as amended or any other Act; or

“(19) for such period of time as the President may specify, any other authority of any executive agency which the President determines within one year after the effective date of this Act should, in the public interest, stand unimpaired by this Act.”

(g) striking out the period at the end of section 603 (a) thereof and inserting in lieu thereof a comma and the following: “including payment in advance, when authorized by the Administrator, for library memberships in societies whose publications are available to members only, or to members at a price lower than that charged to the general public.”

SEC. 8. (a) Subsection 3 (b) of the Federal Property and Administrative Services Act of 1949 is amended to read as follows:

“(b) The term ‘Federal agency’ means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).”

(b) Section 201 (b) of the Federal Property and Administrative Services Act of 1949 is amended by striking out the expression “or the Senate, or the House of Representatives.”

(c) Section 602 of the Federal Property and Administrative Services Act of 1949 is amended by redesignating subsection (e) thereof

as subsection (f), and inserting, immediately after subsection (d) thereof, the following new subsection:

"(e) No provision of this Act, as amended, shall apply to the Senate or the House of Representatives (including the Architect of the Capitol and any building, activity, or function under his direction), but any of the services and facilities authorized by this Act to be rendered or furnished shall, as far as practicable, be made available to the Senate, the House of Representatives, or the Architect of the Capitol, upon their request, and, if payment would be required for the rendition or furnishing of a similar service or facility to an executive agency, payment therefor shall be made by the recipient thereof, upon presentation of proper vouchers, in advance or by reimbursement (as may be agreed upon by the Administrator and the officer or body making such request). Such payment may be credited to the applicable appropriation of the executive agency receiving such payment."

SEC. 9. The Federal Property and Administrative Services Act of 1949, section 205 (h), is hereby amended by striking out the last word of the sentence "title" and inserting in lieu thereof the word "Act".

SEC. 10. (a) Whenever any contract made on behalf of the Government by the head of any Federal Agency, or by officers authorized by him so to do, includes a provision for liquidated damages for delay, the Comptroller General upon recommendation of such head is authorized and empowered to remit the whole or any part of such damages as in his discretion may be just and equitable.

(b) Section 306 of the Federal Property and Administrative Services Act of 1949, is hereby repealed, and this section shall be effective as of July 1, 1949.

SEC. 11. All laws or parts of laws in conflict with the provisions of this Act or with any amendment made thereby are, to the extent of such conflict, hereby repealed.


Approved September 5, 1950.

FEDERAL PROPERTY MANAGEMENT REGULATIONS



GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C.
SEPTEMBER 1964

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Subpart 101-11.2—Creation of Records

§ 101-11.200 Scope of subpart.

(a) Sections 505 and 506 of the Federal Records Act of 1950 (44 U.S.C. 395, 396) place upon the Administrator of General Services and the heads of Federal agencies responsibility for the development and implementation of standards and programs for the economical and efficient management of Federal records. Specifically, the Act requires that each Federal agency provide for effective controls over the creation of records, including the making of records containing adequate and proper documentation of agency administration and operations.

(b) Effective controls over records creation must encompass all types of records at all levels of organization, central office and field. Specifically, there are four types of records which require continuing attention. These types—correspondence, reports, forms, and directives—are common to all agencies. Generally these records are created on sheets of paper, but they may also appear on punch cards, film, tape, and other media.

§ 101-11.201 General provisions.

§ 101-11.201-1 Agency action.

(a) The head of each Federal agency, in meeting the requirements of section 506 of the Federal Records Act of 1950 for controlling the creation of records, is expected to observe the program responsibilities and standards set forth in this Subpart 101-11.2. These responsibilities and standards are basic to the Government-wide control of records creation; however, the application of the program responsibilities by individual agencies may be influenced by factors such as agency size, organization, mission, and paperwork activity.

(b) Each Federal agency is expected to:

(1) Assign to an office(s) of the agency the responsibility for the development and implementation of agencywide management programs for correspondence, reports, forms, ADP records, and directives and for adequate and proper documentation. When organization arrangement, size, or complexity requires, actual control may be established at bureau, service, or office level. Programs at these control points

will operate within the framework of the overall agency plan.

(2) Issue a directive(s) establishing program objectives, responsibilities, and authorities. A copy of each directive issued (and subsequent amendments or supplements) should be readily available for inspection by the National Archives and Records Service, GSA.

§ 101-11.202 Adequate and proper documentation.

§ 101-11.202-1 Statutory responsibilities.

(a) Section 505(a) of the Federal Records Act of 1950 (44 U.S.C. 395(a)) vests in the Administrator of General Services responsibility for developing and issuing standards to improve the management of records.

(b) Section 506(a) of the Federal Records Act of 1950 (44 U.S.C. 396(a)) requires that the head of each Federal agency "shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities."

§ 101-11.202-2 Documentation standards.

To insure that adequate and proper records are made and preserved in the Federal Government, the following documentation standards will apply in each Federal agency:

(a) The record of the transaction of public business by any Federal official or employee is to be complete to the extent required (1) to facilitate informed action by the incumbents and their successors in office; (2) to make possible a proper scrutiny by the Congress, other duly authorized agencies of the Government, and other persons properly and directly concerned, of the manner in which public business has been discharged; and (3) to protect the financial, legal, and other rights of the Government and of persons affected by the Government's actions.

(b) With particular regard to the formulation and execution of basic Government policy, Federal officials are respon-

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PART 101-11 RECORDS MANAGEMENT

101-11.202-2(b)

sible for incorporating in the records of their agencies all essential information on their major actions. Significant decisions and commitments reached orally (person to person, by telephone, or in conference) should be reduced to writing and included in the record. Minutes should be taken at important board, committee, and staff meetings, and these, together with a copy of the agenda and all documents considered at or resulting from such meetings, should be made a part of the record.

(c) The programs, policies, and procedures of Federal agencies are to be adequately documented in appropriate directives. A record copy of each such directive (including those superseded) will be maintained as a part of the official files.

(d) Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of a Federal official will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portion of such correspondence that pertains to official business will be extracted and made a part of the official files (see § 101-11.406-6).

§ 101-11.203 Creating records essential for current business.

§ 101-11.203-1 Statutory responsibilities.

(a) Section 505(a) of the Federal Records Act of 1950 (44 U.S.C. 395(a)), vests in the Administrator of General Services responsibility for developing and issuing standards to improve the management of records and for promoting the efficient utilization of space, equipment, and supplies needed for records.

(b) Section 506(b) of the Federal Records Act of 1950 (44 U.S.C. 396(b)) requires that the head of each Federal agency "shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation * * * of records in the conduct of current business * * *." Correspondence, reports, forms, machine readable records together with supporting documentation, and directives are the principal types of records created on a current basis by Federal agencies.

§ 101-11.203-2 General requirements.

Positive action is to be taken to prevent the making of unnecessary records. Existing and proposed office procedures are to be subject to continuing examination by agency management with a view to determining their effect on recordmaking. Where justified, such procedures will be revised, consolidated, or eliminated to keep recordmaking to a minimum. In addition, the detailed program requirements for correspondence, reports, forms, directives management, and ADP records management set forth in the following sections of this subpart are to be observed.

§ 101-11.204 [Reserved]

§ 101-11.205 [Reserved]

§ 101-11.206 Correspondence—agency program responsibilities.

§ 101-11.206-1 Correspondence management function.

The objectives of correspondence management are to limit correspondence to essential requirements, to improve the quality of necessary correspondence, and to provide for its creation in an economical and efficient manner.

(NEXT PAGE IS 1106.1)

101-11.206-3(a)(3)

§ 101-11.206-2 Correspondence defined.

Correspondence is a generic term including letters, form letters, telegrams, memorandums, endorsements, summary sheets, postal cards, memo routing slips, and other written communications.

§ 101-11.206-3 Program requirements.

(a) Each Federal agency, in providing for effective controls over the creation of records, is expected to establish an appropriate program for the manage-

ment of agency correspondence (§ 101-11.201-1). The program will:

(1) Prescribe the types of correspondence to be used in official agency communications.

(2) Establish and implement agency standards concerning the number and kind of copies required, their distribution and purpose.

(3) Implement the correspondence standards set forth in the U.S. Government Correspondence Manual and in pertinent GSA Records Management

(NEXT PAGE IS 1107)

Handbooks, with such modifications as may be necessary for specialized agency practices.

(4) Implement the Government-wide standards issued by GSA for the procurement and use of letterheads, manifold paper, memorandum forms, and envelopes.

(5) Review, on a continuing basis, agency correspondence practices and procedures to find opportunities for improvement and simplification.

(b) Standards, guides, and instructions developed for the agency correspondence management program are to be in published form, designed for easy reference and revision. They should be readily available to those who write, review, sign, type, and file correspondence.

§ 101-11.206-4 Program implementation.

The following actions are generally basic to a correspondence management program:

(a) Prepare only necessary correspondence and essential copies.

(b) Use form letters to the maximum extent possible following the standards, guides, and principles set forth in the GSA Records Management Handbook, Form Letters.

(c) Employ guide letters and paragraphs where practical, following the standards, guides, and principles set forth in the GSA Records Management Handbook, Guide Letters.

(d) Originate letters that are carefully planned, easily read and understood, and responsive to the needs of the recipient by applying the standards, guides, and principles set forth in the GSA Records Management Handbook, Plain Letters.

(e) Prepare correspondence that is consistent in style and format, neat and attractive in appearance, and editorially correct by applying the standards, guides, and principles set forth in the U.S. Government Correspondence Manual.

(f) Develop and implement procedures that expedite the clearance and handling of correspondence.

(g) Provide for periodic spotchecks of agency correspondence to determine compliance with standards.

§ 101-11.207 Reports—agency program responsibilities.

§ 101-11.207-1 The reports management function.

The primary objectives of reports management are to provide agency management officials with needed information at times and places, and in the format most useful to them, and to furnish this information as economically and efficiently as possible. The reports management function is also concerned with the review, approval, and clearance with the Bureau of the Budget of reporting plans and forms, as required by the Federal Reports Act (Bureau of the Budget Circular No. A-40, Revised, May 25, 1962).

§ 101-11.207-2 Reports defined.

(a) A report is data or information, generally summarized, transmitted for use in determining policy; planning, controlling, and evaluating operations and performance; and preparing other reports. The data or information may be in narrative, statistical, graphic, or other form.

(b) Most reports of an agency can be classified as belonging to one of several well defined families or groups of reports. Each group of related reports is generally the product of an information system serving a specific administrative or operational area, such as personnel, budget, or procurement. Consequently, the analysis of reports on a systems basis provides the best means of establishing reports relationships and evaluating information need and adequacy.

(c) Certain categories of reports normally are exempted from review and clearance in an agency reports management program. These usually include: inspection and audit reports; security classified documents; copies of operating documents such as individual supply and procurement transactions; and information presentations such as research findings, technical summaries, special studies, and surveys. Reports to be exempted should be determined by an analysis of agency information requirements.

(d) Reports to and from other agencies, as well as those for internal management, are included in agency review and clearance procedures.

11.207-3

§ 101-11.207-3 Program requirements.

(a) Each Federal agency, in providing for effective controls over the creation of records, is expected to establish an appropriate program for the management of agency reports (§ 101-11.201-1). The program will:

(1) Establish and implement standards and procedures for the identification of management information needed for planning and control.

(2) Establish and implement standards and procedures for the design of management information systems.

(3) Establish and implement standards and procedures for the initiation, identification, review, approval, preparation, and distribution of agency reports.

(4) Provide essential management information concerning the number and types of reports in use and, for reports which require a significant amount of manpower, the estimated cost of obtaining, using, and maintaining them.

(5) Provide for the periodic review of approved reports for need, adequacy, design, and economy of preparation and use.

(b) Standards, guides, and instructions developed for the reports management program are to be published, designed for easy reference and revision. They should be readily available to reports originators and users.

§ 101-11.207-4 Program implementation.

The following actions are generally basic to a reports management program:

(a) Establish and maintain an inventory of reports for each agency management information system.

(b) Determine, from the inventory of agency reports, whether information available is adequate for management purposes.

(c) Determine the kinds of management information systems that best serve management.

(d) Analyze all reports inventoried and all reports submitted for approval in the future to determine that:

(1) The information is adequate, necessary, meaningful, and useful.

(2) The information is obtained from the best available source and in the simplest manner.

(3) The estimated cost of gathering the information does not exceed its management value.

(e) Require that each request for a new or revised report explain how the report will be used.

(f) Require that each report be supported by a directive setting forth instructions for preparation and submission.

§ 101-11.208 Forms—agency program responsibilities.

§ 101-11.208-1 The forms management function.

The objectives of forms management are to increase the usefulness of forms through proper design and accurate using procedures; to reduce costs incident to filling in, using, and filing forms; and to achieve savings in designing, printing, storing, and distributing forms.

§ 101-11.208-2 Forms defined.

