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Chief, Management Staff 24 November 1958

Chief, Records Management Staff

Weekly Report for Week Ending 19 November 1958

1. Contributions

a. Tangible

(1) Completed two new and nine revised forms; made one form obsolete.

(2) Received 58 cu. ft. of inactive records from three Agency offices. 1042 cu. ft. of records are now awaiting destruction.

b. Intangible

(1) Notified the Central Processing Branch and Area Record Officers that the Records Center is available for storing papers of personnel departing for overseas assignments. This is the result of an Employee Suggestion.

(2) Completed the on-the-job training in Forms Management for Fred Felton, ORM.

(3) Office of Personnel has agreed to the use of offset ink in lieu of electronic ink for the Biographic Profile forms.

2. Assignments - Active

a. Forms

(1) Five new and 33 revised forms pending.

(2) Printing Services Division Survey.

25X1C4a (3) Reduction in [redacted] Requirements for Forms.

(4) Revision of Travel Order.

(5) Teletype Dissemination Information Reports and Systems.

25X1C4a (6) Revision of [redacted] Form.

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b. Shelf Filing

(1) Office of Personnel. Arrangements made to have Machine Records Division prepare labels for file folders.

(2) Industrial Register/OCR. Awaiting bids on equipment.

(3) Acquisitions Branch Library/OCR.

(4) Map Library Division/OER.

(5) Office of General Counsel. Request for secured area in New Building concurred in and forwarded to Office of Security.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files.

FOIAb3b1 (2) [redacted]

(3) Security Staff (New Building).

(4) Office of Communications/[redacted] 25X1A6a

(5) Office of Personnel/Contract Personnel Division.

d. Audit and Revision of Records Control Schedules

(1) Medical Staff. Some inactive files are being transferred to the Center and some obsolete material being destroyed.

(2) OCR. Draft of revised schedule for all components completed.

e. Vital Records

3. Assignments - Inactive

a. OSI-Subject-Numeric Files Installations.

b. Logistics Security Staff Card Index.

c. Machine Records Division Files Survey.



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4. Hong

a. Fifteen members of the Staff, including five from the Records Center, attended the IRAC meeting in the National Archives to hear Mr. Emmett J. Leahy speak on "Opportunities for Records Management in Private Industry".

b. As result of my inspection of the vault area in the [redacted] 25X1A6a
25X1A6a [redacted] of the Contact Division, it appears that a Shelf File Installation will be appropriate. This will eliminate the need for approximately 20 safes. The cost of the installation will be limited to the equipment because the present vault will meet security requirements for a secured area.

25X1A9a

[redacted]

Distribution:
Orig - Addressee
1 - Mr. [redacted] 25X1A9a
1 - Mr.
1 - Mr.
1 - Mr.
1 - Mr.
1 - RMS (~~[illegible]~~ July - Dec 1958)

25X1A9a

11/24/58

Mgt/S/RMS/[redacted] fjm (24 Nov 1958)

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