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COMPONENT (OBD or Bureau) NAME _____

CONTACT NAME AND TELEPHONE NUMBER _____

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

GOVERNMENT-WIDE REPORTS-MANAGEMENT INSPECTION

Please answer the following questions about reports management in your agency and attach copies of the documents requested.

ES NO

I. Reports Management Program

] Does your agency have a reports management program?

If yes,

] 1. Does the reports management program include computer-generated reports?

] 2. Does your agency periodically audit the program for adequacy of procedures and compliance with regulations?

If no, explain why one has not been established

II. Program Directive(s)

] Is there an agency-wide reports management program directive?

If there is a directive attach a copy and answer the following questions:

] 1. Is the directive a part of the overall agency directives system?

] 2. Does the directive encompass the provisions of Federal Property Management Regulations (FPMRs) 101-11.207 and 101-11.11, OMB Circular A-40 and GAO's CFR 4?

ES NO

3. Give the date (month and year) the reports management directive was last updated.

Title of Directive

Date

- 1 4. Do you have a distribution list for the reports management directive? (Attach copy.)
- 1 5. Is the reports management directive supplemented by other written procedures? (Attach copy.)
- 1 6. Are lower echelon organizational units (below bureau level) authorized to supplement the agency-wide reports management directive?
- 1 If there is no reports directive, are the requirements of FPMRs 101-11.11, and 101-11.207, OMB Circular A-40 and GAO's CFR-4 provided for in other agency directives? (Attach copies.)

III. Program Systems and Procedures

- 1 Have agency-wide standards and procedures for initiating, identifying, reviewing, approving, preparing, and distributing internal reporting requirements been established?

If standards and procedures have been established, answer the following questions:

1. Are the standards and procedures published in the reports management program directive?
2. Are the standards and procedures published separately from the reports management program directive? (Attach copies.)

YES NO

IV. Provide Needed Management Information

- Have agency-wide standards and procedures been established for identifying management information needed for planning, controlling, and evaluating; and for designing management information system?

If standards and procedures have been established answer the following questions:

1. Are the standards and procedures published in the reports management program directive?
2. Are the standards and procedures published separately from the reports management program directive? (Attach copies.)

V. Conduct Cost Benefit Analysis

- A. Are cost estimates including design, data collection and processing, and distribution costs developed for all reports in your agency?
- B. Are functional categories of reports periodically costed and evaluated? (e.g. EEO, program, personnel.)
- C. Do you use the NARS "Guide to Estimating Reporting Costs" to cost reports?

If the NARS guide is not used, answer the following questions:

1. Are there agency standards and procedures to cost reports?
2. Are these standards and procedures included in the reports management directive?
3. Are these standards and procedures published separately from the reports management directive? (Attach copies.)

VI. Provide Individual Report Instruction

- Does each report have a promulgating directive?

If there are promulgating directives for any reports answer the following questions:

1. Do the directives contain specific instructions for completing the reports?

YES NO

2. Are instructions for completing the reports found on the report?
3. Do reporting instructions provide for negative reports and reporting by exception?

VII. Maintain and Review Reports Inventory

- Does each organizational unit responsible for reports management maintain a reports inventory?

If an inventory is maintained answer the following questions.

1. Does the reports inventory include the following type of required reports?

- a. Congressional - Law/Statute?
- b. White House/OMB? (Public Use)
- c. Other Agencies (Interagency)
- d. Internal?

2. Does each report listed in the inventory show

- a. Control number?
- b. Title or subject?
- c. Requiring Office?
- d. Promulgating directive citation?
- e. Associated feeder reports reference?
- f. Due Date?
- g. Frequency?

3. Are reports in the inventory reviewed for continuing need on a scheduled, periodic basis?

IS NO

VIII. Obtain OMB/GAO Approval for Public Use Reports

- Is the responsibility for OMB/GAO, public use report clearances included in the duties of the reports management officer?

If OMB/GAO clearances are not the reports management officer's responsibility please explain why the clearance function is assigned elsewhere and include the name, title, organization and phone number of the responsible individual.

- B. Is the current Interagency Reports Coordinator officially designated in writing? (Provide name, title; organization, and phone number.)

NATIONAL ARCHIVES AND RECORDS SERVICE
REPORTS MANAGEMENT EVALUATION

INTERNAL REPORTS SUMMARY

INSTRUCTIONS: Please supply quantity and cost data for all categories of internal reports. Include all available data for each category. If information is unavailable, enter "NA." Refer to FPMR 101-11.207-2 for definitions. Include all computer generated reports. Questions should be referred to Ira A. Penn, 376-8806.

INTERNAL REPORTS			
FREQUENCY	TOTAL NUMBER	NUMBER FOR WHICH COSTS ARE KNOWN	TOTAL COST OF REPORTS IN COL. B (Dollars)
	A	B	C
DAILY			
WEEKLY			
BI-WEEKLY			
MONTHLY			
QUARTERLY			
SEMI-ANNUAL			
ANNUAL			
BI-ANNUAL			
TOTAL			

NARS USE ONLY

DEPARTMENT OR AGENCY	BUREAU	DATE
SIGNATURE OF SUBMITTING OFFICIAL	TYPED NAME AND TITLE OF OFFICIAL	PHONE NUMBER

Assistant Attorney General
for Administration
Office of Management and Finance

January 12, 1979

Assistant Director
Records Management Division
NATIONAL ARCHIVES AND RECORDS
SERVICE TECHNICAL ASSISTANCE VISIT

Reference is made to letter dated October 19, 1978, from Vincent A. Lobiaco, Assistant Director, Records Management Group, which provided data regarding the technical assistance evaluation currently being conducted by the National Archives and Records Service (NARS).

During the assessment of this Bureau's Forms Management Program, Miss Carolyn Gugino, NARS Representative, requested additional material which is attached herewith for appropriate action by the Records Management Group.

Enclosure

NOTE: During the assessment of the Forms Management Program on 1/4/79, Carolyn Gugino, NARS, requested program-related directives and additional sample forms. This material is being forwarded to the Department to supplement material furnished by letter dated 3/7/76 in response to a questionnaire related to NARS' evaluation of Department Records and Records Management Practices and Programs.

66-18966

CMG:ssj

(7)

1 - Mr. Long
(Att: Mr. Meyer)

10-25 FBI FORMS

FBI forms (FD) must be approved by FBIHQ. Forms being submitted to FBIHQ for approval of adoption, revision, consolidation, or deletion must be forwarded by letter marked for the Attention: Administrative Services Division. This letter must show complete justification for any proposed FBI form.

10-25.1 Reproduction of Forms

All field offices are authorized to reproduce FBI-approved forms as needed.

10-25.2 FBI Form Book

(1) All authorized forms are kept in an FBI form book which is maintained in all field offices by the office services manager.

(2) When a form is approved for use only by a designated field office, a number is assigned by that field office and a copy of the form is placed in the FBI form book in the section designated for that field office.