A form is any document, including letters, post cards, and memorandums, printed or otherwise reproduced with space for filling in information, descriptive material, or addresses. Certain printed items without fill-in space, such as contract provisions, instruction sheets, notices, tags, labels, and posters, may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms.

§ 101-11.208-3 Program requirements.

(a) Each Federal agency, in providing for effective controls over the creation of records, is expected to establish an appropriate program for the management of agency forms (§ 101-11.201-1). The program will:

(1) Establish and implement standards and procedures for the submission, review, approval, and identification of agency forms.

(2) Implement the forms analysis and design standards set forth in pertinent GSA Records Management Handbooks.

(3) Establish and implement standards for the reproduction, stocking, and distribution of approved blank forms.

(4) Provide essential management information concerning the number, types, and the reproduction and stocking costs of forms in use.

T O T A L
RECORDS ADMINISTRATION PROGRAM

CREATION

Forms Control
Correspondence Improvement
Reports Management

MAINTENANCE

Records Surveys
Filing Equipment and Supplies
Storage and Retrieval Systems
Vital Records

DISPOSITION

Records Control Schedules
Records Storage and Service
Agency Archives
Records Disposal

U.S. Civil Service Commission Personnel Standards
Excerpts from Management Analysis Series --- GS-343

The Management Analyst must be fully informed on the major theories and principles regarding the management process in order to assist management to achieve effective improvement and control of its management. The principle criterion to be met by this series is the use of a high order of analytical ability combined with a comprehensive knowledge of the broad theories and principles, and of the techniques used to gather, analyze, and evaluate essential information concerning the management process.

A management analysis staff ordinarily works closely with other staff units in developing plans for broad managerial improvement.

Management analysis service takes many forms depending on the need of the manager, his use of the analyst, the management problems to be solved at any particular time, and the nature of the work for which the manager is responsible.

Management Analysts - GS-5 thru 15

Management Analysis Officer - GS-9 thru 15

Basic Kinds of Management Analysis Work. (*--Records Work)

- A. Management Counseling and Advisory Service.
(Promote better use of management practices)
- B. Management Improvement.
(Assist responsible officials develop management improvement Programs)

- C. Organization.
(Analyze organization, mission, or functions to achieve efficiency and economy)
- D. Methods and Procedures.
(Survey and Analyze procedures developed by operating officials to determine adequacy or overlap)
- E. Management Survey.
(Study organizations, gather facts, meet officials, ascertain work flow, analyze, resolve differences, plan, implement, and follow up.)
- F. Management Research.
(Conduct research, evaluate new ideas, techniques, systems, and relationships of value to operations)
- G. Work Measurement.
(Stimulate interest in and use Work Measurement systems)
- * H. Documentation Procedures and Control.
(Assist operating officials to correct excesses in documentation.) "Review and analyze records management survey reports and records inventories to determine whether the legal responsibilities and essential transactions of an agency are adequately reflected in the records which are being prepared and filed."
- * I. Forms Development and Control.
("Establish and promulgate specific forms management objectives for varying organizational levels; establish standards to be met by forms management personnel; evaluate the effectiveness of the activity; assist in overcoming problems; stimulate attention to forms management activity; and orient and train newly assigned forms management personnel.")
- * J. Reports Management.
(Establish and promulgate specific reports management objectives, standards, and requirements.)
- K. Directives Management.
(Analyze directives requirements, format, and controls)
- * L. Files Analysis and Design.
(Recommend new or improved records and files systems including consideration of problems, machines, equipment, supplies, space, personnel, reference, mail, procedures, and segregation of inactive files.)

- * M. Communications Analysis and Design.
(Provide advice regarding preparation, sending, receiving, and controlling all types of communications)
- * N. Records Scheduling and Disposition.
(Plan to control the systematic retention, transfer, retirement, or disposal of Agency records. Study laws, Agency patterns, and objectives "to make recommendations as to which types of records are to be preserved as permanent documentation of the agency's mission and to recommend logical and economical retention plans for those types of records of only temporary value.")
- O. Engineered Time Standards.
(Analyze work and components and develop work units and time standards)
- P. Manpower Utilization and Control.
(Collect and analyze data on necessity for work performed and future work loads)

"Management analysts are found in any of several work situations; for example: (1) as staff advisors who analyze, evaluate, and promote improvements in the full range of managerial functions; and (2) as specialists who establish, develop and implement specific management improvement and control programs such as those for work measurement or records management. Regardless of the work situation or programs covered they are management analysts when the work requires primarily a comprehensive knowledge of the theories and principles applicable to the general management process rather than a specialized knowledge applicable areas of assignment."

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2 January 1968

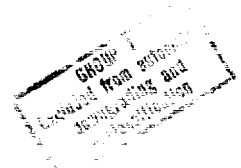
RESPONSIBILITIES OF A RECORDS MANAGEMENT OFFICER

Under the Administrative direction of a senior officer of each Directorate of the Agency, and the technical direction of the CIA Records Administration Officer, the Records Management Officer is directly responsible for conformance to Agency regulations and standards relating to records management and acts as liaison officer between his office and the CIA Records Administration Officer on all matters involving the Agency Records Administration program. Such officer is directly responsible for carrying out a records management program encompassing the following:

I. Records Creation

- A. Creation of necessary records to provide adequate documentation of the mission and functions of his office including the:
 - 1. Designation of official record copies.
 - 2. Control and limitation on the number of copies created.
- B. Correspondence management, including instructions for preparation and utilization of form letters, pattern paragraphs, etc.
- C. Forms management, including analysis of need as well as design for maximum use and adequacy of the form records, limitation of number of forms as well as number of copies of forms for his office. Determine at the time a form is created the ultimate disposition of the form record.
- D. Reports management to include both administrative or management reporting and intelligence reports. Insure adequate identification of reports, elimination of nonessential copies of reports, elimination of obsolete reports and the elimination of non-essential filing of reports.

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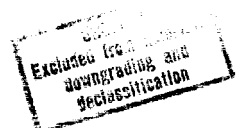


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II. Records Maintenance

- A. Determine proper organization of records to provide maximum utilization and protection, including a files plan and the establishment of approved file stations on either a centralized or decentralized basis.
- B. Establish controls to insure that official record copies are filed in their approved file station.
- C. Establish and maintain a uniform system for classifying and filing records.
- D. Develop standards and control the methods and procedures used in processing and filing all records to insure their completeness whether centralized or decentralized.
- E. Provide finding media to insure that efficient reference service is available and furnished.
- F. Maintain a current master inventory of accumulated records of the office, including their types, file station location and volume.
- G. Periodically survey and inspect records activities.
- H. Establish control procedures for receiving, recording and routing incoming records and communications.
- I. Establish control procedures for clearance and dispatch of outgoing records and communications.
- J. Provide for a cut-off or file-break system to permit the orderly disposition of inactive records whether by retirement or destruction.
- K. Control the use of filing equipment and supplies.
- L. Provide for the identification and orderly deposit of vital records.
- M. Study, evaluate and coordinate possible applications of computerization and/or microminuturization techniques to insure the most economical and efficient approach to the records management program.

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III. Records Disposition

- A. Develop records control schedules.
- B. Evaluate records for administrative, legal, fiscal, research, operational and/or historical values.
- C. Secure necessary approval for proposed disposal of records.
- D. Develop procedures and train records custodians in the disposal of records in accordance with established practices and authority.
- E. Continually survey records in order to up-date records control schedules, and to retire or destroy any that are inactive.
- F. Maintain adequate data to furnish information and reports on records holdings and disposal.
- G. Develop records retention plans for all records that show the policies, procedures, and product of the mission and function of the office. (These are the permanently valuable records in the records control schedule.)
- H. Insure the complete and detailed listing of all permanently valuable records when retired to the Agency Archives and Records Center.

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AGENCY RECORDS ADMINISTRATION PROGRAM

POINTS FOR DISCUSSION

PROGRAM CONTENT

1. RECORDS CREATION - FORMS, CORRESPONDENCE, AND REPORTS IMPROVEMENT
2. FILES MAINTENANCE - PROCEDURE SURVEYS - RECORDS INVENTORY - EQT & SUPPLY CONTROL
3. RECORDS DISPOSITION - SCHEDULE, TRANSFER, AND REVIEW RECORD HOLDINGS
4. VITAL RECORDS - SCHEDULE, TRANSFER, PROTECT, AND UPDATE ESSENTIAL INFO ~~IMPLEMENT~~
5. AUTOMATION - SYSTEMS ANALYSIS, DESIGN, AND CONVERSIONS

ESSENTIALS FOR SUCCESS

1. PROGRAM RECOGNITION - OFFICIAL ENDORSEMENT & ANNOUNCEMENT - ESTABLISHED POSITIONS
2. OFFICER'S DEVELOPMENT - FORMAL TRAINING - STAFF & LINE EXPERIENCE
3. PROGRAM DEVELOPMENT - UNIT HEAD BRIEFINGS - ASSIGNMENT & TRAINING OF UNIT REPRESENTATIVES
4. PROGRAM STATUS - MONTHLY OFFICE REPORTS OF PROGRESS AND ANNUAL SUMMARIES ON SAVINGS
5. IMPLEMENTATION - CENTRAL CONTROL AND GUIDANCE-DECENTRALIZED COMPONENT APPLICATION
6. PLANNING - COORDINATED REGULATORY ISSUANCES - GROUP MEETINGS - INDIVIDUAL UNIT VISITS

PERSONNEL REQUIREMENTS

1. TYPE - DILIGENT - AMIABLE - PERSUASIVE - PATIENT - WORKER
2. SKILL - GENERALIST VS SPECIALIST
3. TRAINING - CENTRAL STAFF - OTR - NAT'L ARCHIVES - A.U. - SOCIETIES
4. KNOWLEDGE - ANY COMPONENT RECORDS OFFICER MUST ~~COMPREHEND~~
COMPREHEND:
 - A. CLERICAL PROBLEMS AND PROCEDURES
 - B. RECORDS KEEPING FUNDAMENTALS
 - C. INDEXING METHODS AND PRINCIPLES
 - D. RELATIONSHIP OF WORKLOAD TO REPORTS & CORRESPONDENCE
 - E. INTERDEPENDENCE OF PROCEDURES AND FORMS
 - F. PRINTING POSSIBILITIES & LIMITS
 - G. OFFICE OPERATIONS & RESPONSIBILITIES
 - H. SCIENTIFIC MANAGEMENT PRINCIPLES
 - I. LINE AND STAFF FUNCTIONS
 - J. FORMAL AND INFORMAL ORGANIZATION AND PHILOSOPHIES
 - K. DATA PROCESSING TECHNIQUES
 - L. INFORMATION RETRIEVAL DIFFICULTIES
 - M. EQUIPMENT AVAILABILITY
 - N. FILING SUPPLY REQUIREMENTS

- o. LOGISTICS PROCEDURES
- p. RECORDS CENTER ECONOMICS
- q. VITAL RECORDS LAWS
- r. FEDERAL RECORDS ACT
- s. AGENCY RECORDS PROGRAM REGULATIONS
- t. SOURCE DATA AUTOMATION
- u. ELECTRONIC DATA PROCESSING
- v. TOTAL SYSTEMS CONCEPT

APPLY:

- a. FORMS DESIGN AND CONTROL
- b. REPORTS ANALYSIS AND REVISION
- c. CORRESPONDENCE IMPROVEMENT & EFFECTIVENESS
- d. OFFICE PROCEDURE SURVEYS
- e. RECORDS SYSTEMS ANALYSIS
- f. CREATIVE SYSTEMS DESIGN & IMPLEMENTATION
- g. RECORDS EQUIPMENT & SUPPLY PROCUREMENT
- h. RECORDS PRESERVATION & DISPOSITION
- i. IMPROVED INFORMATION STORAGE AND RETRIEVAL
- j. COMPREHENSIBLE TRAINING AND BRIEFINGS
- k. SYNTHESIZED REPORTS ON DEVELOPED ECONOMIES IN FUNDS AND EFFORTS
- l. DEVELOP RECORDS COMPETENCE IN EACH COMPONENT

