Approved For Release 2005/11/21 : CIA-RDP70-00211R000300130010-2

T/O RECORDS CENTER BRANCH, RSD/GSO

Proposed Organization For Remainder of Fiscal Year 1954

Office of the Chief

Responsilbe for overall administration of Center operations and for executing all Records Services Division programs and activities assigned to the Records Center Branch.

25X1

Accessioning Section

Arranges for transfer of records from operating offices to the Center. Assists in the physical movement of records to the Center by supplying technical advice, labor, trucks, containers, and labels. Maintains controls over acessions by assigning job numbers, processing transfer documents, and allocating all center shelving space for the storage of records. Maintains records and prepares reports on accessions.

25X1

Reference Service Section

Receives requests for information on documents in the custody of the Center and conducts necessary searches to locate desired documents, using established finding media. Provides desired information either by abstracting the data or transfering the document to the requesting office. Prepares and maintains research reference aides. Enforces restrictions on use of records in custody. Maintains records and prepares reports on reference services rendered. Stores, reproduces, and distributes supplemental copies of CIA produced intelligence information and reports and makes initial and supplemental distribution of Agency regulations and administrative issuances. Maintains a current inventory of distribution materials and prepares reports on services rendered.

25X1
25X1

Disposal Section

Examines records as they are accessioned in order to determine if their disposal is authorized by any existing schedule. Prepares and maintains a disposal "tickler file" that controls final disposition of all records in custody of the Center. Initiates and conducts work programs as required designed to evaluate and appraise records in custody for preservation or destruction. Maintains disposal job files and prepares reports on the destruction of records.

25X1

Records Unit

25X1

Distribution Unit

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