PART II

SECTION 10. WRITTEN COMMUNICATIONS

Consecutive numbers are used preceding the field office teletype abbreviation. Indicate on the form the date of the FBIHQ approval letter.

(3) The FBI form book is revised by FBIHQ on a quarterly basis. Supplies of forms on hand by a field office are to be kept to a minimum and should not exceed the number anticipated for a three-month period.

10-25.3 Annual Field Office Review

- (1) A detailed review of all forms specifically approved for use in field offices must be conducted annually.
- (2) An administrative tickler should be maintained by all field offices to insure that FBIHQ, Attention: Administrative Services Division is advised of its results of the review in letter form by February 15.
- (3) Certain considerations should be given during an annual review:
 - (a) Deletion of forms serving no useful purpose;
 - (b) Consolidation of forms having similar functions;
 - (c) Revision of forms to improve and streamline operational procedures in the field office.
- (4) Forms proposed for adoption, revision, consolidation, or deletion, as a result of this annual review, must be submitted to FBIHQ for approval. Include all proposals and the justification therefore in the letter advising of the results of the annual revision.

10-25.4 Reminders

- (1) Employee responsible for FBI Form Book should insure current samples are on file. Insure current formats are used in proposing revisions of forms.
- (2) Forms proposals must be submitted by letter; DO NOT assign a FORM NUMBER until FBIHQ approval has been received for proposed form; DO NOT reassign a form number of an OBSOLETE FORM.
- (3) Upon distribution of a new revision of a form to field offices, PENDING REQUESTS previously received at FBIHQ WILL BE CANCELED.
- (4) Forms are not to be reproduced on XEROX EQUIPMENT except in extreme emergency.
- (5) The FBI Form Book should be up to date with copies of current revisions even though existing supplies of previous revisions may be depleted. This is particularly important in instances in which proposed revisions of forms are submitted by a Suggestion.

Mr. William P. Rogers
Deputy Attorney General

2/10/58

Director, FBI

FBI FORMS MANAGEMENT

In accordance with the telephone request of Miss Boyd of the Forms Control Desk of the Department, made to a Bureau representative on February 6, 1958, there is set out below certain information regarding this Bureau's Forms Management program.

I have always insisted that careful study and consideration be given to the use of forms throughout the FBI. The Bureau's Forms Management program as presently constituted was started in 1941. The program is controlled in the Inspection and Planning Section of the Training and Inspection Division. The Forms Management Desk exercises centralized control in that no forms may be used, initiated, revised or deleted anywhere in the FBI without the concurrence of the Forms Management Desk.

One employee is engaged full time on the program at the Seat of Government; no employees are assigned to the program in the field.

Accomplishments of the FBI Forms Management program for the 12 months ending January 31, 1958, are:

- (1) 1687 forms are now in use throughout the FBI.
- (2) 103 new forms were approved. (3) 168 forms were eliminated by means other than consolidation. (4) 61 forms were consolidated. (5) 490 forms were revised and/or redesigned for more efficient use.

The above information covers all of the points mentioned by Miss Boyd in her request for information regarding this program.

DEPARTMENT OF JUSTICE

Washington 25, D. C.

January 31, 1955

MEMO NO. 134

TO HEADS OF ALL DIVISIONS AND BUREAUS, UNITED STATES
ATTORNEYS AND MARSHALS

SUBJECT: Forms Control

Routine and repetitive details of operations require the use of many forms which in standardizing the performance of various activities conserve manpower. Sometimes however, the use of forms is overdone with the result that costs of administration are pushed beyond reason.

It is a generally accepted rule that for every dollar spent for printing a form over ten dollars is required in personal services for its processing. Accordingly the need for each form must be well established and justified in the light of personnel activity and other administrative costs.

It is the purpose of this memorandum to establish a forms review and control program for the Department which will lead to more efficient and economical use of forms developed by the bureaus, divisions and offices. The instructions contained herein are for the guidance of all personnel having responsibility for the design, development, clearance, approval and procurement of forms.

1. Objectives of the Forms Control Program

The primary objectives of the program are:

- (a) To determine necessity for each form and possible consolidation or coordination with existing or proposed forms.
- (b) To assure economical production and distribution of forms.

- (c) To eliminate all unneeded forms.
- (d) To assure application of modern forms design and labor-saving techniques in constructing forms.
- (e) To assure through the periodic review of existing forms and the study of proposals for new or revised forms that problems of organization and procedure are solved.

2. Scope of Authority

This office will be responsible for administration of the forms control program and will review and approve all forms used by offices and divisions of the Department except:

1. Forms used by the Federal Bureau of Investigation, Bureau of Prisons (including Prison Industries), and the Immigration and Naturalization Service which do not require approval of other Government agencies;
2. Forms issued by other Government agencies; and
3. Standard Forms

3. Forms Definitions

A form is any document printed or otherwise reproduced with spaces provided for fill-in information and descriptive detail. (Form letters and routing slips are included).

- (a) Internal forms. Forms approved for use by a particular division, office or bureau.
- (b) Department of Justice (DJ) forms. Forms prescribed by the Department for use by two or more divisions or bureaus.

- (c) Forms requiring approval of other agencies. Forms which require review and approval of other agencies prior to use by a branch of the Department. All such forms should be submitted to this office for approval and securing clearance from the agencies involved.
- (1) Public Use Forms - Bureau of the Budget. Forms which request information of an identical nature from ten or more persons other than Federal employees and forms which call for information of an identical nature from agencies, employees or instrumentalities of the Federal Government, which are to be used for statistical compilations of general public interest, including compilations showing the status or implementation of Federal activities and programs.
- (2) Accounting Forms - General Accounting Office. Forms such as those pertaining to receipt and payment of funds, journals, registers, etc.
- (3) Personnel Forms - Civil Service Commission. All forms relating to and affecting personnel.
- (d) Optional (OF) Forms. Forms applicable in the operation of several agencies and approved by the Bureau of the Budget for optional use by any or all agencies.
- (e) Standard Forms. Forms prescribed by an agency and approved by the Bureau of the Budget or the Comptroller General which are for the mandatory use of other agencies.
- (f) Forms of other Government agencies. Forms approved by the proper department or agency for use by other Government agencies.

4. Procedures

(a) Form Identification and Review.

Authority to establish and maintain separate forms control programs and identification plans in conformity with the objectives outlined in this memorandum is delegated as follows:

1. Federal Bureau of Investigation
2. Bureau of Prisons (including Prison Industries)
3. Immigration and Naturalization Service

This delegation does not include review of forms which require approval of other agencies (See 3(c) or forms used by two or more bureaus or divisions of the Department (DJ) forms.

Each of these organizations should advise this office as soon as possible (preferably within 30 days) of action taken in line with this delegation. A copy of any instructions or procedures should be submitted for the information of the Administrative Assistant Attorney General.