IMPROVEMENT SUGGESTIONS

1. **PROGRAM RECOGNITION**--OFFICIAL ENDORSEMENT AND REITERATION OF COMPULSORY COMPLIANCE BY ALL COMPONENTS CAN BE ACCOMPLISHED BY EACH NEW DCI SPECIFICALLY ANNOUNCING HIS CONCERN FOR EFFICIENT AND ECONOMIC RECORDS MANAGEMENT IN THIS PAPERWORK FACTORY.
2. **PERSONNEL**--THE FIRST SUCH ENDORSEMENT OF THE RECORDS PROGRAM BY THE CURRENT DCI WOULD BE DOUBLY EFFECTIVE IF IT INCLUDED HIS REQUEST THAT THE POSITIONS OF COMPONENT RECORDS OFFICER BE STANDARDIZED AND OCCUPIED BY FULL TIME, COMPETENT, QUALIFIED PERSONNEL AND NOT BY TITLE HOLDING FIGURE HEADS WHO ARE ACTUALLY BUSY WITH OTHER ASSIGNMENTS.
3. **TRAINING**--RECORDS PROGRAM TRAINING OF BOTH RECORDS OFFICERS AND AGENCY PERSONNEL SHOULD BE INCREASED. THE AGENCY TRAINING OFFICE SHOULD INCLUDE THE ACTUAL RECORDS PROGRAM PRINCIPLES AND PROCEDURES IN ITS ADMINISTRATION AND MANAGEMENT COURSES. ATTENDANCE AT NATIONAL ARCHIVES TRAINING SESSIONS SHOULD BE ENCOURAGED. THE NATURAL TRAINING AND DEVELOPMENT FROM MANUAL TO AUTOMATED RECORDS SYSTEMS SHOULD BE EMPHASIZED.
4. **CAREER STATUS**--THE PROBLEM OF SERVING TWO BOSSES (CENTRALIZED PROGRAM VERSUS LOCAL COMPONENT REQUIREMENTS) IS DIFFICULT TO LIVE WITH, BUT IS NOT IMPOSSIBLE. HOWEVER, THE ABSENCE OF A RECOGNIZED AND USED POSITION STANDARDS AS WELL AS THE VERY NEBULOUS STATUS OF THE RECORDS OFFICER MAKES THE ASSIGNMENT UNPALATABLE AND SOMETIMES DETRIMENTAL. HIS ADMINISTRATIVE RELATIONSHIP IS UNDENIABLE, HOWEVER, IN AN AGENCY THAT IGNORES THE NECESSITY AND EXISTENCE OF ADMINISTRATION THE RELATIONSHIP CAN BE MORE A STIGMA THAN BENEFIT. CONSEQUENTLY, THE RECORDS OFFICER IS UNCERTAIN AS TO WHAT HIS CAREER STATUS IS OR SHOULD BE. HE FEELS

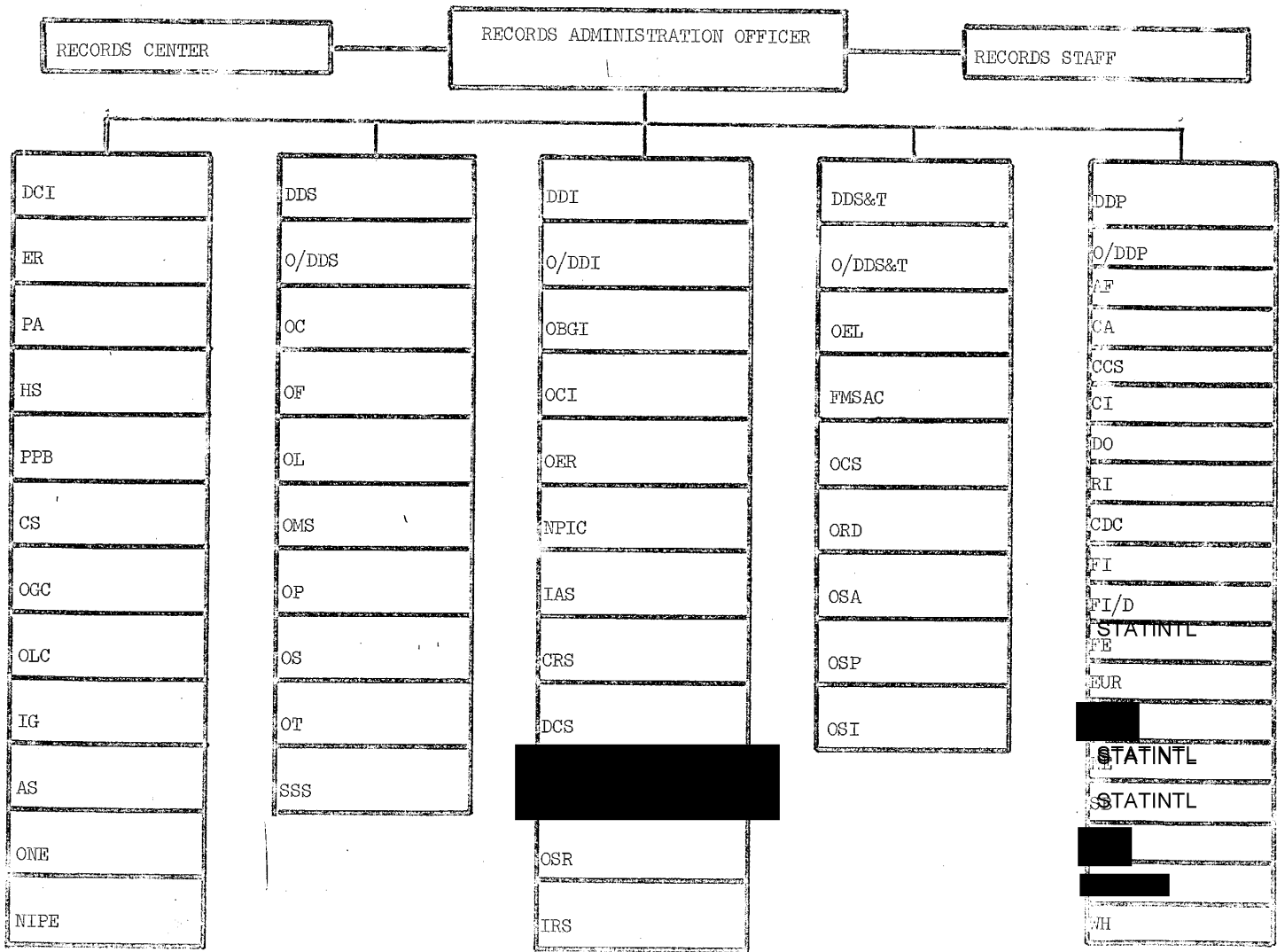
FORGOTTEN DURING PROMOTION CONSIDERATIONS. THEREFORE, WELL DEVELOPED RECORDS OFFICERS STRIVE TO REMOVE THE STIGMA BY SEEKING OTHER ASSIGNMENTS OR DUTIES. PERSONNEL AND CAREER BOARDS MUST CORRECT THESE INEQUITIES AND CONFUSION.

- 5. AUTOMATION CAREER--THE NEWLY ARRIVED CAREER OF DATA PROCESSING DOES NOT SOLVE THE OLD DILEMMA OF THE RECORDS OFFICER. IT WILL MERELY COMPOUND THE PROBLEMS IF AN ARBITRARY, DISPROPORTIONATE EMPHASIS IS PERMITTED TO BE HIGH-HANDEDLY IMPOSED.**

THE NEW ADP PERSONNEL CONSIDER THEMSELVES A NEW AND UNIQUE BREED; UNRELATED TO ANY OLD MANAGEMENT, ADMINISTRATIVE, OR RECORDS OFFICERS. THEY WOULD NATURALLY BEMEAN AND DOWNGRADE ANY SUCH PERSONNEL ASSOCIATED OR ATTACHED TO THEIR CAREER GROUPINGS. (SUCH A CONDITION OCCURRED WHEN THE CIVIL SERVICE ATTACHED RECORDS OFFICERS TO THE O&M CATEGORY.)

THE ADP GROUPINGS OF MACHINE OPERATORS, PROGRAMMERS, AND SYSTEMS ANALYSTS DO NOT PERMIT ANY GRADUATED INCLUSION OF RECORDS PERSONNEL. THE HIGHEST GROUP (THE SYSTEMS ANALYST) IS THE ONLY LOGICAL PLACE FOR RECORDS PEOPLE AND YET MOST ARE NOT EQUAL TO THAT STATUS.

THE CONVERSION OF MANUAL OFFICE SYSTEMS TO AUTOMATED SYSTEMS IS A NATURAL DEVELOPMENT AND THE CONTRIBUTION AVAILABLE FROM RECORDS OFFICERS AT ALL LEVELS IS TRULY ENORMOUS. THEREFORE, RECORDS PERSONNEL MUST DEVELOP A COMPETENCE IN ADP BUT IT WOULD BE FOLLY TO ATTEMPT TO TOSS THEM INTO A COMMON CAREER STATUS.



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RECORDS PROGRAM

DIRECTOR'S AREA
AS OF 31 DECEMBER 1968

1968 GRADE	HRS PER WK. OF RECORDS	COMPONENT	RECORDS MANAGEMENT OFFICER	TOTAL FORMS	VITAL RECORDS SCHED.	VOLUME IN CENTER	RECORDS SCHED/AMENDED	RECORDS OFFICE	VOLUME IN CENTER
	1967								
15	⑩ 25%	DCI/RMO							
11	② 50%	Executive Registry		13	1963	3	1964	75	208
11	—	O/Public Affairs		0	-		1966	494	47
14	② 5%	Office/PPB		79	1967	4	1964	280	71
14	④ 10%	Cable Secretariat		23	1966	152	1966	525	691
	?	O/General Counsel		2	1958	2	1961	67	58
9	③ 5%	O/Legislative Couns		2	1958	--	1961	174	87
9	② 5%	O/Inspector General		0	1963	--	1962	178	42
12	② 5%	Audit Staff		0	1956	--	1968	169	--
11	—	Historical Staff		-	-	--	1965	70	15
9	④ 10%	O/National Estimate		0	1961	15	1966	661	77
		DIA				5			--
		NSC			1961		1958/60		224

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RECORDS PROGRAM

INTELLIGENCE DIRECTORATE
AS OF 31 DECEMBER 1968

1968 GRADE	HRS PER WK. OR RECORDS	COMPONENT	RECORDS MANAGEMENT OFFICER	TOTAL FORMS	VITAL RECORDS SCHED.	VOLUME IN CENTER	RECORDS SCHED/AMENDED	RECORDS IN OFFICE	VOLUME IN CENTER
13	(40) 100%	DDI/RMO	[REDACTED]						
10	(4) 10%	O/DDI	[REDACTED]		1962	1	1960/68	622	91
12	(8) 20%	O/BGI	[REDACTED]	69	1958	2,888	1967	17,412	250
13	(4) 10%	Current Intelligence	[REDACTED]	5	1962	52	1967	3,345	209
12	(20) 50%	O/Economic Research	[REDACTED]	52	1968	4	1968	4,773	356
13	(40) 100%	Nat. Photo. Intrap.Ct	[REDACTED]	6	1962	3,437	1965/67	38,530	2,546
13	-	Imagery Analysis	[REDACTED]	-	-	--	1965	3,618	--
11 9	(20) 50%	Central Reference	[REDACTED]		1960	1,245	1959/68	41,943	10,176
STATSPEC 8	(20) 50%	[REDACTED]	[REDACTED]	84	1967	25	1964	12,506	585
12	(20) 50%	Domestic Contact	[REDACTED]	42	1967	43	1968	4,565	2,546
11	(4) 10%	O/Strategic Research	[REDACTED]	34	-	65	1967	2,357	33
7	(4) 10%	Info. Rqts. Staff	[REDACTED]	18	1964	1	1968	486	365
12	(2) 5%	COMIREX Staff (USIB)	[REDACTED]	0	-	--	1968	38	--

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STATSPEC

12 - 18 = 15.5 AVER. HRS PER

RECORDS PROGRAM

SUPPORT DIRECTORATE
AS OF 31 DECEMBER 1968

1968 GRADE	HRS PER WK. ON RECORDS	COMPONENT	RECORDS MANAGEMENT OFFICER	TOTAL FORMS	VITAL RECORDS SCHED.	VOLUME IN CENTER	RECORDS SCHED/AMENDED	RECORDS OFFICE	VOLUME IN CENTER
13	20 50%	DDS/RMO	[REDACTED]						
9	4 20%	O/DDS		3	1958		1958/61	213	74
13	2 5%	Support Serv. Staff			--			197	--
9	2 5%	Reg. Control Branch		66	1958	1		91	--
12	2 5%	Records Admin. Br.			1965	4	1964	78	20
9	18 ?	O/Finance		225	1968	61	1957/68	4,059.5	11,415
12	4 10%	O/Medical Services		92	1968	5	1959/64	1,607.5	1,020
13	40 100%	O/Communications		140	1968	14	1968	4,075	555
11	32 80%	O/Logistics		309	1968	37	1956/65	5,688	2,587
11	40 100%	O/Personnel		292	1968	38	1964/68	3,492	2,419
12	40 100%	O/Security		272	1968	8	1968	14,028	3,057
11	8 20%	O/Training		108	1966	115	1962/69	8,236	459

