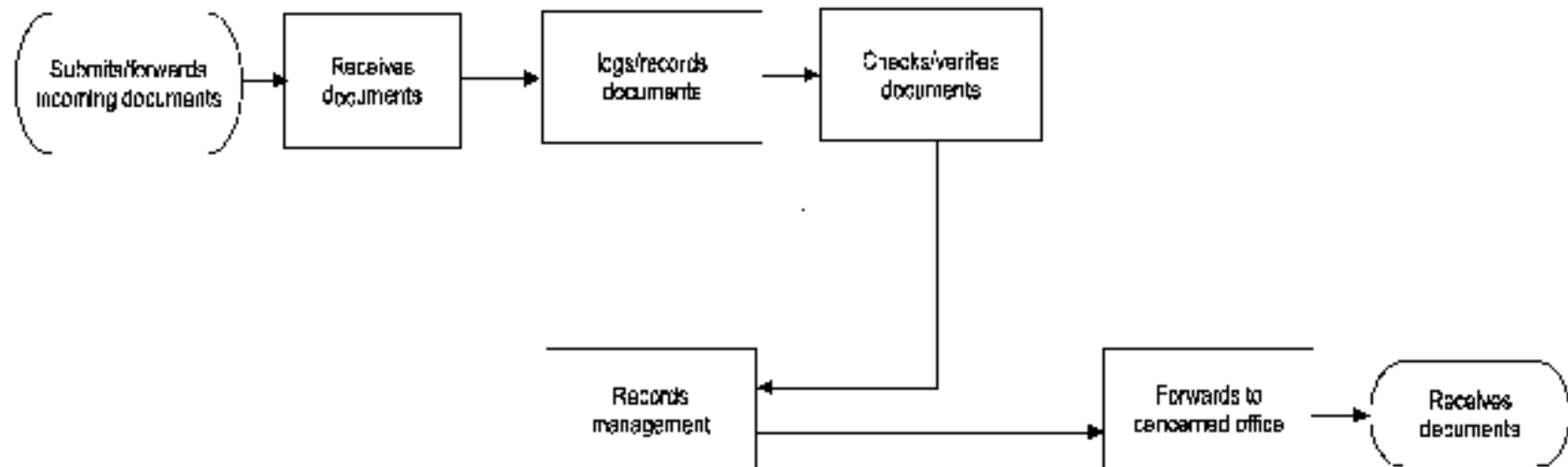


ADMINISTRATIVE & FINANCE DEPARTMENT
General Administrative Division—Records Section

Procedure for Receiving/Disseminating Documents from SRA & Outside Sources to Internal & External Clients

Internal*/External** Sources	Records Officer II	Records Officer II/ Bookbinder II	Admin. Officer V/ Records Officer III	Reproduction Machine Operator II	Internal/External Clients
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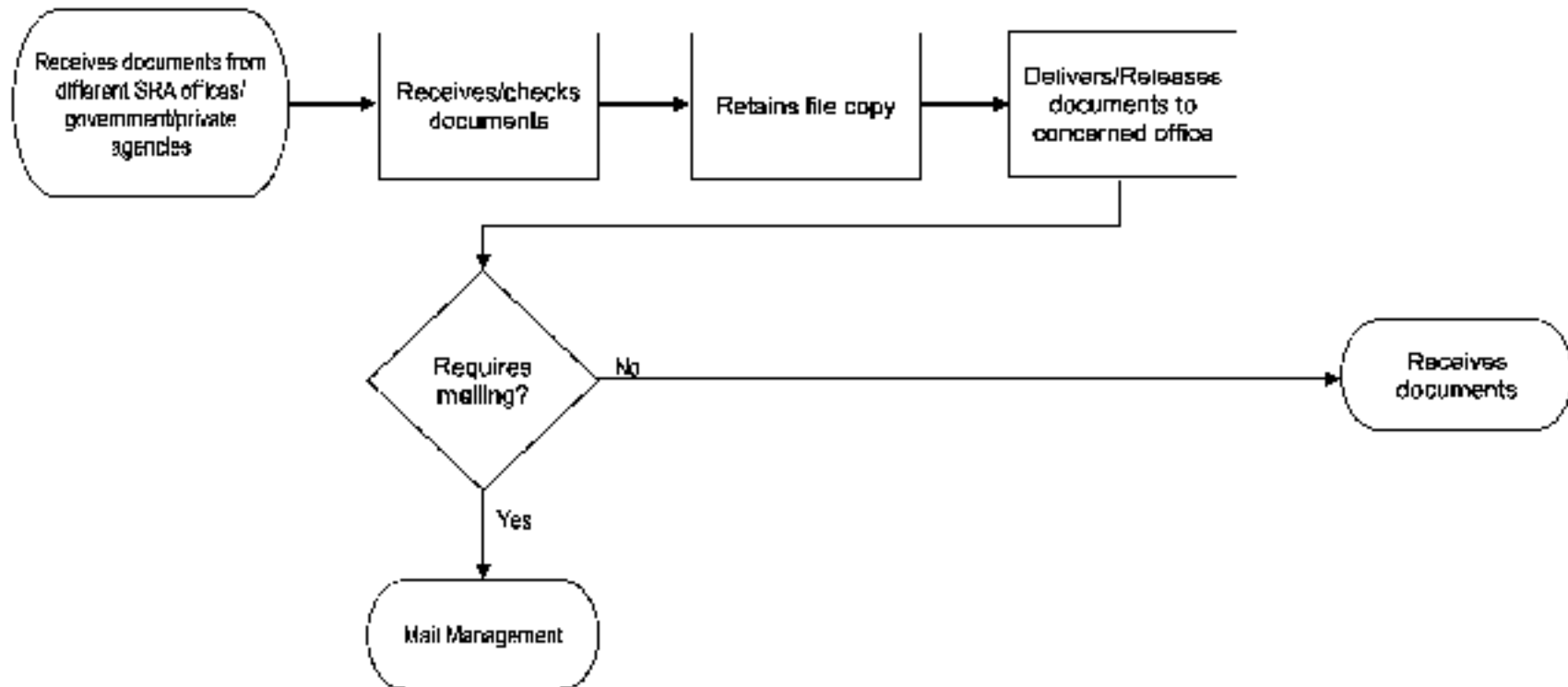
* Internal — SRA Offices/Departments

** External — Government/Private offices and individuals

**ADMINISTRATIVE & FINANCE DEPARTMENT
General Administrative Division—Records Section**

Procedure for Releasing Official SRA Documents to Other Government/Private Agencies

Records Officer II	Admin. Officer VI/ Records Officer III	Reproduction Machine Operator IV/ Bookbinder II	RO II/ Bookbinder II/ RMO III	SRA Officer/ Other Government/ Private Agencies
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ADMINISTRATIVE & FINANCE DEPARTMENT
General Administrative Division—Records Section

Procedure for Mail Management and Document Reproduction

