

FOREWORD

The methods and equipment used in most offices for storing and retrieving information have changed insignificantly in the past 50 years, and many of these systems are still adequate today. However, the situation is rapidly changing and has already become a serious problem in some offices. The information explosion that began with World War II and the increased complexity in Government operations make it necessary for many managers to consider improved methods and equipment. Fortunately, because of pioneering efforts in the scientific and engineering communities and developments in records miniaturization, computer technology, and electronic communications, today's manager has new answers to his information retrieval problems. This handbook contains descriptions of representative nonconventional systems in use today, with a view toward providing managers, management analysts, supervisors, and others with ideas as to how they might improve the dissemination, storage, and retrieval of information in their offices.

Although this handbook is issued as one of a series of Records Management Handbooks produced by the National Archives and Records Service, General Services Administration (GSA), the United States Air Force shared in its development. It was produced under a contract jointly funded and administered by the Air Force and GSA.



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