12:216 = 18.0 hrs. per week

RECORDS PROGRAM

SCIENCE & TECHNOLOGY DIRECTORATE
AS OF 31 DECEMBER 1968

1968 GRADE	HRS PER WK. OF RECORDS	COMPONENT	RECORDS MANAGEMENT OFFICER	TOTAL FORMS	VITAL RECORDS SCHED.	VOLUME IN CENTER	RECORDS SCHED/AMENDED	RECORDS OFFICE	VOLUME IN CENTER
	30 75%	DDS&T/RMO	[REDACTED]						
11	-	O/DDS&T		14	---	--	1963/69	427	36
		Spint Staff					1965		
8	4 10%	O/FMSAC		1	1965	12	1965/67	1,266	641
9	4 10%	O/Computer Services		87	1968	211	1967	1,545	8
7	4 10%	O/Research & Develo		23	--	--	1967	1,425	45
11	30 75%	O/Sepcial Activitie		17	--	18	1967	1,857	514
9	4 10%	O/Special Projects		0	1969	--	1967	787	184
12	32 80%	O/Scientific Intell		7	1968	35	1968	3,088	1,016
6		O/ELINT			1965	1	1963/67	1,505	187

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RECORDS PROGRAM

PLANS DIRECTORATE
AS OF 31 DECEMBER 1968

1968 GRADE	HRS PER WK. ON RECORDS	COMPONENT	RECORDS MANAGEMENT OFFICER	TOTAL FORMS	VITAL RECORDS SCHED.	VOLUME IN CENTER	RECORDS SCHED/ AMENDED	RECORDS OFFICE	VOLUME IN CENTER
25X1A 16	30 75%	DDP/RMO		98	1960	666	1959/64	64,943	23,012
13	40 100%	OPS Services					1963		
12	30 75%	Africa Division		3	1960	24	-		
10	30 75%	Covert Activities		7	1968	5	1960		
12	20 50%	Central Cover Staff		83	1966	15	1966		
12 6	4 10%	Counter Intelligence		31	--	18	1961		
25X1A 11	4 10%			8	1963	1	1957		
13	30 75%			101	1967	380	1960/67		20,711
10	4 10%			--			1960		
		Forn. Intell. Staff		45	1960	3	1959/66		
11	20 50%	Forn. Intell. Div.		5	1966		1959/68		1,192
13	4 10%	Far East Division		10		52			
13 11	4 10%	Europe Division		15	1960	47			

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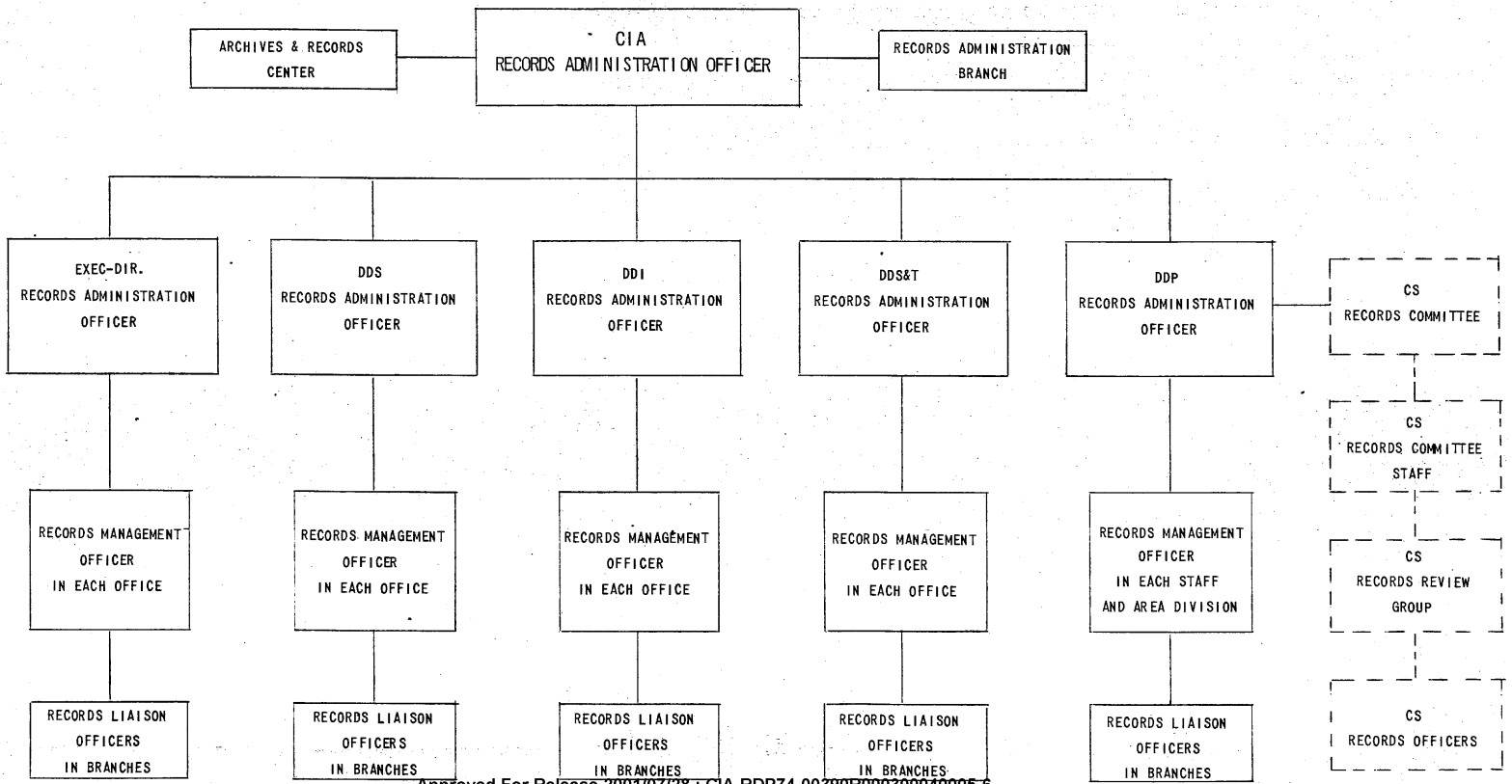
RECORDS PROGRAM

PLANS DIRECTORATE Page 2

AS OF 31 DECEMBER 1968

1968 GRADE	HRS PER WK. OF RECORDS	COMPONENT	RECORDS MANAGEMENT OFFICER	TOTAL FORMS	VITAL RECORDS SCHED.	VOLUME IN CENTER	RECORDS SCHED. AMENDED	RECORDS OFFICE	VOLUME IN CENTER
25X1A 15	④ 10%	Missions & Programs Staff	[REDACTED]	19	1960	-	1961		
12	④ 10%	Near East Division	[REDACTED]	8	1960	14			
14	⑧ 20%	Soviet Bloc Division	[REDACTED]	25		24			
11		[REDACTED]	[REDACTED]	4	1963	7			
12	⑧ 20%	Technical Serv. Div.	[REDACTED]	32	1962	12	1961/68		1,109
13			[REDACTED]						
12	⑧ 20%	Western Hemisphere	[REDACTED]	10	1967	53	1960		

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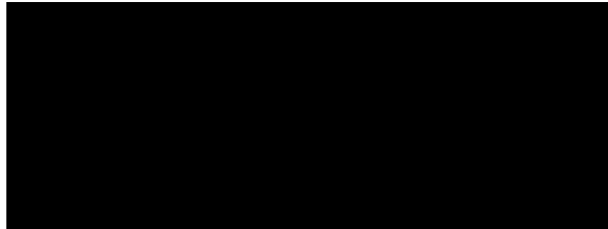


ACTIVE RECORDS
IN
AGENCY OFFICES

Inventory June 1968

DCI	(cubic feet) 2,689.
DDI	121,314.3
DDS	40,046.9
DDP	45,502.
DDST	11,901.0
Total in HQ Area	<u>221,453.2</u>

STATINTL



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VOLUME OF RECORDS DESTROYED

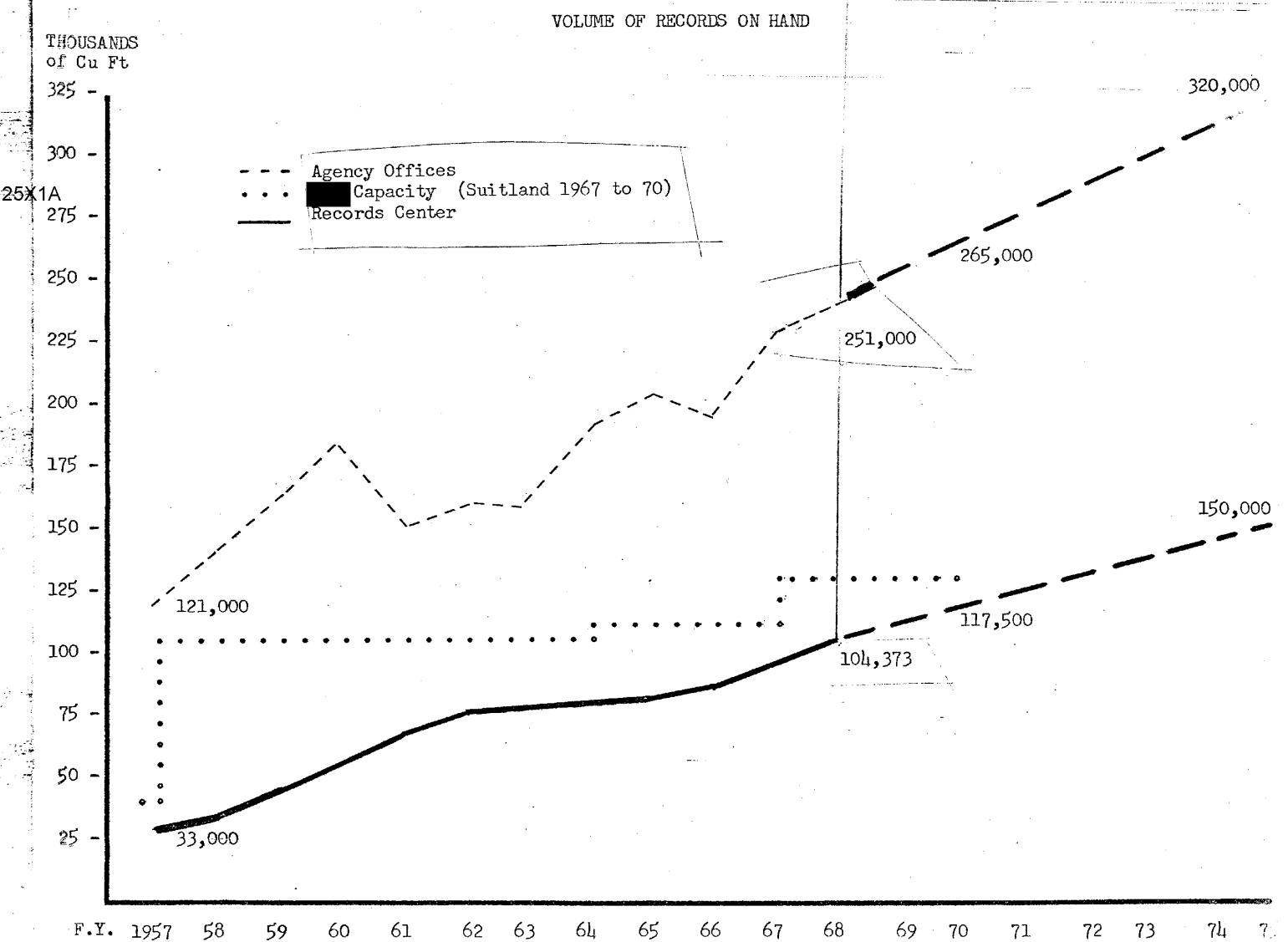
BY HEADQUARTERS OFFICES

<u>FISCAL YEARS</u>	<u>DCI</u>	<u>DDI</u>	<u>DDP</u>	<u>DDS</u>	<u>DDS&T</u>	<u>TOTAL</u>	<u>TOTAL NET INCREASE</u>
1958		4,006	5,299	1,337		10,642	
1959	1,261	5,695	1,735	1,561		10,252	- (390)
1960	1,441	8,200	3,992	2,196		15,829	5577
1961	1,779	7,478	9,035	3,510		21,803	5974
1962	2,328	9,895	9,702	2,047		23,972	2169
1963	2,704	8,319	10,330*	2,673	43	24,069	97
1964	1,765	13,275	11,000	3,447	1,035	30,522	6453
1965	2,476	16,417	10,000	7,490	1,295	37,678	7156
1966	2,845	20,222	11,892	8,641	1,142	44,742	7064
1967	5,689	15,966	12,000	6,339	1,664	41,658	-(3094)
1968	5,321	17,593	11,000	6,164	1,668	41,746	88
1959-68 TOTALS	27,609	123,060	90,686	44,068	6,847*	292,271	31,094
RECORD DISPOSAL ANNUAL AVERAGE FOR 10-YR. PERIOD	2,760	12,306	9,068	4,406	1,141*	29,227	3,109

(all in Cubic Feet)

CONFIDENTIAL

GROUP 1 Excluded from automatic downgrading and declassification



REFERENCE SERVICES PROVIDED

by

ARCHIVES AND RECORDS CENTER

1 July 1968

<u>RECORDS GROUPS</u>	<u>VOLUME</u>	<u>REFERENCE ACTIONS</u>	
	(Cubic Feet)	(June 1968)	(FY 1968)
Retired Office Records	67,469	4,384	62,130
Supplemental Distribution	21,761	3,666	27,562
Vital Records	8,798	93	3,275
Agency Archives	6,345	115	3,506
Information Requests		690	7,503
TOTALS	104,373	8,948	102,976

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Next 3 Page(s) In Document Exempt

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Personnel-7
RECORDS ADMINISTRATION
Approved For Release 2001/07/28 : CIA-RDP74-00390R0003000400
Magazine Building
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TRANSMITTAL NO. 10

POSITION STANDARDS

GS-0306.00 RECORDS MANAGEMENT SERIES

25X1A

TO BE FILED IN  IN NUMERICAL SEQUENCE ACCORDING TO POSITION CLASSIFICATION CODE NUMBER. TRANSMITTAL SHEETS SHOULD BE FILED TOGETHER IN THE HANDBOOK TO SERVE AS A TABLE OF CONTENTS.