The Administrative Division will assign form numbers to all Department of Justice forms. There follows a list of form prefixes which will be used to identify forms of divisions and offices. All existing forms will be redesignated in accordance with this plan at such time as stocks are exhausted and reprinting made. Form prefixes other than those prescribed below will not be permitted. However, considerable latitude will be allowed as the program develops, with respect to assignment of base numbers, since it will undoubtedly be desirable to retain many form numbers

currently in use. For example, Form No. 111 - "Monthly Report of Disbursements and Obligations" (which is used exclusively by United States Marshals) is commonly referred to as the "111 report", therefore under the new procedure the prefix "USM" has merely been added and the form identified as Form No. "USM-111".

Form Prefixes

<u>Symbol</u>	<u>Organization</u>
DJ	In use by more than one division office or activity.
AD	Administrative Division
USM	United States Marshals
USA	United States Attorneys
AT	Antitrust Division
TX	Tax Division
CM	Criminal Division
CV	Civil Division
L	Lands Division
IS	Internal Security Division
Parole	Board of Parole
AP	Office of Alien Property
G	Offices and Divisions not specifically named above.

In order that numbers will not be duplicated, each Division should forward a list of all internal and Department of Justice forms now in use to the Forms Control Desk setting forth the number and title of each form.

All requests for the printing or reproduction of forms will be

evaluated in the light of the program objectives stated in Section 1. The Administrative Division will work with the operating officials in the design, development, and consolidation for forms looking toward maximum efficiency and economy.

(b) Forwarding Forms for Review and Clearance

Effective with the date of this memorandum, bureaus, service, divisions and offices of the Department are to forward forms and forms proposals to the Forms Control Desk, Administrative Division, for review and clearance as follows:

(1) Bureaus, Service and Offices Maintaining Internal Forms Review

(a) Public Report Forms - Budget Bureau - For approval,
revision or extension of clearance.

Submit 4 copies of form.

Submit 3 copies of Standard Form 83.

(b) Forms Requiring Approval of Other Agencies

Submit 3 copies of form.

Submit 1 copy of DJ-1

(2) Divisions and Offices not Maintaining Internal Forms Review

(a) New Forms and Changes in Existing Forms

Submit 2 copies of form.

Submit 1 copy of DJ-1

Submit 3 copies of DJ-2

(b) Replenishment of supply of existing forms

Submit 2 copies of form.

Submit 3 copies of DJ-2.

(c) Public Report Forms - Budget Bureau - For approval or revision.

Submit 4 copies of form.

Submit 1 copy of DJ-1.

Submit 3 copies of DJ-2.

Submit 3 copies of Standard Form 83.

(Note: If extension of clearance is required, submit only - 4 copies of form and 3 copies of S.F. 83).

(d) Forms Requiring Approval of Other Agencies

Submit 3 copies of form.

Submit 1 copy of DJ-1.

Submit 3 copies of DJ-2.

5. Forms

Standard Form 83 (Request for Clearance) - In accordance with Section 4(b) this form is to be used in all cases where Budget Bureau clearance is required under Budget Bureau Circular No. A-40. All information requested by the form should be inserted in the proper spaces.

Form DJ-1 (Form Approval Request) - This must be submitted in connection with a request for any new form or for the substantial revision of an existing form.

Form DJ-2 (Request for Printing or Reproduction) - This is a new form which supersedes two forms now being used in the Department to request mimeographing (Pink sheet) and reproduction (Yellow sheet). Hereafter, Form No. DJ-2 will be used for all requests for printing or reproduction, except photostating. It need not be forwarded to the Forms Control Desk for approval when the material is obviously not in the forms category, such as

press Releases; briefs, opinions or other legal documents in connection with matters and cases under the control of the various divisions; material relating to preparation of the budget; Department circulars, notices, etc.

Form AD-2 (Request for Action on Forms) - This form will be used by the Administrative Division to request operating officials for recommendations on forms. Two copies will be forwarded in each case and after notation by the Division will be returned to the Forms Control Desk. The forms must be signed by the official who executes them.

6. Availability of Forms

Sample copies of each of the forms referred to herein are attached. An initial supply of Forms DJ-1 and DJ-2 will be forwarded to all Divisions. Thereafter the forms may be requisitioned in the usual manner.

/s/ S. A. Andretta

S. A. Andretta
Administrative
Assistant Attorney General



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

September 27, 1954

IN REPLY, PLEASE REFER TO
FILE NO. _____

FBI FORMS MANAGEMENT

The Forms Management program of the FBI is controlled in the Inspection and Planning Section of the Training and Inspection Division. Forms Management is one phase of operations of the Inspection and Planning Section and duties of that section relate to the prescribing of general FBI procedures, particularly those of an administrative nature, evaluation of procedures and policies, and planning of procedures and policies.

The Forms Management Desk exercises centralized control in that no forms may be used anywhere in the FBI without prior approval of the Forms Management Desk. This approval is granted only after complete justification by the suggesting employee as to the need for the form, including full facts as to the use to which the form will be put, the frequency of use of the form, the manner in which the form will be used, and related facts as specified by the Director on numerous occasions. The Forms Management Desk is responsible for the design of forms, the supervision of their preparation, presenting of same to the Executives Conference for consideration and recommendations to the Director of the FBI. Costs are computed and weighed against other factors relating to the use of the form.

Basic policies applicable to FBI Forms Management are: Forms can be very helpful in certain types of operations but forms can be a nuisance and an expense in other phases of operations and therefore any form must be clearly justified prior to adoption and forms must be frequently re-evaluated to make certain that they are timely, accurate, concise, and that revisions keep pace with any changing conditions. It is recognized that the cost of designing, approving, printing and distributing a form involves only a fraction of the over-all cost involved in the use of a form. The FBI is aware that various experts have estimated that for every dollar involved in the preparation of a form additional costs relating to the use of the form may vary from ten to twenty dollars. Consequently, no form is approved for FBI usage until there has been thorough exploration, examination, evaluation, consideration, and justification.

A continuing analysis of forms is made by the Forms Management Desk at FBI headquarters and annually each division (the 52 field offices and the 7 Seat of Government divisions) is required to analyze all forms in use for the purpose of recommending revisions, consolidations, or discontinuance of forms. These analyses are made by the individuals who use the forms and by their superiors and this process serves as a double check on the views of the Forms Management Desk. At any time the Forms Management Desk may, based upon its own evaluation, consult a field or Seat of Government division and call for further justification as to the use of a form or require comments as to revisions, consolidations or deletions. A third check as to the practicability, economy, and desirability of forms is found in the FBI inspection program. Each division, field and Seat of Government, is inspected annually by an Inspector who is responsible solely to the Director of the FBI for his analyses and findings and this Inspector is not assigned to any division being inspected nor does he have any type of work attachments to that division. During the course of his thorough analyses of all phases of operations involving physical condition and maintenance, investigative operations, administrative operations, personnel management, and liaison, he is required as a specified part of his functions to examine Forms Management and the use and handling of forms within the division being inspected. His findings are reduced to writing. Consequently, under this triple approach to Forms Management it is difficult for any individual who may have a sentimental attachment to a particular procedure to continue such a process because other impartial employees with widespread experience of necessity must evaluate and recommend appropriate action. The net result is top notch streamlining, tight control of forms, thorough justification for the use of any forms, and holding of forms usage to a minimum commensurate with the dictates of economy.

