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Provenance:

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Person:

Date:

SECRET

Aug 56 Nov 56 Washington, Washington, D.C. FILE

SECTION VII AGENCY EMPLOYMENT HISTORY
CONT.

ADMIN ASSISTANT GS-5 GS-7

FROM TO OFFICIAL OFFICE OF DIVISION, BRANCH

DESCRIPTION OF DUTIES

Aug 57 Feb 58 PI FILE

NAME TRACES AND OTHER REGULAR REGISTRY
DUTIES.

CHIEF OF RECORDS MANAGEMENT TRAINING
GS-7

SECRET

DESCRIPTION OF DUTIES

CHIEF OF A TEAM OF THREE INDIVIDUALS STA-
TIONED PCS MANILA BUT TRAVELED THROUGH-
OUT THE FE (INCLUDING AUSTRALIA) TO SET UP
RECORD SYSTEMS, INCLUDING REGISTRY, AC-
CORDING TO HEADQUARTERS REGULATIONS.
THIS WAS TO ENSURE THAT FIELD SYSTEMS
WOULD BE IN LINE WITH HQS PROCEDURES.

FROM TO OFFICIAL OFFICE OF DIVISION, BRANCH

FEB 58 July 59 MEXICO CITY, MEXICO WUH

TEAM MEMBER OF RECORDS MANAGEMENT GS-7

DESCRIPTION OF DUTIES

MEMBER OF A TEAM OF 4 SENT TO MEXICO TO ES-
TABLISH AND STREAMLINE A SYSTEM OF
RECORDS. THIS INVOLVED SETTING UP A 201 SYS-
TEM, BETTER NAME TRACE SYSTEM, CHARGE-OUT
SYSTEM, CASE FILES AND THE MICROFILMING OF
FBI RECORDS. MY MAIN SPECIALTY WAS 201'S.

FROM TO OFFICIAL OFFICE OF DIVISION, BRANCH