2 APRIL 1956

DISTRIBUTION:
1A, 2A, 3A,
4A, 5A, AND
6AB

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HANDBOOK

PERSONNEL
2 April 1956

CIA POSITION STANDARD

GS-0306.00-00 RECORDS MANAGEMENT SERIES

I. INTRODUCTIONA. DEFINITION

This series includes all positions the duties of which are to advise on, direct, supervise, or perform work involved in planning, developing, organizing, and administering records management programs on staff or operating level. These programs cover any or all of the following functional areas: Records creation, records maintenance and use, records disposition, and vital materials.

B. EXCLUSIONS

ORGANIZATION AND METHODS EXAMINER - GS-0303.01
MANAGEMENT OFFICER - GS-0303.01
ASSISTANT MANAGEMENT OFFICER - GS-0303.01

These categories involve performance or supervision of administrative management, organization, procedures, and methods studies in the interest of promoting greater efficiency, effectiveness, and economy in management of Agency operations. They also involve formulation of organizational plans, distribution of functions, staffing patterns, and work methods for newly established or reorganized Agency components.

MAIL AND FILE SERIES - GS-0305.00

This series includes all positions the duties of which are to administer, supervise, or perform work involved in (a) receiving, recording, and routing incoming mail; (b) recording and dispatching outgoing mail; and (c) indexing, filing, searching, or maintaining control registers on correspondence, reports, memoranda, or other records.


C. BACKGROUND INFORMATION

Federal agencies are required by law to establish and maintain an active and continuing records management program. By controlling and improving records from creation or receipt to disposition,

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this program aims to obtain for the Agency improved records and economies in manpower, supplies, equipment, and space. The program is divided functionally into reports management, correspondence management, forms management, records systems and file standards, vital materials, records disposition and Records Center operations.

Reports management involves developing and improving reporting systems to provide management with type and quality of reports essential to its function; eliminating and preventing nonessential reporting; providing simple and direct reporting methods; ensuring that instructions, forms, and procedures for necessary reporting are clear and complete; maintaining a central reference file on requirements for reports and periodically publishing an index thereof.

Correspondence management involves developing and installing form and pattern correspondence, correspondences, and other labor-saving techniques or devices; formulating and establishing procedures and style standards for uniform preparation and handling of Agency correspondence and development of guides for their use; developing guides and promotional material for improving the writing ability of Agency personnel; and evaluating and promoting use of labor-saving stenographic and typing supplies and equipment.

Forms management involves eliminating nonessential or obsolete forms; consolidating forms used for the same or related purposes; preventing creation of forms with limited local application by extending use of existing forms; simplifying and standardizing size and design of forms; reviewing for approval or disapproval requests for new or revised forms; assigning numbers and titles and registering approved new or revised forms; preparing and publishing periodically a numerical, functional, and alphabetical listing of all active Agency forms; eliminating unnecessary or wasteful printing and duplicating practices; and centralizing procurement, storage, and distribution of forms.

Records systems management involves evaluating, developing, or applying new methods of records maintenance and servicing to effect increased efficiency and reduced costs and to facilitate eventual disposition of records; determining that records facilities are adequate; establishing standards for maintaining current records in terms of physical location, types of equipment and supplies, and personnel utilization; and determining adequate methods of receiving, recording, routing, and delivering Agency mail.

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Vital materials management involves advising and guiding officials responsible for selecting materials vital to reconstruction of the Agency; determining media and frequency of deposit; establishing indexing and filing systems; and developing disposition instructions.

Records disposition involves identifying and classifying Agency documents, letters, reports, forms, charts, maps, books, pamphlets, manuals, photographs, illustrations, etc. as to location, volume, and function, and determining whether such material is record or nonrecord in character; determining and recommending disposition by permanent preservation, microfilming, destruction according to applicable laws and regulations, or removal from office areas to less expensive Records Center storage.

Records Center operations involve providing facilities of a storage area less expensive than operational units for noncurrent Agency records, including accessioning, reference, and disposal functions.

The Records Management Program is carried on by Records Management Officers and Records Management Assistants: (1) In operating segments of the Agency, with responsibility for direction, supervision, or performance of work involved in promoting, planning, developing, organizing and administering the records management program for the area within the framework of policies and procedures developed by the Records Management Staff; or (2) in Records Management Staff, with responsibility for directing and coordinating the Agency Records Management Program by providing basic plans, policies, procedures, and staff guidance for their application to area programs; promoting installation of programs with Agency officials; and conducting surveys and operational audits in problem areas of records management.

II. POSITION PROGRESSION AND RECRUITMENT SOURCES

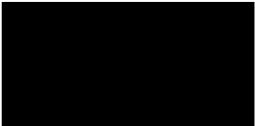
Potential recruitment sources, as well as promotional or lateral transfer possibilities to and from subject positions, are shown on the attached position progression diagram.

III. CLASSIFICATION OF POSITIONS

Positions in this series are classified in accordance with the evaluation factors on the attached Position Evaluation Chart and in qualification requirements stated below.

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IV. QUALIFICATION REQUIREMENTS

A. KNOWLEDGES, ABILITIES, AND EXPERIENCE REQUIRED

Required experience must include progressively responsible work which provided, for GS-5 and GS-7 levels, analytical ability; ability to express ideas orally and in writing; and ability to deal effectively with people.

For levels GS-9 through GS-12, experience must also have provided progressively greater knowledge of methods, principles, and practices associated with planning, development, installation, and administration of a comprehensive records management program as found in large government agencies or in private industrial or business concerns; progressively increasing ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures, and practices employed in reports, forms, and correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials operations.

The GS-12 level also requires ability to plan and organize surveys; ability to assume and delegate responsibility; and ability to develop regulations, notices, staff studies, handbooks, and other forms of written material designed to implement records management procedures and practices.

For levels GS-13 through GS-15, experience must also have provided ability to interpret decisions, regulations, policies, and instructions in terms of their significance and impact upon the internal administration of a large organization; ability to effect adequate solutions to complex records management problems; ability to design, install or revise records management methods, procedures, and practices; ability to establish and maintain favorable working relationships with top executive personnel.

Examples of Experience: Business administration, supply administration, personnel administration, accounting, auditing, fiscal administration, other experience providing a knowledge of general business or administrative methods, procedures, and practices; reports management, forms management, correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials programs;

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PERSONNEL
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preparation of records management handbooks or textbooks; or such administrative activities as organization and methods examining, program analysis, library science, and archival science.

GENERAL REQUIREMENTSALTERNATE REQUIREMENTS

<u>Grade Level</u>	<u>Required Experience</u>
GS-5	3 yrs.
GS-7	4 yrs.
GS-9	5 yrs.
GS-11	6 yrs.
GS-12	7 yrs.
GS-13	8 $\frac{1}{2}$ yrs.
GS-14	10 yrs.
GS-15	12 yrs.

Specialized Agency experience as an incumbent of a position directly associated with substantive records management work.

6 months at the GS-4* grade level.
6 months at the GS-5* or GS-6* grade level or any combination thereof.
12 months at the GS-7* or GS-8* grade level or any combination thereof.
12 months at the GS-9* or GS-10* grade level or any combination thereof.
12 months at the GS-11* grade level.
18 months at the GS-12* grade level.
18 months at the GS-13* grade level.
24 months at the GS-14* grade level.

*In addition to experience on which qualification to this grade was based.

B. ALLOWABLE SUBSTITUTIONS FOR REQUIRED EXPERIENCE

1. Successful completion of undergraduate study in such fields as: Public administration, business administration, industrial engineering, industrial management, political science, personnel administration, archival science, organization and methods examining, or records management may be substituted on the basis of one academic year of study for nine months of required experience.
2. Successful completion of all requirements for a master's degree in the fields shown above may be substituted for four years of required experience.
3. Successful completion of all required study for a doctor's degree in one of the fields shown above may be substituted for five years required experience.

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C. PERSONAL CHARACTERISTICS

Emotional stability, cooperativeness, conscientiousness and decisiveness in action; ability to exercise initiative and to maintain favorable working relationships with others.

D. PHYSICAL CHARACTERISTICS

Duties involve no unusual physical demands. Incumbents must pass the standard "departmental" physical examination conducted by the Agency Medical Office, and the standard "overseas" physical examination, if being considered for overseas assignment.

E. RECOMMENDED TRAINING

A. For GS-5 to GS-7

1. Basic Orientation
2. Administrative Procedures
3. Reading Improvement

B. For GS-9 to GS-11

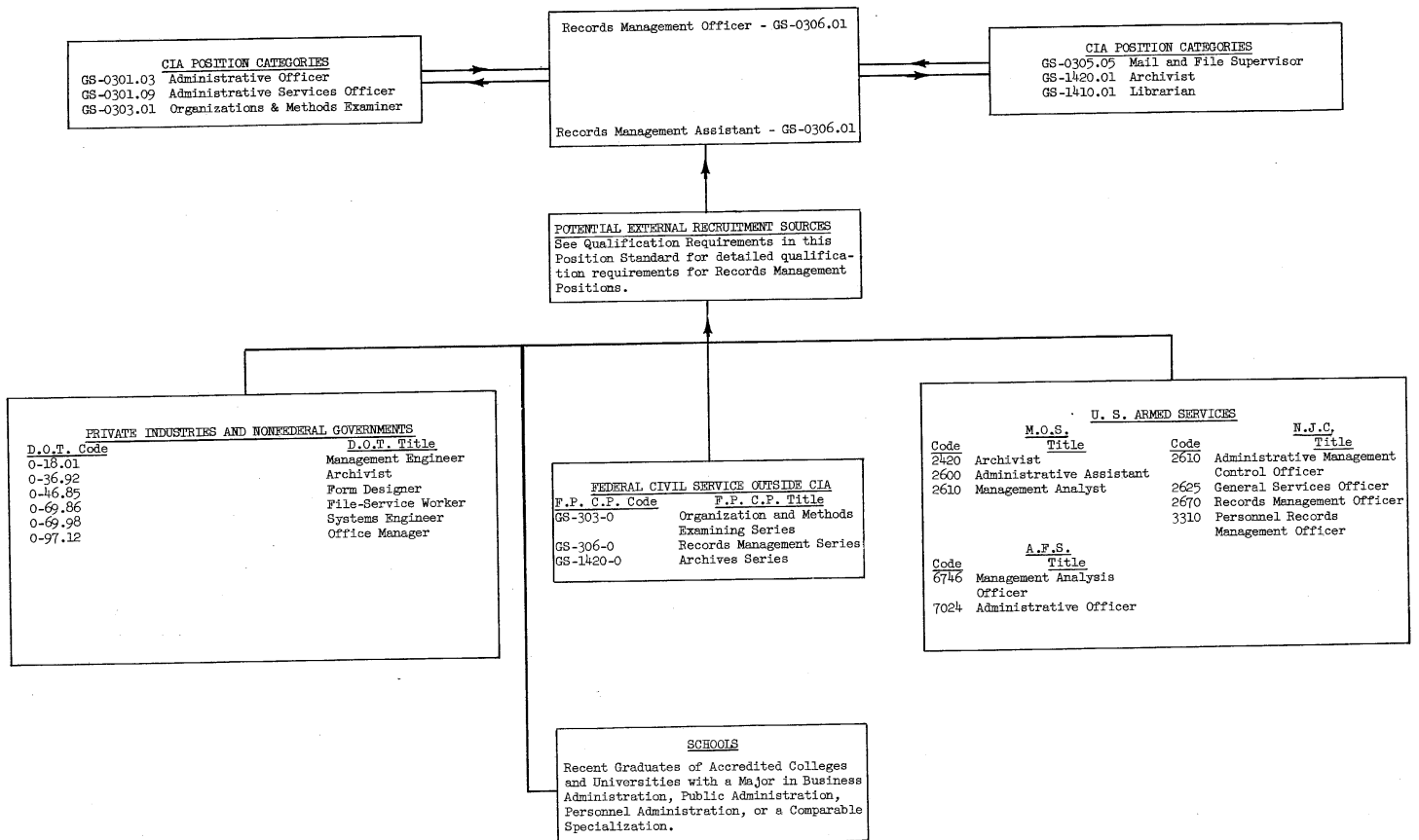
1. Basic Orientation
2. Operations Support
3. Basic Supervision
4. Effective Writing
5. Reading Improvement