Basic considerations in Forms Management are:

- (a) The maintenance of tight control over forms.
- (b) Careful analyses as to the use of forms, disposal of forms, storage and maintenance of minimum supplies of forms on hand commensurate with good business administration; careful attention to problems and costs of distribution of forms; analyses as to preparation of forms such as whether they should be mimeographed by FBI or prepared through the use of other reproducing media or whether same should be obtained from the Government Printing Office or some other source outside the FBI, with careful attention to using standard Government forms wherever possible; specifications regarding forms; design of the forms.

(c) Paper work control on a permanent and continuing basis through forms control as a key factor.

(d) Necessity of employees, and particularly those presiding over units, sections and divisions, knowing Forms Management policies as well as other policies and procedures of the organization. This is a dual matter of using forms and forms control as a means of implementing and enhancing standard policies and procedures.

(e) Maintenance of samples of every form used anywhere and everywhere and their retention under the immediate supervision of the Forms Management Desk.

(f) Employees forbidden to devise and use a new form, modify the existing form, or eliminate any form without approval of the Forms Management Desk. Consolidations of forms are urged and controlled by the Forms Management Desk.

(g) Forms Management control is established to make certain that discontinued forms are salvaged and put to other use such as in the preparation of routing slips; maintenance of plans in connection with forms such as continuing the use of a form which requires only very slight modification and instructions to employees to cross out in longhand the modified word or phrase and insert therein the revised portion so that existing stocks of this form may be exhausted before new forms are distributed except in those instances where major modifications and cost factors indicate that the forms should be forthwith discontinued and a new form should be issued. Under these circumstances the old forms are salvaged for other work. Each form is supported by any suggestions for revision or alteration so that these proposed revisions may be incorporated in any reprinting of that form; no form may be reprinted at the FBI headquarters without approval of the Forms Management Desk even to augment form supplies when no change is contemplated, and this assures control over creating surpluses of forms.

(h) Maintenance of a numerical work file containing all forms with identification as to where the form is used and related factors.

(i) Carefully chosen printed wording on forms to reduce tendencies of employees to dictate more wordy information; concise wording of printed form sentences and paragraphs to eliminate the typing which might result by persons who

might use less skillfully chosen words; short cuts in language encouraged.

(j) Design for use with window face envelopes whenever desirable; design for use with no envelopes whenever possible and this is frequently the case with regard to FBI forms; design for use without any folding operations and this applies to virtually all FBI forms in that a folding operation is a rarity.

(k) Adherence to the principles that forms design is exceedingly important, that inefficient design increases the likelihood of error, costs, and space requirements in files; concise, clear, simple design makes for greater usability and reduces cost.

(l) Analyses and controls by the Forms Management Desk of those factors relating to most economic use of paper as to quality and size consistent with the desired form and printing requirements as to type faces and blackness. Analyses of rules or line weights so that they will be no heavier or prominent than is absolutely necessary to serve the purpose with clear understanding that the blacker and heavier the printing the less efficient the use of the form.

(m) Ultimate design of forms by experts equipped with all necessary tools and thoroughly experienced in essential considerations as well as design and art principles.

(n) Use of ballot box design whenever possible, proper placing of writing lines and vertical columns, spacing, descriptive titles, and approval of finished drawings before reproduction and the furnishing of specifications to the printer, approval of the galley proof or first sample.

(o) Use of one-time use carbon paper whenever a number of copies of a particular form may be needed so that these carbon copies can be made at the time the typist prepares the original and thus eliminate time necessary to line up sheets of paper and carbons in the typewriter as would be necessary without the pre-inserted carbon.

(p) The ordering of forms for use throughout the FBI rather than to cause reproduction to fit the needs of one division so that advantage can be taken of reduced cost in reproduction of large quantities.

(q) Elimination of duplicates, overlapping, or out-moded forms as a part of Forms Management operations.

(r) Maintenance of applicable, functional index showing uses of forms by subject matter and functions involved supported by topical indices; effective liaison and exchange of information by the Forms Management Desk and the units, sections, or divisions using the forms with ultimate decision resting in the Forms Management Desk rather than in the various working units; however, with a flexible constructive attitude being paramount in the Forms Management Desk so as to render maximum help to the operating unit, section or division.

(s) Clear cut fixing of responsibility on all matters relating to forms and paper work with continuing analyses by the operating divisions, the Forms Management Desk, and a staff of Inspectors or methods examiners and analysts.

Basic considerations in the use of forms as a means of reducing paper work problems involve:

(a) Elimination of useless data on forms.

(b) Clear cut realization that the cost of preparing the form is only the starting point and that costs relating to the distribution, maintenance and ultimate use of the form bring about added costs frequently of substantial nature.

(c) Making available adequate information as to how the form is to be used and the facts relating to the job to which the form pertains.

(d) Careful design of forms in order to reduce clerical expense; maximum use of scientific forms design principles.

(e) Creation of positive mental attitudes through explanations as to forms principles and in the designing of forms.

(f) Simplification as to entry of data and readability.

(g) Keeping the "filled in" data on forms of paramount prominence as compared with the printed data on the form.

(h) Design of forms to reduce potential clerical errors to a minimum.

(i) Careful consideration of production standards as a means of holding costs to a minimum without injuring the use value of forms so that maximum economy can be obtained in the purchase and printing of forms; close and final control over volume of forms prepared and number of copies reproduced.

In suggesting a form the appropriate unit, section or division or methods examiner (Inspector) must furnish full facts including:

(a) Specific steps as to the use to which the proposed form will be put, including details of how the form will be executed at various levels and by whom.

(b) Where the form will be used at its inception, the various stages, and ultimately.

(c) When the form is used.

(d) How the form is used.

(e) Why the form is necessary.

(f) Savings which can be realized through the use of the form.

In the FBI any piece of paper which has spaces to fill in is considered a form. Any piece of paper which may not have spaces to fill in but has recurring use and it should be identified is also considered a form, such as certain "out" cards or printed documents used to "flag" certain conditions or to provide instructions

October 7, 1949

MEMORANDUM FOR MR. CLAVIN

RE: FBI FORMS

A Master FBI Form Book is maintained in the Training and Inspection Division. As changes in forms are authorized, appropriate notations are made on the master copy of the Form Book in order that when the particular form which has been changed is printed and corrected the authorized changes may be made.

