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Report For Week Ending 27 August 1957
From
Records Center

During this week the following accessions were made:

| | | |
|---|---|---|
| DD/P | 82 | Cu. Ft. |
| COMPT | 3 | " " |
| OTR | 2 | " " |
| PERS | 5 | " " |
| ORR | 11 | " " |
| Sub-Total: | 103 | Cu. Ft. |
| Finished Intelligence | 83 | " " |
| Total: | 186 | Cu. Ft. |

| | | |
|---|---|---|
| Map Negatives | 985 | Cu. Ft. |
| Records Holdings | 23,665 | " " |
| Distribution Material Holdings | 10,625 | " " |
| Total: | 35,275 | Cu. Ft. |

| | | |
|---|---|---|
| Distribution Material Disposed of at Center | 8 | Cu. Ft. |
| Distribution Material Transferred from Center | 4 | " " |
| Records Disposed of at Center | 0 | " " |
| Records Transferred from Center | 0 | " " |
| | 12 | Cu. Ft. |

## Accessioning

During the week the Accessioning Branch received 60 cubic feet of NIS material from Logistics/Printing & Reproduction Division.

## Reference

The Reference Branch inventoried and reboxed three jobs containing psychiatric material that had been retired by the Medical Office. In inventorying this material a number of folders were found to be misfiled.

## Disposal

There has been an accumulation of 178 cubic feet of material in the disposal area.

The steel mesh that is to be installed around our incinerator has
25X1 been received

## General

R. L. Rider and Co. began excavating for the new addition to the Center. A noticeable amount of progress has been made, however, shale has been detected in certain areas to be excavated and dynamite is being used.

25X1

Acting Deputy Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

| Operating Component | Available | Utilized | Total |
|---|---|---|---|
| Supplemental Distribution | 1,816 | 10,094 | 11 910 |
| DD/P | 1,848 | 6,882 | 8,730 |
| DD/S | 193 | 7,667 | 7,860 |
| DD/S (Compt.Grilled Area) | 5 | 475 | 480 |
| DD/I | 14 | 6,796 | 6,810 |
| DD/I (Grilled Area) | 1,440 | 2,340 | 3.780 |
| DCI | 37 | 23 | 60 |
| Map Negative | 605 | 985 | 1,590 |
| TOTAL: | 5,958 | 35,262 | 41,220 |

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