

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 27-74

22 August 1974

To: All Training Officers of the Agency

RECORDS MANAGEMENT TRAINING PROGRAM

The Office of Training will offer a series of two one-day seminars and one two-day seminar to assist Agency employees in learning to manage their component records efficiently. These seminars are for records managers, analysts, secretaries, and others concerned with administration of office records and files and with paperwork procedures. Course descriptions, dates, and deadlines for the courses to be conducted during the remainder of CY 1974 are listed below:

I. Records Management - Forms Management Seminar

Familiarizes students with the Agency Forms Program and teaches techniques to improve and control the forms required for office operations. Sessions will include forms management principles and procedures as well as forms analysis and design requirements. Participants will learn Agency forms standards and practices via lectures, discussions, film and practice exercises.

Course Dates

Deadline

16-17 September 1974

9 September 1974

9-10 December 1974

28 November 1974

II. Records Management - File Procedures Seminar

Teaches (1) the established standards for file procedures, equipment, and supplies; (2) how to review, convert, and operate a file system; and (3) how to improve the administration of office files and procedures.

Course Dates

Deadline

18 September 1974

9 September 1974

11 December 1974

28 November 1974

ADMINISTRATIVE - INTERNAL USE ONLY



III. Records Management - Records Disposal Seminar

Teaches how to reduce the volume of records in an authorized and efficient manner and to improve the administration of files disposition. Participants will learn to conduct a records inventory, prepare a schedule for periodic disposition of records, retire inactive records to temporary storage, and transfer permanent records to archives..

<u>Course Dates</u>	<u>Deadline</u>
19 September 1974	9 September 1974
12 December 1974	28 November 1974

All classes are held from 0900 - 1630 hours in Room 1A-07 Headquarters. Each session is limited to 25 students. Submit Form 73, "Request for Internal Training," to OTR/SRS/RG, Room 1036 Chamber of Commerce Building by the deadline date.