It is desired that the personnel of your office be instructed to route any requisitions for the printing of forms contained in the FBI Form Book to the Training and Inspection Division before the forms are printed in order that any changes which have been authorized in the forms may be made. This is true of those forms printed by the Government Printing Office as well as those printed in your division.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

JOHN EDGAR HOOVER
DIRECTOR



JAC:aur

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
November 26, 1943

MEMORANDUM FOR MR. CLEGG *W.H.*

Re: PROCEDURE TO BE FOLLOWED IN HANDLING
FORMS SUBMITTED BY FIELD OFFICES FOR
APPROVAL.

1. When a form for approval is submitted to the Bureau it is sent to the Training and Inspection Division for review. The transmittal letter is immediately acknowledged advising the sending office the form is being considered.
2. The appropriate division will be contacted by the Training and Inspection Division concerning the necessity of such a form. If it is believed there is no merit to the suggested form a brief summary of the objections to the form will be made by the Training and Inspection Division and submitted to the Executive Conference and to the Director for consideration.
3. After the Training and Inspection Division has contacted the appropriate division and the form appears to have some merit it will be
 - a. Sent by the attached form to the Inspectors and currently approved SAC Inspectors for their comments unless the form has been submitted by one of them. The attached form for this purpose provides for their comments and return to the Bureau.
 - b. The form with the observations of these Inspectors will then be sent to the appropriate division in the Bureau for further consideration. The observations of these Inspectors and SAC's may serve as a guide in considering the approval of the form.
 - c. The recommendation of the appropriate division together with the Inspectors' observations, will be returned to the Training and Inspection Division where the observations and recommendations will be briefed and then submitted to the Executive Conference and the Director for final action.

d. Upon final action the submitting field office will be advised. If the form has been approved, Division Three will be requested to print an adequate supply of the form and send three copies to each field office. The field will be advised by bulletin of its use and one copy of the form shall be placed in the "Appendix to the Clerical Manual for Field Office Employees" which is to consist of all approved Bureau forms. If a field office desires to use the form, a sufficient number can be requisitioned.

4. If the form is initiated at the Bureau for use in the field it shall be submitted to the Training and Inspection Division, which division will forward copies of it to the Inspectors as provided in No. 3 of this memorandum. After the observations from the Inspectors have been received they will be briefed by the Training and Inspection Division for presentation to the Executive Conference.

5. If a change in a present existing form is approved by the Executive Conference and the Director, the Training and Inspection Division will be so advised. Under the present practice, before existing forms are reprinted upon request of the supply room or others it is sent to the Training and Inspection Division. On several occasions changes have been previously authorized on some of these forms so the change is then incorporated in the reprinted form.

RECOMMENDATION: That the above or similar procedure for the uniform handling of suggested forms be adopted.

Respectfully submitted,

J. A. Carlson
J. A. Carlson

August 28, 1943

NO. 361
SERIES 1943

SAC	ALBANY	DETROIT	MEMPHIS	RICHMOND
	ATLANTA	EL PASO	MIAMI	ST. LOUIS
	BALTIMORE	GRAND RAPIDS	MILWAUKEE	ST. PAUL
	BIRMINGHAM	HONOLULU	NEWARK	SALT LAKE CITY
	BOSTON	HOUSTON	NEW HAVEN	SAN ANTONIO
	BUFFALO	HUNTINGTON	NEW ORLEANS	SAN DIEGO
	BUTTE	INDIANAPOLIS	NEW YORK	SAN FRANCISCO
	CHARLOTTE	JACKSON	NORFOLK	SAN JUAN
	CHICAGO	JUNEAU	OKLAHOMA CITY	SAVANNAH
	CINCINNATI	KANSAS CITY	OMAHA	SEATTLE
	CLEVELAND	KNOXVILLE	PHILADELPHIA	SIOUX FALLS
	DALLAS	LITTLE ROCK	PHOENIX	SPRINGFIELD
	DENVER	LOS ANGELES	PITTSBURGH	SYRACUSE
	DES MOINES	LOUISVILLE	PORTLAND	WASHINGTON, D. C.
			PROVIDENCE	QUANTICO

Re: FORMS

Whenever a letter submitting a form which the Field Office desires approved is sent to the Bureau, said letter should contain adequate history and information concerning the use and necessity of this form. Information should be included stating the number of times per month it is necessary to use this particular form.

Very truly yours,

J. E. Hoover
John Edgar Hoover

November 20, 1931.

MEMORANDUM FOR MR. NATHAN
MR. TOLSON
DIVISION ONE
DIVISION TWO
DIVISION THREE
DIVISION FOUR
DIVISION FIVE
DIVISION SIX
DIVISION SEVEN
DIVISION EIGHT ✓
DIVISION NINE
DIVISION TEN
STENOGRAPHIC POOL.

66-44

When a form letter is prepared in any division for transmittal to the field, it must be approved by the Assistant Directors and sent to my office for signature and final approval. The proper procedure would then be that this letter be forwarded to Division Six for multigraphing and when the form is prepared, the original letter signed by me should be filed in the Bureau files in a folder marked "Circular Letters".

It has just come to my attention that form letters are going out to the field without having an approved copy in the Bureau files here. This practice is to be discontinued at once.

Very truly yours,

J. E. Hoover

Director.

0-11 (Rev. 7-28-76)

Fill out all items correctly and submit original and one copy

TO: PR. & SPACE MGMT. SEC. Printing Unit, Telelift # 151 Room 1B77		Date	Bldg
Prepare for	Room	Telelift #	Ext
Date Delivery Needed	Classified Unclassified	Printing Xerox	Photostat

No. Original Pages	Description and Remarks
Form Number	
Approval Asst Dir	

No. Copies Each	Type of Paper	Paper Size	Printing Instructions
	Letterhead	8 1/2 x 11	<input type="checkbox"/> Book fashion
	Memorandum (OF-10)	8 x 10 1/2	<input type="checkbox"/> One side only
	Bond - white	6 x 9 1/2	<input type="checkbox"/> Tumble style
	Thin white (letterhead)	5 1/4 x 8	<input type="checkbox"/> Letter fold
	Thin white (no letterhead)	4 x 10 1/2	<input type="checkbox"/> Fold in half
	Thin yellow (black)	4 x 8	<input type="checkbox"/> Frank, fold & seal
	Thin yellow (M&T)	3 x 5	<input type="checkbox"/> Assemble
	Thin yellow - plain	Other	
	Card stock		
	0.9 green		
	Other		

PRINTING UNIT USE ONLY	
	Initials
Run	
Assembled	
Folded	
Punched	
Cut	
Shipped	
Recd By	

Bindery Instructions	
Finish Size	<input type="checkbox"/> Wrap <input type="checkbox"/> Cut <input type="checkbox"/> Seal
	<input type="checkbox"/> Staple
	<input type="checkbox"/> Saddle
	Side Stitch <input type="checkbox"/> One <input type="checkbox"/> Two
	<input type="checkbox"/> Pad (sheets per pad)
	<input type="checkbox"/> Punch (# of holes) <input type="checkbox"/> Top
	<input type="checkbox"/> Side
	<input type="checkbox"/> Bottom
	<input type="checkbox"/> Other

FOR USE OF FORMS DESK

FBI/DOJ

Req. #

FEDERAL BUREAU OF INVESTIGATION
SUPPLY REQUISITION
(Instructions on Back)

1. Requisition No. _____

2. Date Prepared _____

Office _____ 4. Code _____ 5. Office Approval _____

no. o.	6. On Hand	7. Last	8. Form or Catalog Number	9. Description of Article	10. Quantity	11. Unit	12.	
							A	B
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								

NOTE: The Property Procurement and Management Section **MUST** receive notification of receipt of the above supplies within one week of their receipt by your office.

