

HISTORY OF MACHINE RECORDS BRANCH

The Machine Records Branch of Administrative Service was established to perform all of the vouchered and unvouchered accounting and statistical work of an administrative nature for the entire agency.

This work was first started December, 1947 in the Central Index Branch, Office of Collection and Dissemination, now called the Machine Division, Office of Collection and Dissemination.

The first punched card application covered vouchered personnel records. Other accounting applications were gradually added as personnel and available machines permitted. Plans were made to extend the punched card procedures to unvouchered accounting records and because of the sensitivity of these records it was decided to establish a separate machine installation under the administrative control of the Special Support Staff. It was further decided for reasons of efficiency and economy that this installation should be responsible for performing work of an administrative nature for the entire agency. Personnel and machines assigned to this work in Office of Collection and Dissemination were moved on 6 September 1950 to "L" Building to establish the present Machine Records Branch. This was a small group which has grown to its present size as additional punched card applications have been added.

In the following paragraph, the chronological growth of the Machine Records Branch is outlined:

December, 1947 -- Machine Records Branch originated in the Office of Collection and Dissemination, Central Index Branch. The first project undertaken was a machine record of vouchered personnel on duty. This project was handled as a Central Index Branch punched card application in addition to the major application of indexing substantive intelligence documents.

April, 1948 -- The further development of the Personnel Records project was undertaken. One Planner was assigned to the development of the project and other proposed overt administrative projects.

May, 1948 -- A reorganization took place within the Office of Collection and Dissemination, Central Index Branch became the Machine Methods Branch and an Administrative Project Division within that Branch was established to handle the overt personnel projects and other accounting work of an administrative nature. A planner, control clerk and machine operators were assigned to the further developing and maintaining of this project. Besides personnel records, other records such as overt applicant records, T/O information, Security information and Military file (Reservists) were placed in operation

January, 1950 -- Until this time the records were only those on the vouchered rolls, then it was decided to transfer the unvouchered personnel records to punched cards. Also, plans were made to set up unvouchered payroll under a machine system.

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September, 1950 -- A Machine Records Division was established under the Special Support Staff. This Division consisted of the personnel and projects that formerly had been the Administrative Projects Division of the Office of Collection and Dissemination. The Division had been operating in "M" Building and had been sharing machines and equipment with another machine component. This Division, independent of all other machine components, was set up in "L" Building.

December, 1950 -- The unvouchered payroll became a machine operation in place of a manual operation.

January, 1951 -- In the course of the reorganization of the agency, the Machine Records Branch became a part of Administrative Service Office. In the succeeding months of 1951, due to the expansion of current projects and developing of new projects, the Machine Records Branch more than doubled in size, in machines, records, and personnel. It was necessary to make two separate moves during the year of 1951 each time to larger quarters. At the present time, the Machine Records Branch is servicing besides Personnel Office (overt and covert), Finance Office, Audit Office, Procurement Office, Office of Policy Coordination, Office of General Services, Telephone Office, Courier Service and Training Office.