C. For GS-12 to GS-15

1. Basic Orientation
2. Operations Support
3. Basic Management
4. Effective Writing

SECRET

POSITION PROGRESSION DIAGRAM
RECORDS MANAGEMENT SERIES - GS-0306.01-00



SECRET

POSITION EVALUATION CHART
RECORDS MANAGEMENT SERIES - GS-0306.01-00

EVALUATION FACTORS	GRADE LEVEL DISTINCTIONS			
	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-05	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-07	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-09	RECORDS MANAGEMENT OFFICER - GS-0306.01-11
	<p>DUTIES</p> <p>THIS IS THE ENTRANCE LEVEL. INCUMBENTS ACQUIRE INFORMATION CONCERNING ORGANIZATION AND FUNCTIONS OF THE AGENCY, DIVERSE RECORDS AND RECORDS SYSTEMS MAINTAINED, USE OF RECORDS IN THE AGENCY, AND PRINCIPLES AND PRACTICES OF RECORDS MANAGEMENT, PARTICULARLY IN THE ACTIVITIES OF REFERENCE SERVICE, MAINTENANCE MANAGEMENT, AND DISPOSITION OF RECORDS. EXAMPLES OF TASKS: MAINTAINING A PERPETUAL STOCK INVENTORY OF AGENCY PUBLICATIONS, FILING REQUESTS FOR ITEMS FROM THAT STOCK, AND PERFORMING RECORDS SEARCHES FOR ROUTINE REFERENCE REQUESTS. INCUMBENTS ARE ENCOURAGED TO ATTEND FORMAL CLASSES IN RECORDS MANAGEMENT AND ARE GIVEN ON-THE-JOB TRAINING IN RECORDS MANAGEMENT TECHNIQUES AND PRACTICES.</p>	<p>DUTIES</p> <p>INCUMBENTS PERFORM TASKS INVOLVED IN ACCESSIONING, REFERENCE, AND DISPOSAL OF RECORDS; PREPARATION OF RECORDS WHEN NECESSARY, PREPARATION OR IMPROVEMENT OF FINDING MEDIA, APPLICATION OF DISPOSITION SCHEDULES, PERFORMANCE OF DIFFICULT RECORDS SEARCHES, INSPECTION OF RECORDS FOR CONDITION, AND DISCUSSION OF PROPOSED ACCESSIONING OR DISPOSAL ACTIONS WITH OPERATING OFFICIALS. INCUMBENTS ARE ENCOURAGED TO ATTEND FORMAL CLASSES IN RECORDS MANAGEMENT AND ARE GIVEN ON-THE-JOB TRAINING IN RECORDS MANAGEMENT TECHNIQUES AND PRACTICES.</p>	<p>DUTIES</p> <p>INCUMBENTS PERFORM ASSIGNED TASKS ON SURVEYS OR STUDIES; DEVELOP AND INSTALL RECORDS MANAGEMENT FUNCTIONS IN AN OPERATIONAL SEMI-AUTOMATIC OR EXERCISE RESPONSIBILITY FOR ONE MAJOR ACTIVITY OF THE RECORDS CENTER; ACCESSIONING, REFERENCE AND DISTRIBUTION, OR DISPOSAL. TYPICAL TASKS: DEVELOPMENT AND INSTALLATION OF RECORDS TECHNIQUES AND PROCEDURES, INCLUDING MAIL CONTROL AND CORRESPONDENCE PROCEDURES, LOCATION AND IDENTIFICATION OF FILING STATIONS, CLASSIFICATION PLANS AND STANDARDS, FINDING MEDIA, PERFORMANCE STANDARDS, AND STANDARDIZATION OF FILING EQUIPMENT AND SUPPLIES; IDENTIFICATION, EVALUATION OF AGENCY DOCUMENTS TO DETERMINE WHETHER SUCH DOCUMENTS ARE RECORD OR NONRECORD AND TO RECOMMEND DISPOSITION BY PERMANENT PRESERVATION, MICROFILMING, OR DESTRUCTION ACCORDING TO APPLICABLE LAWS OR REGULATIONS; REDUCTION, SIMPLIFICATION, AND IMPROVEMENT OF REPORTS AND PATTERN CORRESPONDENCE, DEVELOPMENT AND INSTALLATION OF FORMS AND TRAINING MATERIAL; DESIGN, ANALYSIS, SIMPLIFICATION, AND DETERMINATION OF ESSENTIALITY OF PROPOSED NEW OR REVISED FORMS, AND DETERMINATION OF MOST ECONOMIC MEANS OF REPRODUCTION.</p>	<p>DUTIES</p> <p>INCUMBENTS SERVE AS STAFF SURVEY LEADERS OR OPERATIONAL AREA OFFICERS PERFORMING WORK INVOLVING PLANNING, DEVELOPING AND INSTALLING A COMPLETE RECORDS MANAGEMENT PROGRAM FOR THE AREA. TYPICAL TASKS ARE SIMILAR TO THOSE FOR GS-9.</p>
1. SCOPE AND EFFECT	LIMITED IN SCOPE. NO AREA RESPONSIBILITY. WORK CONSISTS OF SPECIFIC TASKS ASSIGNED TO PROVIDE TRAINING. ERRORS OF DECISION OR ACTION WOULD RESULT CHIEFLY IN DELAY.	SAME AS FOR GS-5.	AREA OF RESPONSIBILITY: WORK CONSISTS OF SPECIFIC ASSIGNMENTS ON SURVEYS OR STUDIES; SINGLE OPERATIONS OF THE RECORDS CENTER, A DEPOSITORY FOR NONCURRENT RECORDS FROM ALL OFFICES OF THE AGENCY; OR RECORDS MANAGEMENT ACTIVITIES FOR AN AREA OF THE AGENCY OR RECORDS MANAGEMENT ACTIVITIES FOR AN AREA OF THE AGENCY. TYPICAL WORKLOAD DATA: 25-50 CONTROLLED FORMS; 100-200 PIECES OF FILING EQUIPMENT; 10-25 CORRESPONDENCE HANDBOOKS DISTRIBUTED (AN INDEX OF CORRESPONDENCE ACTIVITY); 20-50 ITEMS ON DISPOSITION SCHEDULES; 10-20 FILE SERIES UNDER THE VITAL MATERIALS SECTION; 5-10 CONTROLLED INTRA-OFFICE REPORTS. ERRORS OR OMISSIONS WILL IMPAIR THE WORK OR EFFECTIVENESS OF SURVEYS OR STUDIES; PREVENT OR DELAY PROPER REFERENCE AND DISPOSAL SERVICE FOR RECORDS; OR REDUCE EFFECTIVENESS OF THE RECORDS MANAGEMENT PROGRAM.	AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS) IS IN OPERATIONAL SEMI-AUTOMATIC WITH THE FOLLOWING CHARACTERISTICS: ORGANIZATIONAL SEMI-AUTOMATIC WITH THE FOLLOWING CHARACTERISTICS: DISTRIBUTION AND COPIES OF RECORDS LIMITED TO THE ORIGINATING OFFICE, E.G., MEDICAL RECORDS; FEW SECURITY RESTRICTIONS, E.G., THE RECORDS MANAGEMENT OFFICER HAS ACCESS TO CONTROLLED FORMS; 300-2,000 PIECES OF FILING EQUIPMENT; CORRESPONDENCE ACTIVITY; 50-200 ITEMS ON DISPOSITION SCHEDULES; 10-40 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 10-40 CONTROLLED INTRA-OFFICE REPORTS. THE COMPLETION OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-9.
2. SUPERVISION AND GUIDANCE RECEIVED	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE SPECIFIC. REVIEW IS MADE OF WORK IN PROCESS AND, ON COMPLETION, FOR ACCURACY AND COMPLETENESS AND FOR PROGRESS IN ACQUIRING INFORMATION AND KNOWLEDGE TOWARDS WHICH TRAINING IS DIRECTED. GUIDES ARE FAIRLY CLEAR AND SPECIFIC. EXAMPLES: CIA REGULATIONS, HANDBOOKS, STANDARDS, TRAINING MATERIAL, ISSUANCES OF OTHER GOVERNMENT AGENCIES (INCLUDING CSC AND ARCHIVES), AND INDUSTRIAL PUBLICATIONS.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. WORK IS PERFORMED IN ACCORDANCE WITH SPECIFIC INSTRUCTIONS AND IS REVIEWED UPON COMPLETION FOR ADEQUACY AND FOR COMPLIANCE WITH INSTRUCTIONS AND PROCEDURES. REVIEW IS ALSO MADE FOR TRAINING PROGRESS. GUIDES ARE THE SAME AS FOR GS-5.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE USUALLY ORAL AND GENERAL IN NATURE. WORK OF STAFF ASSISTANTS IS REVIEWED FOR GENERAL COMPLIANCE WITH ORAL OR WRITTEN INSTRUCTIONS, PROCEDURES, APPLICATION OF RECORDS MANAGEMENT PRINCIPLES, AND PROGRAM ASSISTANTS IS REVIEWED FOR ADEQUACY OF RESULTS AND PROGRAM ACCOMPLISHMENTS. ASSISTANTS ALSO RECEIVE TECHNICAL ADVICE, GUIDANCE, AND REVIEW IN METHODS AND OBJECTIVES FROM THE RECORDS MANAGEMENT STAFF. GUIDES ARE THE SAME AS FOR GS-5, BUT INCLUDE PRECEDENT CASES.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE USUALLY ORAL AND GENERAL IN NATURE. THE WORK OF STAFF OFFICERS IS SUBJECT TO REVIEW FOR PROGRESS IN ACCORDANCE WITH SURVEY SCHEDULES AND FOR TECHNICAL SOUNDNESS, COMPLETENESS OF RECOMMENDATIONS, AND COMPLIANCE WITH STANDARDS AND CRITERIA. THE WORK OF AREA OFFICERS IS REVIEWED FOR ADEQUACY OF RESULTS AND PROGRAM ACCOMPLISHMENTS. SUCH OFFICERS ALSO RECEIVE TECHNICAL ADVICE, GUIDANCE, AND REVIEW WITH RESPECT TO METHODS AND OBJECTIVES FROM THE RECORDS MANAGEMENT STAFF. GUIDES ARE THE SAME AS FOR GS-9.
3. SUPERVISION AND GUIDANCE GIVEN	NONE	NONE	STAFF AND AREA ASSISTANTS - NONE. RECORDS CENTER SECTION CHIEF - CLOSELY SUPERVISES WORK OF LOWER GRADE ASSISTANTS AND IS ALWAYS AVAILABLE FOR CONSULTATION.	STAFF OFFICERS MAY GIVE TECHNICAL GUIDANCE TO GS-9 ASSISTANTS. AREA OFFICERS - NONE.
4. MENTAL DEMANDS	INITIATIVE IN LEARNING THE FUNCTIONS OF THE RECORDS MANAGEMENT PROGRAM, THE AGENCY, AND THE ACTIVITY TO WHICH ASSIGNED.	IN ADDITION TO THOSE FOR GS-5, RESOURCEFULNESS IN MAKING RECORDS SEARCHES, AND IN DETERMINING THE ACCURACY AND ADEQUACY OF INFORMATION.	IN ADDITION TO THOSE FOR GS-7, INITIATIVE IN DEVELOPING METHODS AND TECHNIQUES; DETERMINING CLASSIFICATIONS AND DISPOSITION; SIMPLIFYING AND IMPROVING REPORTS AND CORRESPONDENCE; AND DESIGNING, SIMPLIFYING, AND STANDARDIZING FORMS.	IN ADDITION TO THOSE FOR GS-9, DISCRETION AND MATURE JUDGMENT IN THE INTERPRETATION AND APPLICATION OF RECORDS MANAGEMENT METHODS AND TECHNIQUES.
5. PERSONAL WORK CONTACTS	PERSONAL OR TELEPHONE CONTACTS ARE PRIMARILY TO OBTAIN INFORMATION RELATING TO RECORDS OR RECORDS SYSTEMS FROM OPERATING PERSONNEL.	SAME AS FOR GS-5.	FREQUENT PERSONAL AND TELEPHONE CONTACTS WITH ADMINISTRATIVE AND OPERATING PERSONNEL TO OBTAIN INFORMATION OR TO GIVE ADVICE ON RECORDS MANAGEMENT MATTERS.	IN ADDITION TO THOSE AT GS-9, CONTACTS ARE ESTABLISHED TO EXPLAIN RECORDS MANAGEMENT OBJECTIVES, COORDINATE PROJECT PLANS AND SCHEDULES WITH OPERATING NEEDS, AND OBTAIN FROM OPERATING OFFICIALS INFORMAL ACCEPTANCE OF SPECIFIC CONCLUSIONS AND RECOMMENDATIONS.