13. Shipped By <input type="checkbox"/> Freight <input type="checkbox"/> Parcel Post <input type="checkbox"/> Express <input type="checkbox"/> Mail	15. Filled By _____	18. The Above Items Were RECEIVED Except As Indicated Above. Signature _____ Date _____
	14. Bureau Approved _____	

(over)

AIRTEL

To: Director, FBI
 (Att: Photographic Operations Unit, Rm. 11903)

Date:

From:

Subject:

INSTRUCTIONS - REVERSE SIDE

FBIHQ USE ONLY

	Initials	Date
Received		
Developed		
Printed		
Enlargements		
Slides		
Copied		
Other		

V.P.S.
 K II
 K 400

1. ENCLOSED PHOTOGRAPHIC WORK RELATES TO:

- Current Investigation
 Mug Shot Program
 Other

2. ENCLOSURE(S)

Film To Be Processed

Size	Color	B&W	Quantity
4 X 5			
135			
126			
120			
Slides			

Movie Film or Microfilm

Size	Color	B&W	Quantity
16mm			
35mm			
8 (super)			
70 mm AHU			

Negatives To Be Printed

Size	Color	B&W	Quantity
8 X 10			
4 X 5			
135			
120			
126			
220			
110			

Other

Item	Quantity

3. WORK REQUESTED

Processing

- Process only
 Process & make print
 Process & make contact print
 Slides to be processed
 Slides to be duplicated

Prints To Be Made

- (From 135, 126, and 110)
 3 1/2 X 5 5 X 7
 _____ # prints from each frame
 Color B&W
 (From 120 and 4 X 5)
 4 X 5 8 X 10
 _____ # prints from each frame
 Color B&W

Prints To Be Made

- Cibachrome
 (Prints from slides)
 3 1/2 X 5
 5 X 7
 8 X 10

Custom Prints

- (From any size negative or slide)
 Quantity _____
 Size _____
 Color B&W

4. REMARKS

(include trial date or other mandatory deadline and any other specific instructions)

UNITED STATES GOVERNMENT

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Memorandum

Assoc. Dir.
 Dep. AD Adm.
 Dep. AD Inv.
 Asst. Dir.:
 Adm. Servs.
 Crim. Inv.
 Ident.
 Intell.
 Laboratory
 Legal Coun.
 Plan. & Insp.
 Rec. Mgmt.
 Tech. Servs.
 Training
 Public Affs. Off.
 Telephone Rm.
 Director's Sec'y

TO : Mr. Bassett

DATE: 6/14/78

FROM : J. W. Awe *JWA*

SUBJECT: INSPECTION OF FBI RECORDS AND
RECORDS MANAGEMENT PRACTICES BY
THE NATIONAL ARCHIVES AND RECORDS
SERVICE (NARS)

Handwritten notes:
 Awe
 (Mull)
 Stock

PURPOSE:

The purpose of this memorandum is to note that captioned evaluation of FBI records and records management practices by NARS has been cancelled.

DETAILS:

By way of background, your memorandum to Mr. McDermott dated 2/14/78, and my memorandum, dated 2/21/78, both captioned as above, advised all Headquarters divisions of the proposed evaluation of records and records management practices of selected components within the Justice Department, including the FBI, by NARS. This correspondence included questionnaires related to the various program elements which were forwarded in advance for appropriate response prior to the on-site inspection. Responses to the questionnaires were prepared by experienced and knowledgeable personnel and forwarded to the Department by letters dated 3/7 and 15/78.

Attached is a letter to the Attorney General, dated 5/25/78, from Jay Solomon, Administrator of the General Services Administration, advising that the records management program inspection has been cancelled. Sylvia D. Valloric, who was coordinating several program elements at the Department level, advised that the "existing deficiencies" noted in the letter pertained to the Department of Justice as a whole and that the evaluation could be instituted at a later date.

Enclosure
66-18966

REC-50

- 1 - Mr. Cochran
(Attn: Mr. Torpey)
- 1 - Mr. Joseph
- 1 - Mr. La Prade
(Attn: Mr. Shackelford)
- 2 - Mr. Long
(Attn: Mr. Dawson)
(Attn: Mr. Pence)



CMG:bpr (10)

CONTINUED OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

DEPARTMENT OF JUSTICE

INTERNAL ROUTING ACTION SLIP

TO	BLDG	ROOM	NAME TITLE ORGANIZATION
	HOLC	220-A	Tom Williams, BOP
	EYE	903C	Jim Greene, DPA
	JEH	5644	Jim Awe, FBI
	CAB	5122	Jim Ouellette, INS
	IND	1004	Tom Dercola, LEA
	MAIN	6234	Bob Yahn, OMF
	SAFE	258	Jim Kieffer, USM

RECOMMENDATION: COMMENT
 SEE REMARKS ON REVERSE
 MAKE COPIES (NO.)
 RETURN BY ()

LOG
 FILE
 SEE ME
 CALL ME

NECESSARY ACTION
 COORDINATE
 PER INQUIRY
 INFORMATION

BLDG: MAIN ROOM: 6243
 PHONE: 739-2257 DATE:

S. P. Valloric, DOJ/OMF/ALMS



PDG

MAY 25 1978

MAY 31 12 27 PM '78
DEPT OF JUSTICE
CENTRAL MAIL ROOM
OFFICE OF MGMT
AND FINANCE

Honorable Griffin B. Bell
Attorney General
Department of Justice
Washington, DC 20530

Dear Mr. *Griffin* General:

The records management program inspection of the Department of Justice proposed in my November 17, 1977, letter has been canceled. Discussions with members of your staff indicated that they are aware of existing deficiencies and plan to effect remedies. The National Archives and Records Service will maintain contact with your records management staff as they implement the plans and will provide technical assistance if needed.

We look forward to working with your staff to improve records management practices in the Department.

