

The objective of this research was to survey the records management of 49 divisions in the Ministry of Foreign Affairs in various aspects : type, age; growth rate, classification system, filing equipment, and functional procedures concerning the retention period and the disposal.

The research revealed that correspondence was the largest volume, the others composed of papers which have been made or received for official evidence, memorandums, directive records respectively. Main part of documents provided the administrative value, half of documents was historical value. Most divisions' active and inactive records were scattered in officials' file for references. Total amount of records were 47,447 files in every division. Annual growth rate of documents were quantitatively 828 feet or average 16.897 feet per division. Documents which were filing in several divisions began from 1942 to present. Most divisions handled 15 years-old-documents or more. However, the application of new documents is higher than the old ones.

Fifteen divisions used more than one classification system, subject classification system and geographical classification system were used respectively. The title of the document file was differently by phrases, definite words, and sentences which depended on each division's specific job. Four-drawer cabinets were used most in various divisions.

The retention policy of many divisions followed the Regulation of the Office of the Prime Minister on Paperwork, B.E.2526. The growth rate of records and the limitation of space were most important factors which concerned most divisions to dispose the records by various methods; for example, transferring them to the Archives and Library Division, appointing disposal committees, moving the records to another area, and destroying them.