SECRET

POSITION EVALUATION CHART

RECORDS MANAGEMENT SERIES - GS-0306.01-00

EVALUATION FACTORS	GRADE LEVEL DISTINCTIONS			
	RECORDS MANAGEMENT OFFICER - GS-0306.01-12	RECORDS MANAGEMENT OFFICER - GS-0306.01-13	RECORDS MANAGEMENT OFFICER - GS-0306.01-14	RECORDS MANAGEMENT OFFICER - GS-0306.01-15
	<p><u>DUTIES</u></p> <p>THIS IS THE HIGHEST TYPICALLY NONSUPERVISORY LEVEL. INCUMBENTS SERVE AS STAFF SURVEY LEADERS RESPONSIBLE FOR PLANNING SURVEYS AND STUDIES, MAKING ASSIGNMENTS, AND ORGANIZING PERIODIC CONFERENCES WITH OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS OR AS OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS. DUTIES OF BOTH TYPES ARE SIMILAR TO THOSE AT GS-9.</p>	<p><u>DUTIES</u></p> <p>INCUMBENTS HAVE STAFF RESPONSIBILITY FOR AGENCY-WIDE PLANNING, DIRECTION AND COORDINATION OF SUCH MAJOR ACTIVITIES WITHIN THE RECORDS MANAGEMENT PROGRAM AS: RECORDS SYSTEMS, REPORTS, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, VITAL MATERIALS OR RECORDS DISPOSITION; OR AREA RESPONSIBILITY FOR A COMPLETE RECORDS MANAGEMENT PROGRAM OF MAJOR AGENCY COMPONENTS.</p>	<p><u>DUTIES</u></p> <p>INCUMBENT, AS DEPUTY, SHARES RESPONSIBILITY FOR THE ENTIRE RECORDS MANAGEMENT PROGRAM; PROVIDES STAFF ASSISTANCE ON PROGRAM DEVELOPMENT, STAFFING, AND TRAINING NEEDS; AND IS ALSO RESPONSIBLE FOR PLANNING, DIRECTING, AND COORDINATING GENERAL SPECIFIC ACTIVITIES OF THE RECORDS MANAGEMENT PROGRAM; REPORTS MANAGEMENT, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, RECORDS SYSTEMS, AND VITAL MATERIALS.</p>	<p><u>DUTIES</u></p> <p>INCUMBENT FORMULATES AND DEVELOPS POLICIES AND STANDARDS FOR ADMINISTRATION OF AN ACTIVE RECORDS MANAGEMENT PROGRAM IN DEPARTMENTAL AND FIELD AREAS OF THE AGENCY; SELECTS NECESSARY TECHNICAL STAFF TO CARRY OUT SPECIFIC PROGRAMS AND TO OPERATE THE RECORDS CENTER; DIRECTS DEVELOPMENT OF REGULATIONS, HANDBOOKS, AND INSTRUCTIONAL MATERIAL PERTAINING TO ALL PHASES OF RECORDS MANAGEMENT; ADVISES AGENCY OFFICIALS OF APPLICATION OF FEDERAL LAWS, REGULATIONS, AND PROCEDURES TO RECORDS MANAGEMENT PROBLEMS OF THIS AGENCY; AND MAINTAINS LIAISON WITH TOP OFFICIALS IN PRIVATE INDUSTRY AND PUBLIC ADMINISTRATION.</p>
1. SCOPE AND EFFECT	<p>AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS): ORGANIZATIONAL SEGMENTS WITH THE FOLLOWING CHARACTERISTICS: WIDE DISTRIBUTION OF NUMEROUS COPIES OF RECORDS, E.G., FISCAL RECORDS; NUMEROUS SECURITY RESTRICTIONS, E.G., THE RECORDS MANAGEMENT OFFICER WITH PROGRAM RESPONSIBILITY DOES NOT HAVE ACCESS TO MANY RECORDS AND FILES, TYPICAL WORKLOAD DATA: 150-300 CONTROLLED FORMS; 2,000-4,000 PIECES OF FILING EQUIPMENT; 75-200 CORRESPONDENCE HANDBOOKS DISTRIBUTED; 200-300 ITEMS ON THE DISPOSITION SCHEDULE; 20-40 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 40-100 CONTROLLED INTRA-OFFICE REPORTS. ERRORS OR OMISSIONS MIGHT CAUSE EXTENSIVE HARM TO THE RECORDS MANAGEMENT PROGRAM, IN VIEW OF THE VOLUME OF RECORDS ACTIVITIES.</p>	<p>AREA OF RESPONSIBILITY (STAFF OFFICER): THE PROGRAM IS AGENCY-WIDE IN SCOPE AND CUTS ACROSS COMMAND AND ORGANIZATIONAL CHANNELS. AREA OF RESPONSIBILITY (AREA OFFICER): A MAJOR AGENCY COMPONENT. STAFF AND AREA OFFICERS: PLANS, POLICIES, PROCEDURES, DECISIONS AND ACTIONS REFLECT DIRECTLY UPON THE OVERALL RECORDS MANAGEMENT PROGRAM. CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-12.</p>	<p>AREA OF RESPONSIBILITY: THE PROGRAM INCLUDES ALL RECORDS MANAGEMENT ACTIVITIES OF THE AGENCY. ERRORS OR OMISSIONS MIGHT CAUSE HARM TO THE RECORDS MANAGEMENT PROGRAM WHICH WOULD BE AGENCY-WIDE IN EFFECT.</p>	<p>AREA OF RESPONSIBILITY: THE INCUMBENT HAS FULL RESPONSIBILITY FOR THE AGENCY RECORDS MANAGEMENT PROGRAM. IMPROVEMENTS ATTAINED IN RECORD MAKING AND RECORD KEEPING HAVE A CONTINUING EFFECT ON DIRECT AND INDIRECT ECONOMIES OF TIME AND MONEY. AUTHORITY TO DESTROY RECORDS IS GRANTED BY CONGRESS THROUGH THE NATIONAL ARCHIVES. INCUMBENT EXERCISES AUTHORITY FOR THIS AGENCY. CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-14.</p>
2. SUPERVISION AND GUIDANCE RECEIVED	<p>SIMILAR TO THAT AT THE NEXT LOWER LEVEL EXCEPT THAT PROJECTS FREQUENTLY ARE OF A TYPE TO WHICH GUIDELINES AND EXPERIENCE HAVE ONLY THE MOST GENERAL APPLICATION. PRIMARY GUIDES ARE GENERAL RECORDS MANAGEMENT PRINCIPLES, PRECEDENT CASES, ETC.</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE EXPRESSED PRIMARILY IN TERMS OF OBJECTIVES. TECHNICAL OPERATION OF PROGRAMS IS WITHIN THE DISCRETION OF THE OFFICER. WORK IS REVIEWED PRINCIPALLY FOR ADEQUACY OF ACCOMPLISHMENT.</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF THE CHIEF, RECORDS MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NATURE, RELATING TO PROGRAM OBJECTIVES. WORK IS REVIEWED FOR CONFORMANCE WITH TECHNICAL AND ADMINISTRATIVE POLICIES ESTABLISHED BY THE AGENCY.</p>	<p>UNDER GENERAL ADMINISTRATIVE SUPERVISION OF THE CHIEF, MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NATURE AND RELATE TO ESTABLISHMENT OF MAJOR POLICIES AND OBJECTIVES. ONLY MAJOR POLICY OR PROCEDURAL QUESTIONS ARE REFERRED TO SUPERIOR WHEN THERE IS NO PRECEDENT FOR ACTION IN SUCH CASES. WORK IS REVIEWED TO ENSURE CONSISTENCY WITH GENERAL MANAGEMENT POLICIES.</p>
3. SUPERVISION AND GUIDANCE GIVEN	<p>STAFF OFFICERS AT THIS LEVEL PARTICIPATE IN PLANNING SURVEYS AND STUDIES, MAKE ASSIGNMENTS, ORGANIZE CONFERENCES WITH AREA OFFICERS, AND EXERCISE TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL. AREA OFFICERS MAY EXERCISE ADMINISTRATIVE AND TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL.</p>	<p>INCUMBENTS USUALLY PLAN, DIRECT, ASSIGN, AND REVIEW WORK OF LOWER LEVEL OFFICERS AND ASSISTANTS.</p>	<p>PLANS, DIRECTS, ASSIGNS, AND REVIEWS THE WORK OF LOWER GRADE OFFICERS.</p>	<p>PROVIDES DIRECTION AND GUIDANCE TO ALL PERSONNEL ASSIGNED TO TECHNICAL AND SPECIALIZED AREAS OF RECORDS MANAGEMENT AND FURNISHES TECHNICAL GUIDANCE TO AREA OFFICERS THROUGHOUT THE AGENCY.</p>
4. MENTAL DEMANDS	<p>ESSENTIALLY THE SAME AS AT GS-11. HOWEVER, GREATER INITIATIVE APPEARS AS A RESULT OF GREATER COMPLEXITY OF AREAS AND PROBLEMS SURVEYED OR SERVED.</p>	<p>GREATER INITIATIVE, INGENUITY, AND ORIGINAL THINKING APPEAR BECAUSE OF AGENCY-WIDE SCOPE OF THIS LEVEL.</p>	<p>ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT INITIATIVE, INGENUITY, AND ORIGINAL THINKING ARE REQUIRED IN THE DEVELOPMENT OF THE ENTIRE AGENCY PROGRAM.</p>	<p>ORIGINAL THINKING, INGENUITY, AND RESOURCEFULNESS MUST BE EXERCISED TO ENSURE EFFECTIVE ACCOMPLISHMENT OF THE RECORDS MANAGEMENT PROGRAM.</p>
5. PERSONAL WORK CONTACTS	<p>SAME AS GS-11.</p>	<p>CONTACTING ADMINISTRATIVE AND OPERATING OFFICIALS AT HIGH LEVELS TO GAIN ACCEPTANCE OF GENERAL RECORDS MANAGEMENT POLICIES AND PRACTICES; CALLING ATTENTION TO AREAS OF NEEDED IMPROVEMENT AND RESULTING BENEFITS; SECURING A FAVORABLE ATTITUDE TOWARD SURVEYS OR APPROVAL OF SURVEY RESULTS; AND HOLDING PERIODIC CONFERENCES WITH RECORDS MANAGEMENT OFFICERS IN OPERATING AREAS TO IMPART INFORMATION ON NEW AND IMPROVED TECHNIQUES.</p>	<p>ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT A HIGHER PROPORTION OF CONTACTS IS WITH TOP OFFICIALS.</p>	<p>MAINTAINS LIAISON WITH TOP AGENCY OFFICIALS TO ADVISE ON RECORDS MANAGEMENT PROBLEMS AND TO STIMULATE ACCEPTANCE AND IMPROVEMENT OF THE RECORDS MANAGEMENT PROGRAM IN VARIOUS COMPONENTS OF THE AGENCY. AS CHIEF RECORDS MANAGEMENT OFFICIAL OF THIS AGENCY IN COMPLYING WITH THE REQUIREMENTS OF FEDERAL LAW, CONDUCTS LIAISON WITH THE OSA.</p>

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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Records Purge - Policy Issues

1. This memorandum presents certain issues which tend to impede the progress of the records purge. Other issues and questions will be submitted separately. Recommendations for your approval are contained in paragraph 7.

2. One of the major complications impeding the progress of the records purge is the identification of the true scope of the problem. We have four major categories of material stored at the Records Center, but only one of them qualifies technically for records center storage. At the end of February 1969 the Agency's record holdings totalled 101,643 cubic feet: Supplemental Distribution 20,333 cubic feet (most of which is currently stored at Suitland); Vital Documents 9,169 cubic feet; Inactive Records 64,975 cubic feet; and Archives (including materials identified for Presidential Libraries) 7,166 cubic feet. The inactive records category is the only one which is a valid part of a records program and is the only one which should be considered eligible for records center storage.