Sincerely,

Jay Solomon
Administrator

100-111-111

JUN 1 1978
RECEIVED THE NATIONAL ARCHIVES

OCT 4 1978

DATE
REPLY
ATTN OF:

Kevin D. Rooney
Assistant Attorney General
for Administration

Mr. [Signature]

memorandum

FEDERAL GOVERNMENT

SUBJECT: National Archives Technical Assistance Visit

TO: Heads of Offices, Boards, Divisions, Bureaus, and OIG Staff Directors

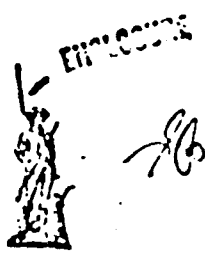
The National Archives and Records Service (NARS) is conducting a technical assistance visit to the Department beginning October 10, 1978, and continuing for a six month period. The purpose of the visit is to assist the Department in developing a records management plan in the areas of records creation, maintenance and disposition. As the first part of this technical assistance effort, NARS representatives and personnel from the Records Management Group, Administrative Programs Management Staff (APMS), Office of Management and Finance (OMF) will visit offices, boards, divisions, bureaus and OMF staffs to evaluate records maintenance and disposition programs based on an examination of existing records systems. The review of records creation programs will commence within the next few weeks.

Attached is a questionnaire that NARS and OMF analysts will use in conducting the program review and evaluating the Department's files maintenance and records disposition programs. Records managers having bureau or CBD wide records management responsibilities will be asked to address the specific questions covered in Section 1, Establishment of Program, and Section 2, Program Requirements. The analysts will be addressing the questions covered by Section 3, Program Implementation, to officials having responsibility for specific blocks of Department of Justice records. The questionnaire need not be answered formally. However, we do ask that your organization review it carefully in advance of meeting with the analysts and gather any necessary information for answering the questions that it contains.

Please designate a records management ^{EC-10} liaison for your activity and notify Mr. Bernard W. Langlind, telephone 730-4256, of the designee. An initial general meeting will be held for administrative officers and/or records managers of the CBDs ONLY, on Tuesday, October 10, 1978, at 11:00 a.m. in the APMS conference center, Room 6217, Main Building. The purpose of this meeting is to outline the technical assistance visits. Bureaus will be contacted individually regarding their meeting dates.

Attachment

EXP. PROC.
OCT 5 1978



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

U.S. Government Printing Office: 1977 241-533-2478

[Handwritten signature]

OPTIONAL FORM NO. 1
(REV. 7-76)
GSA FPMR (41 CFR) 101-
5018-102

Areas of Inquiry for the Program Review
of the Department of Justice

FILES MAINTENANCE AND RECORDS DISPOSITION

1. Establishment of program, staff and training.
 - A. Review documentation collected for MAPS inspection on establishment of a files maintenance and records disposition program, assignment of responsibilities, and scope of objectives. Obtain any necessary additional documentation on these points.
 - B. Review documentation collected for MAPS inspection on staffing of records management unit. Obtain any necessary additional documentation on this point. What specialized training in files maintenance and records disposition have members of the unit received?

2. Program requirements - status.

A. Records disposition.

- (1) Does a complete inventory of records in custody of the agency exist? How comprehensive is it? How current is it?
- (2) Has a comprehensive schedule for agency records been developed? How recently has it been updated?
 - (a) What percentage of the agency's records are unscheduled? What major series of records are unscheduled?
 - (b) Are permanent records scheduled and identified by office of record?
 - (c) Are Automatic Data Processing records scheduled?
 - (d) Are Federal Records Center (FRC) holdings appropriately scheduled?
 - (e) Are General Records Schedules (GRS) incorporated into agency schedules? What use is made of GRS?
 - (f) Do agency schedules or manuals provide for proper maintenance and disposal of non-record material?
- (3) Has the agency developed any handbooks, manuals, or formal procedures that provide guidelines for the scheduling and disposition of records?
- (4) Do formal procedures exist to ensure that custodians of records promptly apply schedules to effect the removal or elimination of records from office space?

B. Files maintenance.

- (1) Do handbooks or manuals exist to provide uniform files maintenance procedures (i.e., procedures for classifying, indexing, and filing records, as well as providing reference service for file records)?
- (2) Does the agency maintain an effective inventory of its files?
 - (a) Have official files been identified?
 - (b) Have official file stations been identified? What procedures exist for authorizing the establishment of a files station?

- (3) Does a records classification plan exist for filing subject correspondence? Do formal standards exist for the filing of case papers and project papers?
- (4) Are files maintenance procedures correlated with disposition instructions to effect the prompt removal of inactive records from office space?
- (5) Do formal procedures exist for proper maintenance of personal papers?
- (6) Does records management unit periodically audit files for compliance with files maintenance procedures? Do such audits include regional field offices? Have cost studies been made of all large-scale recordkeeping operations?
- (7) What control does records management staff exercise over purchase and use of records equipment and supplies?

3. Program implementation.

A. Records disposition.

- (1) Furnish the following staffing information for all positions directly responsible for records disposition and files maintenance operations. Include vacant positions.
 - (a) Unit and location within organization (i.e., Section, Branch, etc.)
 - (b) Number of positions.
 - (c) Position titles, series, and grades.
 - (d) Percent of time devoted to records disposition and files maintenance operations.
 - (e) Description of any specialized training in records disposition of files maintenance operations (i.e., name of course).
- (2) Are individuals responsible for implementation of records disposition and files maintenance programs familiar with the basic guidelines in these areas provided by agency records management staff? Has the custodial unit issued internal directives that expand upon basic program guidance?
- (3) Are files custodians familiar with procedures for obtaining disposal authority for records (i.e., preparation of SF-115)? Have files custodians developed SF-115s for unscheduled records? Are retention periods for disposable records routinely reviewed for possible reduction?
- (4) Are files custodians familiar with procedures for retiring records to FRCs? Are records regularly retired to FRCs? Do files custodians comply with GSA Bulletin FPMR B-66 in preparing SF-135s?
- (5) Are short-term disposable records routinely destroyed? Are schedules applied annually to records holdings?
- (6) Are file breaks regularly established to facilitate retirement or disposal of records? Is non-record material routinely screened from files prior to transfer to FRC,

or, if voluminous, filed separately from record material?

- (7) Do adequate inventories of records exist? How often are they updated?
- (8) What do files custodians consider to be the principal strengths and weaknesses of their Bureau's program?

B. Files maintenance.

- (1) Are files maintained in accordance with agency procedures and standards?
 - (a) Is subject correspondence and case file material filed in accordance with files classification plan?
 - (b) Have periodic file breaks been established? Are they followed?
 - (c) Are files overloaded with technical or reference material?
 - (d) Are file folders and file drawers clearly identified and labelled?
- (2) Is an inventory of official files and files stations maintained? How current is it? How often is it updated?
- (3) Are finding aids (file outlines or indexes) available?
- (4) Are personal papers identified and maintained separately from official records?
- (5) Can information be retrieved easily? How long does it take to obtain information from the files?

UNITED STATES GOVERNMENT

Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir.
Dep. AD Ad.
Dep. AD In.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. O.
Telephone Rm.
Director's Sec.

