Rescinded by
OTR 1-75
7/1/74

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Forms Management

OTR INSTRUCTION NO. 70-1

STAT REFERENCE: [ ]

3 July 1973

RESCISSION: OTR Regulation No. 43-2,
dated 18 April 1955

1. PURPOSE

This Instruction provides policy and identifies responsibilities
for forms management within the Office of Training.

2. POLICY

The Agency's Forms Management Program has been decentralized so that
forms analysis and design are now the responsibility of component Records
Management Officers. The CIA Records Administration Branch remains the
central point for the control of forms. As before, the CIA Records
Management Officer has final approving authority for all forms.

3. RESPONSIBILITIES

a. OTR Records Management Officer:

(1) Administers the Forms Management Program within OTR which
includes:

(a) Providing for the analysis and design of forms through
the Visual Aids Branch/ISS/TR;

(b) Coordinating the review, approval, and reproduction of
forms with the CIA Records Administration Branch; and,

(c) Conducting surveys and maintaining controls and records
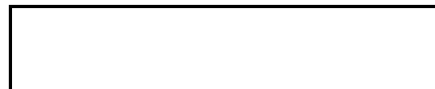necessary to carry out the Forms Management Program.   STAT

STAT b. Chiefs of Schools and Staffs, [ ]

(1) Justify the need for new or revised forms;

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(2) Coordinate new or revised forms with the OTR Records
      Management Officer.
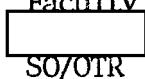
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Alfonso Rodriguez
Director of Training

Distribution:
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