3. Supplemental Distribution (20,333 cubic feet)

a. The Supplemental Distribution category is composed of extra copies of finished intelligence publications which

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have been distributed throughout the Intelligence Community and, in some cases, the Federal Government. Some individually determined quantity of each of these publications is held in reserve to satisfy requests from customers for extra copies or additional distribution. There is a high turn-over as individual publications are re-issued, up-dated, or revised. Activity averages 250 services a day.

b. The Records Board is reviewing with the publishers the quantities required for each publication and exploring the feasibility of microfilming some. They expect to be able to accomplish some reduction but the high rate of activity and turn-over probably will preclude any significant gain.

c. Responsibility for storing and distributing these publications was accepted by the Records Center several years ago when the volumes were much smaller and space was not a problem. The Records Center has continued to furnish the storage and distribution service over the years because it represents a convenience to the Agency and records center storage space has been the cheapest kind of available space suitable to the activity.

d. Nevertheless, the problem is not a records problem. It is a problem of distribution and space. It should not be a

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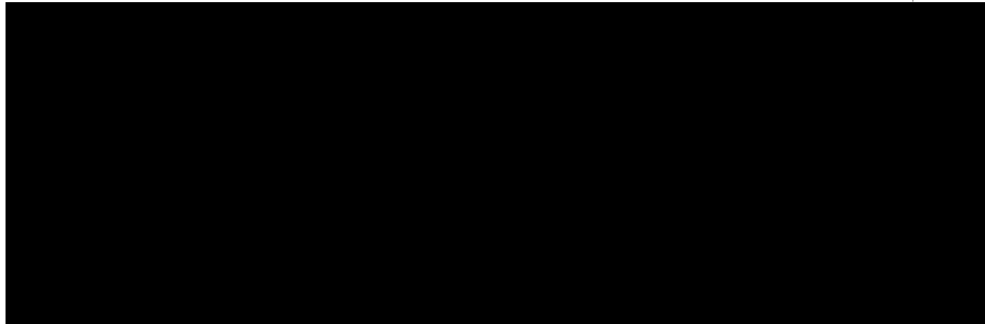
part of the Records Program and neither the Records Management Board nor the Records Administration Branch should be held accountable for its solution. Responsibility for resolution of the distribution problem should be transferred to the Intelligence Directorate and responsibility for the space problem should be transferred to the Logistics Services Division.

e. Admittedly this does not solve the problem for the Agency. It does clarify and limit the scope of the records problem and put it in a more proper perspective.

f. Several times in recent years the possibility of transferring custody to the Intelligence Directorate or the Printing Services Division has been considered and rejected because they have neither the administrative facilities nor the space to handle it and space at the Records Center is much cheaper than space in the Printing Services or headquarters buildings. Space at the Records Center has never before been as critical as it is now and these alternatives may be worth reconsideration. We may also want to consider renegotiating with GSA for an extension of the agreement to use space in the Suitland records center, although they would be more amenable to accepting material other than Supplemental Distribution for the reason that they consider such material ineligible for Records Center storage.

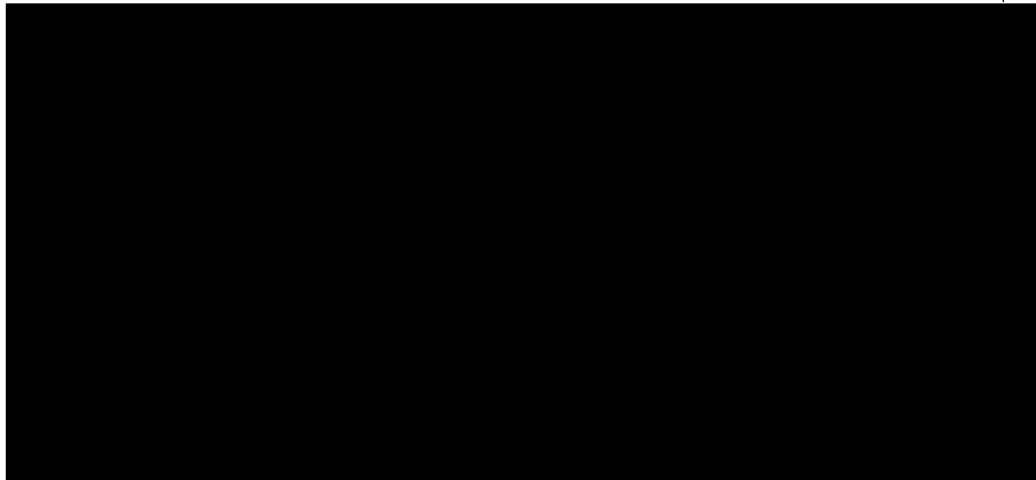
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25X1A



4. Vital Documents (9,169 cubic feet)

a. Vital documents are documents selected by the various components of the Agency as being essential to the reconstitution and continued operation of the Agency in the event a catastrophe strikes the headquarters building. They exist as a



5X1A

Communications and to save manpower. (A GS-12 position was eliminated and three clerical positions were absorbed into the Records Center operation).

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b. The entire Emergency Planning Program of the Agency requires reexamination. The technology of modern weaponry is generally considered to have overtaken plans to relocate an emergency force in event of enemy attack and other considerations of continued operation are completely out of phase with relocation plans. Computer tapes are stored, for example, but there is no facility to use them in the event of relocation or even in the event of a natural disaster affecting the headquarters building. NPIC stores about 3,000 cubic feet of Vital Documents at the Records Center but only one small element of NPIC plans to relocate [REDACTED]. The remainder is 25X1A expected to go to the Department of Defense.

c. Whether the total emergency planning program is changed or not, the vital documents portion should be re-evaluated in its own right. A large percentage of the vital documents storage is duplicated elsewhere in Records Center deposits. This would be a reasonable duplication if the vital documents were deposited elsewhere but it is not so reasonable when they are housed under the same roof with the rest of the Agency's records where the duplicates also reside. [REDACTED] is to 25X1A continue to serve as the relocation site, serious consideration should be given to disposing of the entire collection of vital documents. If the relocation plan is changed, this collection should be relocated accordingly.

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d. In any case, vital documents are not a legitimate part of the Agency Records Management Program and the Records Management Board and the Records Administration Branch should be relieved of responsibility for dealing with them. That responsibility should be assigned to the Emergency Planning Officer and he should be charged with producing suitable alternative solutions to the problem. Even if the conclusion is that they should be retained in the Records Center, they should be excluded from the Records Program and from the responsibility of the Records Management Board and Records Administration Branch.

5. Archives (7,166 cubic feet)

a. Archives are historical documents which must be kept permanently. They are different from inactive records. They are historically and scholastically significant while inactive records are operationally and administratively significant. They are the permanent historical documentation of the Agency while inactive records are temporary extensions of headquarters file space. Archives are administered differently, require a higher quality of storage space to ensure their permanent preservation, and require a different kind and frequency of servicing than other categories of records. The basic premises of permanent archival retention are in direct conflict with the

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basic premises of records disposition. The objective of one is to retain and the objective of the other is to dispose.

b. At the present time the Agency has no approved archives policy. In the absence of such a policy the predecessor Agency Records Administration Officer on his own initiative started to segregate these documents in the Records Center, and to organize and index them into an archival collection separate from inactive records storage. He took this action in 1959 after the Director of Central Intelligence instructed that all archival materials of predecessor organizations be removed from the National Archives. It was given after the fact recognition in the 1963 issuance of [REDACTED] which says that "The Agency Records Center shall be a facility for storing, processing and servicing retired Agency records, and will serve as an Agency archival facility."

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c. In addition to the 7,166 cubic feet of material already segregated as archival and Presidential Library material, there is the material of OSS and predecessor organizations recalled from the National Archives in 1959 which totals about 9,000 cubic feet. Among the inactive records there is another 15,000 cubic feet which has been scheduled for permanent retention. This 24,000 cubic foot volume awaits screening by archivists and historians to determine precisely

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what documents are truly archival and which ones can be destroyed. Until they are screened, the total volume must be considered as part of the archives. In effect, therefore, we have 31,000 cubic feet of archival material instead of 7,000; and we have 41,000 cubic feet of inactive records instead of 65,000.

d. During the purge there have been several cases where a box by box review of materials has been conducted. This experience shows that it takes an average of about 3 man hours to review one box (1 cubic foot) of material. At this rate it will require about 72,000 man hours to screen the 9,000 cubic feet of OSS materials and the 15,000 cubic feet of inactive records scheduled for permanent retention. Using 250 working days a year for purposes of calculation, there are 2,000 man hours available per year and it will require about 36 man years to do the screening. Sooner or later this must be done. There is no way to avoid it if we are to comply with legal requirements. In the process of the screening, rough estimates suggest that only about half of the 15,000 cubic feet identified for permanent retention will really qualify for archival retention.

e. Screening must be done by professional officers. It cannot be left to clerks in the Offices or at the Records

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Center. Nine professionals, two from each of the Directorates and one from the Office of the Director, can accomplish the screening in about four years.

f. This is a short term approach to the problem. The Agency must have a long term archives policy and function. Archival materials can be microfilmed but nothing is to be gained by doing it because the original document must still be retained.

g. Archives should not be administered by records officers whether they are located in the same facility with inactive records or not. In the Civil Service General Schedule (GS) position standard hierarchy archivists are of a higher professional order than records center personnel and the archival function should be staffed with professional archivists. There should be an archivist and an assistant archivist to manage the archives collection and supervise and assist the screening process. Three clerical personnel will be needed to support the nine professional officers and the two archivists.

h. Archives require a higher quality space for storage than inactive records do, more like a library than a warehouse. Compare the National Archives with any records center, for example. Long term space planning for the Agency should include

space for archival storage unless we plan eventually to turn this collection over to the Archivist of the United States.

h. Among the materials held at the Records Center, the archival collection has the least activity which makes it a logical choice for location elsewhere. The archives would be suitable for transfer [REDACTED] for example, or [REDACTED] if suitable storage space were available.

Recent estimates of cost to improve the [REDACTED] [REDACTED] were set roughly at \$300,000 to repair the floor, reinforce the footings, shore up the roof, and install lights, water, heat and security alarm systems. If this space were to be considered for archival storage the cost would go up by an additional \$250,000 to provide for humidity controls and furnish research offices for scholars and historians.

i. In any case, archives are not properly a part of the records program and responsibility for their custody and maintenance should be transferred to the Historical Staff and the personnel required as described in paragraphs e and g above should be assigned accordingly. Suitable space for their storage should be sought elsewhere.

6. Inactive Records (64,975 cubic feet)

a. If 9,000 cubic feet of predecessor organization

records and 15,000 cubic feet of inactive records scheduled for permanent retention are transferred to the archives collection as suggested in earlier paragraphs, there will be about 41,000 cubic feet of inactive records remaining. This volume represents the true magnitude of the Agency's record storage problem. This is the only collection which truly qualifies for records center storage, and it is this material to which the responsibility and interest of the Records Board and Records Administration Branch should be limited.

b. In its next quarterly report the Records Board expects to be able to project a potential reduction from July 1968 to July 1969 of about 20,000 cubic feet overall, from about 104,000 to about 84,000 cubic feet including all 4 categories of material now stored at the Records Center. To achieve this objective of a 20,000 cubic foot reduction it will be necessary to dispose of 30,000 cubic feet to offset the annual growth. There will be no purging of the 7,000 cubic feet currently identified as Archives, of course, and only nominal reduction in the Vital Documents with a somewhat larger percentage in the Supplemental Distribution. Most of the gain will come through reduction in the inactive records and it is this fact that is most distressing to the archivists and the historians because of the danger they foresee that

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documents with historical value will be inadvertently destroyed.

c. The only sure way to guard against inadvertent destruction is to conduct a box by box review of the inactive records. This has not been done, nor is it considered practical to do so because of the time and manpower it would take. (41,000 cubic feet at 3 hours per box = 123,000 man hours = about 62 man years). The purge thus far has been conducted by reviewing records schedules and changing retention periods and destruction dates and it is expected that this system will continue until the current purge drive is completed. (Purging is a continuing process. 55,000 cubic feet were routinely purged during the years 1963-1967).

7. Conclusions and Recommendations

a. Settlement of these issues will not solve the space problem. It will properly delineate the scope of the records storage problem, but this is only part of the records management problem of the Agency. Other issues will be discussed in a separate paper.

b. It is recommended that:

(1) Responsibility for the custody and administration of the Supplemental Distribution documents be

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assigned to the Deputy Director for Intelligence.

(2) Responsibility for the custody and administration of Vital Documents be assigned to the Emergency Planning Officer.

(3) The entire relocation plan be re-examined.

(4) The Vital Documents either be relocated or destroyed and reliance placed on inactive records to fill this need [REDACTED]

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(5) Responsibility for custody and administration of the 7,166 cubic feet of archives, the 9,000 cubic feet of predecessor agency records, and the 15,000 cubic feet of inactive records for permanent retention be assigned to the Historical Staff.

(6) The Office of the Director designate one, and each Directorate designate two experienced professional officers to begin screening the 24,000 cubic feet of predecessor agency and inactive permanent records for incorporation into the archives.

(7) Positions be established for an archivist, an assistant archivist and three clerical personnel to

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manage the archives and supervise the screening process.

(8) The Deputy Director for Support seek space elsewhere for handling Supplemental Distribution; accommodating a permanent archives function and archival storage; and accommodating Vital Documents if they are to be retained.

(9) Responsibility of the Records Management Board and the Records Administration Branch be limited to the remaining 4,000 cubic feet of inactive records insofar as the storage element of the total records program is concerned.

R. L. Bannerman
Deputy Director
for Support

Approved:

L. K. White
Executive Director-Comptroller

Date

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