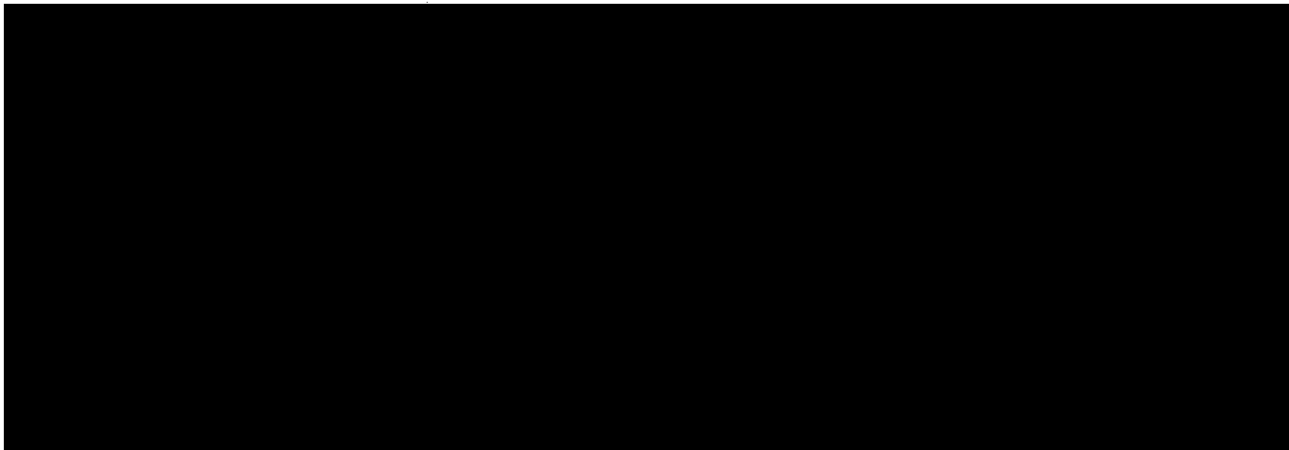


~~Security Information~~

19 December 1952

OFFICE OF GENERAL SERVICES

PROGRESS REPORT



Building Maintenance.--Installation of air conditioning equipment in temporary buildings used by CIA costing approximately \$580,374. Space--Renovation of all new space acquired. Acquisition of 188,977 square feet of additional space in five buildings. Commitments exist to acquire 101,000 square feet of space in two additional buildings during 1953.

Reproduction.--The reproduction and printing of 143,281,000 impressions and photographs in support of all CIA produced intelligence and accumulation of intelligence records.

Records Management.--The maintenance of vital materials program on a current basis by deposit at the special Repository at the [redacted] which now totals 1,915,129 documents and 4,563,014 linear feet of micro-filmed documents, for a grand total of 6,478,143. The initiation of records management studies which will lead to improved reference and filing procedures and methods and disposition of inactive intelligence material. 25X1A6a

Machine Records.--The application of machine techniques to the maintenance of certain administrative records in the fields of finance, personnel and stock accounting incorporating the maintenance of vital administrative statistics leading to general improvement in administrative management.

Transportation.--The processing of [redacted] personnel to overseas destinations on temporary duty and permanent change of station and the shipment of 3,350,328 pounds of supplies and equipment to overseas activities. This activity was transferred to the Procurement and Supply Office effective 11 August 1952. 25X9A2

25X1A9a

Chief, General Services

~~Security Information~~

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**CONFIDENTIAL**

Security Information

15 December 1952

MEMORANDUM FOR: Auditor-in-Chief  
 Comptroller  
 General Counsel  
 ✓ Chief, General Services  
 Assistant Deputy Director, Administration (Inspection  
 and Security)  
 Chief, Medical Staff  
 Assistant Director (Personnel)  
 Chief, Procurement and Supply Office

SUBJECT : Progress Report on NSC 50

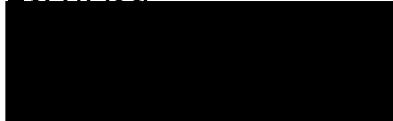
1. The Director of Central Intelligence plans to submit to the National Security Council a progress report covering the calendar year 1952, on the implementation of NSC 50, "The Central Intelligence Agency and National Organization for Intelligence."

2. In order that we may prepare a draft report for the Director's consideration on 23 December 1952, it is requested that you submit a brief report on those major activities with which your Office is concerned, which would lend themselves to incorporation into such a progress report to the NSC.

3. It is requested that reports be no longer than one typewritten page and be submitted by 19 December 1952. As this report will be condensed into a report from the Deputy Director (Administration), it should consist of only very major aspects. It is not necessary to give detailed attention to the style of this report, as it will be rewritten. However, it should be succinct and devoid of detail and technical terminology. It should contain only those matters that would be mentioned in a broad view of the Central Intelligence Agency.

4. It is suggested that the following be considered for inclusion in your report: major organizational changes during 1952; implementation of NSCIDs; accomplishments; unsolved problems and action being taken, or to be taken, to solve them.

25X1A9a

  
 Special Assistant to  
 Deputy Director  
 (Administration)

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