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NORTH ATLANTIC MILITARY COMMITTEE

COMITE MILITAIRE DE L'ATLANTIQUE NORD

Standing Group

Groupe Permanent

SGM-407-56

5 June 1956

MEMORANDUM FOR: The Standing Group
Standing Group Liaison Officer
Channel Committee
NATO Defense College
Military Agency for Standardization
Advisory Group for Aeronautical Research and
Development
European Military Communications Coordinating Cmte
European Long Lines Agency
European Radio Frequency Agency
European Communications Security Agency

SUBJECT: Submission of Records Disposition Forms

Reference: SGM-403-56, dated 5 June 1956

1. The Standing Group Records Management Report, NATO Form 3 will be submitted annually by the 31st of March as of 1 January of that year to the Secretary of the Standing Group. This report pertains to the central records of each agency, and does not include transitory material, or working papers and materials retained by individual offices and sections for their own convenience.
See SGM-403-56.

2. Each column will be filled in as appropriate with the linear feet of records material received, held for reference, microfilmed, retired, or destroyed. A linear foot of records material is that which when bound or fastened together in folders and when standing on the long edge will fill one foot of a file drawer of inside measurements of fifteen inches in width and ten and one-half inches in height.

3. The column designated "Subject or Category File" on NATO Form 3 is provided so that any person who is familiar with the filing system of the agency may gain a quick synoptic conception of the general type of files in the records section. Usually

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these subjects or categories will be in sufficient detail so that no one subject or category will exceed one ordinary file drawer. Standing Group Records Section will report the records in their possession by their current subject file, both by nominal subject and decimal number, in accordance with their established filing procedure. The restriction of one file drawer per subject or category is to serve merely as a guide and general average, with numerous variations to fit the individual situation.

4. Report of Standing Group Records Review and Screening Program (NATO Form 4) will be submitted annually by 1 July for the calendar year ending the previous 31 December.

5. Each agency listed in paragraph 2 of SGM-389-56 will prepare a standing operating procedure with samples of forms used in its records section. This procedure and these forms will be standard for the entire agency. In addition the Records Supervisor of each agency will prepare a manual setting forth precise subject or category and numeral or other filing system used by the agency. A copy of the manual, and of the standing operating procedure complete with forms used will be sent to the Secretary of the Standing Group. All changes and modifications will be forwarded as made.

FOR THE STANDING GROUP:



EUGENE A. SALET
Colonel, USA
Secretary

2 Enclosures

- A. Records Management Report (NATO Form 3)
- B. Report of Standing Group Records Review and Screening Program (NATO Form 4)

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ENCLOSURE "A"

RECORDS MANAGEMENT REPORT

RECORDS MANAGEMENT REPORT

FROM _____ DATE _____
(NAME OF AGENCY)

(LOCATION)

FOR THE PERIOD OF _____ TO _____

AMOUNTS OF RECORDS MATERIAL (TO BE EXPRESSED IN LINEAR FEET (METERS))

SUBJECT OR CATEGORY FILE	RECEIVED	HELD FOR REFERENCE	MICROFILMED	RETIRED	DESTROYED

NATO Form 3

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ENCLOSURE "B"

REPORT OF STANDING GROUP RECORDS REVIEW AND SCREENING PROGRAM

REPORT OF STANDING GROUP RECORDS REVIEW AND SCREENING PROGRAM

FROM _____ DATE _____ 19 _____
(NAME OF AGENCY)

(LOCATION)

FOR THE PERIOD OF _____ TO _____

LINEAR FEET (METERS) OF RECORDS MATERIAL PROCESSED					NUMBER OF ROLLS OF MICROFILM
1-YEAR SCREENING	3-YEAR SCREENING	5-YEAR SCREENING	CHECKED FOR DOWNGRADING	RECORDS IN STAND- ARD RECORDS BOXES	

NATO Form 4

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Enclosure "B"

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