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 Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch
 FROM : Chief, Central Records Division

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SUBJECT: Monthly Progress Report for April 1948

	T/O	On Duty	Pending	Unfilled
1. Personnel				
Hq., Central Records			1	2
Special Distribution Section			0	0
Central Mail Section			9	5
Administrative Files Section			1	4
Information Distribution Section			1	4
			12	15

2. Volume

a. The Information Distribution Section handled 12,331 regular intelligence information documents in 37,479 copies. It processed 1,456 dittoes of CIA-produced intelligence information in 50,635 copies. 2,923 pages of ditto were handled. In addition IDS processed and distributed 51 intelligence publications in 3,073 copies.

b. The Administrative Files Section handled 2,318 documents.

c. The Special Distribution Section handled 148 documents in 277 copies, of which 74 of 1,912 pages were reproduced and handled in 6,416 pages of copy.

d. The Executive Registry processed 1,170 items, plus 203 TOP SECRET documents and prepared 22 Daily Action Summaries. Many of the items had previously been processed by other sections of Central Records.

e. No count is made of material passing through the Central Mail Section. All material handled in IDS and AFS is first handled in bulk in Central Mail Section. In addition, personal mail and other materials are processed directly by the Central Mail Section.

3. General

a. Current Records Management Activity --

The CIA FILING MANUAL has been placed in use in the Administrative Files Section. The decision was made to try the Manual in actual use for a period before it should be distributed for general use. During this trial period to date the Manual appears to be entirely workable. The transition from one coding system to the new one has been remarkably free from difficulty, even though a fundamental change in manner of classifying is necessary. It is believed that general use of the Filing Manual will be equally trouble free.

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b. Noncurrent Records Management Activity --

(1) Negotiations have been initiated to dispose of 47 boxes of Italian documents now located at the warehouse. Final disposal will be started as soon as OSO can be induced to show their disinterest.

FOIAb3b1

(2) Several hundred recordings of foreign broadcasts have been received from [REDACTED]. These are being held for review by the National Archives.

(3) Final disposal instructions were given [REDACTED] to empty FOIAb3b1 the filing cabinets stored at the warehouse. The cabinets are to be returned to stock when empty. It is hoped that [REDACTED] has FOIAb3b1 finished this disposal at the date of this writing.

(4) One Disposal List and a Request for Transfer of Records have sent to the National Archives to effect disposition of some 50 cubic feet of records.

(5) Initial inquiry as been made to determine what disposal should be made of 70 cubic feet of Japanese photographic records now in possession of Foreign Documents Branch.

FOIAb3b1

(6) Instructions were given [REDACTED] as to the disposition of all nonrecord materials in their possession. Carrying out these instructions will enable the headquarters of [REDACTED] to reduce their FOIAb3b1 demands for filing equipment and space.

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