

M. H. WALKER
W. E. LEEK

DON'T SAY IT—WRITE IT

cc: G. M. Calhoun

To C. B. WORKMAN

DATE Jan. 17, 1973

From S. M. ALVIS

① John F.
② Frank
③ D.K.

RECORDS MANAGEMENT PROGRAM

*Sharon - Please get a copy of
this for each of my staff
members. Clark*

I have revised our "Guidelines for Housecleaning" to be done prior to records inventory. This includes additional items encountered since the original issue and also items added by our Section Heads. In several cases; i.e. M.H.Walker, I have indicated a shorter period of retention for certain items in the Custom Shop. However, at this time there is no reason for destroying beyond the period of time you believe these will be needed or at least until we have further advice.

I am also using these guidelines for screening and housecleaning the Research records storage vault. Other revisions may be added as new items are categorized or encountered.

SMA:T
Attach.

TO BE SAFE: FIRST THINK YOU MIGHT NOT BE