TO : Mr. Bassett *MB*

DATE: 10/19/78

FROM : J. W. AWC *JWA*

SUBJECT: NATIONAL ARCHIVES TECHNICAL
ASSISTANCE VISIT - RECORDS
MANAGEMENT

Handwritten initials and signatures:
AHC
Small
G. J. [unclear]

PURPOSE:

The purpose of this memorandum is to note the forthcoming technical assistance visit by the National Archives and Records Service (NARS) to assist Departmental elements in developing a records management plan in the areas of records creation, maintenance, and disposition.

DETAILS:

By letter dated 10/4/78, Kevin D. Rooney, Assistant Attorney General for Administration, Office of Management and Finance (OMF), advised that NARS plans to conduct a technical assistance program for all Departmental components for a six-month period beginning 10/10/78.

By way of background, your memo to Mr. McDermott, dated 2/14/78, noted that NARS planned an evaluation of records and records management practices of selected components within the Justice Department, including the FBI. In connection with the evaluation, responses to questionnaires were prepared by appropriate divisions and forwarded to the Department by letters dated 3/7/78 and 3/15/78. On 5/25/78, Jay Solomon, Administrator of the General Services Administration, advised the Attorney General that the evaluation had been cancelled and that NARS would provide technical assistance if needed.

V-8
REC-10 DE-24

66-18966

CMG:evp
(4)

CONTINUED OVER

22 OCT 25 1978

NOV 6 1978

Handwritten signature and stamp:
RECEIVED



Handwritten initials: JWA

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum to Mr. Bassett
NATIONAL ARCHIVES TECHNICAL
ASSISTANCE VISIT - RECORDS
MANAGEMENT

The technical assistance program will include visits to offices, boards, divisions and bureaus by NARS and OMF analysts and a review of maintenance and records disposition programs. An informational questionnaire was provided for the review. At this time, it is not known if NARS and OMF plan to review the FBI's records management program. In the event positive information is received, appropriate divisions will be advised and the program will be coordinated by the Records Management Division.

RECOMMENDATION:

None. For information.

Assistant Attorney General
for Administration
Office of Management and Finance
Assistant Director
Records Management Division

November 3, 1978

**NATIONAL ARCHIVES TECHNICAL
ASSISTANCE VISIT**

FEDERAL GOVERNMENT

Reference is made to your letter dated October 4, 1978, regarding the forthcoming National Archives and Records Service (NARS) technical assistance visit.

As a result of initial meetings, Mr. Jack Clancy, who is conducting the mail management program of records creation for NARS, has requested additional data regarding our mail management operations.

It is requested that this material be furnished to Sylvia Valloric of your staff for appropriate forwarding to Mr. Clancy.

Enclosures (4)

NOTE: As set forth in Awe to Bassett memorandum, dated 10/18/78, captioned as above, NARS is providing Records Management Technical Assistance to all components of the Justice Department at the request of the Department. On 10/30/78, during a visit to the FBI to receive an overview of the Bureau's mail management operations, Mr. Jack Clancy, NARS, requested the enclosed copies of documents for information.

66-18966

JEM:evp
(5)

APPROVED:

Director _____
Asso. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

[Handwritten signature]

Y-32

REC-2

DE-73

- Asst. Dir. _____
- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Adm. Servs. _____
- Crim. Inv. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Insp. _____
- Rec. Mgnt. _____
- Tech. Servs. _____
- Training _____
- Public Affs. Off. _____
- Telephone Rm. _____
- Director's Sec'y _____

[Handwritten signatures and initials: JEM, P.A., HND, 7103]

MAIL ROOM

Airtel

4/17/78

To: SAC, Albany

From: Director, FBI

MAIL COST SURVEY
BUDED: 5/10/78

The Bureau reimburses the U. S. Postal Service for cost of items mailed. In order to insure that proper reimbursement is made, the volumes of certain postal services are required. We must periodically furnish this information to the U. S. Postal Service. The data described on the attached sheets is required and should be reported on these forms. You should not submit a separate form for each week; submit one form showing totals for the two-week period. If items mailed infrequently or annually which would cause an excessive mailing cost, make appropriate comment or notation on survey form.

Should your office not possess a scale adequate for weighing envelopes and packages, the Postal Service should be requested to weigh them for you when they are taken to the Post Office for mailing.

The survey is to be conducted during the period 4/19/78 through 5/3/78. Items mailed by Resident Agencies must also be included. A Special Agent Accountant should coordinate results of this survey. Results must be submitted to reach the Bureau by 5/10/78, marked for attention of Budget and Accounting Section.

Enclosures (2)
2 - Each Field Office
1 - Mr. Adams
1 - Mr. McDermott
1 - Each Assistant Director

HWR:evp
(150)

SEE NOTE PAGE TWO

Airtel to SAC, Albany
MAIL COST SURVEY
BUDED: 5/10/78

NOTE: Above survey is being conducted at specific request of the Department of Justice in accordance with instructions of U. S. Post Office (Title 39, USC, Section 3206). These surveys are conducted every six months and the results are compiled by the Administrative Services Division and thereafter furnished to appropriate U. S. Postal Service officials via Department of Justice.

DOMESTIC

<u>VELOPES:</u>		<u>CLASS OF SERVICE</u>	<u>TOTAL MAILED</u>
(Size in inches)	(Weight)		
A. Up to 6 1/8 X 11 1/4	Up to 1 oz.	First Class	
B. Up to 6 1/8 x 11 1/4	1.1 to 2 oz.	First Class	
C. Up to 11 x 13	2.1 to 5 oz.	First Class	_____
D. Over 11 x 13	5.1 to 13 oz. 13.1 oz. to 2 lb.	First Class	_____
E. Up to 6 1/8 x 11 1/4	Up to 2 oz. max.	Third Class	_____
F. Over 6 1/8 x 11 1/4	8 oz. or less	Third Class	_____
G. Over 6 1/8 x 11 1/4	8.1 to 16 oz. max.	Third Class	_____
 <u>PACKAGES:</u>			
A. 11 x 9 x 10	2.1 to 14 lb.	Fourth Class Priority*	_____
B. 11 x 9 x 20	14.1 to 27 lb.	Fourth Class Priority*	_____
C. Over 11 x 9 x 20	27.1 to 40 lb.	Fourth Class Priority*	_____
D. Up to 100" Length & Girth	40.1 to 70 lb.	Fourth Class Priority*	_____
E. From 3 1/2 x 5 up to 100" Length & Girth	Not over 70 lb.	Special Fourth Class Rate	_____
		Total Weight	_____

*Priority mail is that which is sent by the Postal Service First Class or Air Mail.

In addition to above, show total number of items, regardless of whether they are listed above, which were registered or sent special delivery.

Total items Registered
 Total items Special Delivery
 Postal Return Receipt (PS form 3811)

