OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS   STATINTL

TO   : Chief, General Services

FROM   : Chief, Records Management & Distribution Branch

SUBJECT: Monthly Report of Operations for the period en
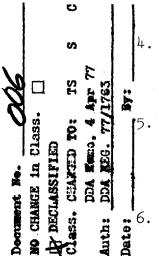   30 April 1953

A. Personnel

    Office of Chief
    Rcds. Mgt. Section
    Rcds. Center Section
    Mail Control Section

                                                    STATINTL

    1. No. on leave three days or more:
            Records Mgt. Section- 0
            Mail Control Section- 6
            Records Center Sec.- 5

    2. No. on special detail out of office___2___. How long?
            Records Mgt. Section- 1 Full Month
            Records Center Section- 0
            Mail Control Section- 1 Full Month

    3. Where: One Records Analyst to Jackson Commission.
                One man in Transportation Division as full-time Courier.

    4. No. pending resignation, transfer and/or reassignment:
            Records Management Section- 0
            Records Center   - 0
            Mail Control   -15

    5. Specific cases on item 4 not in previous reports. ___-___

    6. New applicants interviewed___6___. Recruited by Personnel___5___.
        Recruited by this office___1___.

B. Administration and Problems

Records Management Section - Four sessions of the Records Management Training Program were held in April with an additional four scheduled for May. The attendance at the April sessions averaged 81. Tentative plans for additional training include; specialized courses in Form Management, Reports Management, Correspondence Management, File Classification systems and the writing of disposition schedules. Also, a series of training bulletins is being prepared which will cover the detailed procedure the Area records officers will need to know in getting their programs started. These items will be written up and reported on as Records Management Projects.

One notice regarding files standardization and another regarding standardization of files supplies are now being processed by the Regulations Control Staff.

STATINTL

A disposition schedule was prepared for the "housekeeping" records of the ███████████████. The schedule has been approved by the National Archives and was submitted to Congress for approval STATINTL

Records Center Section - A final layout for the ██████████ for use as a Records Center has been decided upon proceeding with obtaining the security specifications from the office of I&S and in getting estimates for the necessary remodeling to the building.

ILLEGIB

STATINTL

The present Records Center is completely filled. It appears that the ███████████ will not be ready for occupancy before Oct. 1, therefore some internal arrangement will be necessary for housing material which must be transferred from office space before that time.

Mail Control Section - The courier T/O was filled for for the first time this year. Releases were given 2 couriers who have had requests for reassignment since last January and May of 1952.

The two new mail trucks are now ready to be placed in operation as soon as the license plates are obtained and they have been inspected.

C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office
of the Director:

The survey report was submitted to the office
of the DDA. Pending a reply from that office,
no further action is contemplated.

Project 3-53 - Preparation of a comprehensive schedule
for the disposition of fiscal records.

This project is still being delayed as the result
of the assignment of the analysts to specialized
training duties and work on the Branch regulations.

Project 4-54 - Record Survey of the Office of Operations
(Project description sheet to be sub-
mitted later)

This project is still being delayed as the result
of the assignment of the analysts to specialized
training duties and work on the Branch regulations.

CONFIDENTIAL

MONTHLY REPORT - MAIL CONTROL SECTION
April   1953

	THIS MONTH	TO DATE*
1. INCOMING MAIL:		
(a) Delivery by Post Office	20,094	194,657
(b) Picked up from Post Office by Courier	2,575	25,589
(c) Picked up from City by Courier	4,393	39,619
(d) Letters:		
Reviewed	7,139	58,540
Recorded		
(e) Undeliverable (Held in Mail Room)	15	15
2. OUTGOING MAIL		
(a) Picked up by Post Office	14,772	119,248
(b) Deposited in Post Office by Courier	9,305	141,145
(c) City Deliveries	6,947	62,524
(d) Penalty Indicia Used		
(1) CIA	3,328	25,158
(2) ██████	7,586	57,529
(3) SSU	6	38
(e) Postage expended	3,444.93	33,356.12
3. COURIER SERVICE:		
(a) Scheduled Trips	1,056	9,611½
(b) Special Trips - within Agency	222	1,254
(1) Delivered by foot	86	747
(2) Delivered by vehicle	130	551
(c) Other Agencies	147	1,042
(d) Trips outside area	6	45
(1) Total time	52 hrs. 20 min.	177 hrs. 35 min.
4. FILE ACTIVITY:		
(a) Checking Courier Receipts	32	81
(1) Total Time	13 hrs. 10 min.	77 hrs 55 min.
(b) Request for Administrative Files	16	196
(1) Request Filled	12	135
(2) Request Unfilled	4	51
5. RECRUITMENT:		
(a) Couriers	3	23
(b) Mail Clerks	0	4
(c) Messengers	1	6
6. SEPARATIONS:		
(a) Couriers	2	14
(b) Mail Clerks	0	2
(c) Messengers	1	4

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* The figures in this column will revert to 0 at the beginning of each fiscal year.

CONFIDENTIAL

MONTHLY REPORT - DISTRIBUTION
APRIL 1953

		THIS MONTH		TO DATE *
		1952	1953	
1.	INTELLIGENCE & INFORMATION REPORTS			
	a. Request for Supplemental Distribution	460	338	2978
	b. Intelligence Reports:			
	Received (Copies 3867)	3203	159	7188
	Distributed (Copies 2931)	703	831	8273
	Returned (Copies 835)	146	712	4737
	c. Information Reports			~~24896~~
	Received (Copies 3873)	-	3873	24896
	Distributed (Copies 1728)	964	1469	13016
2.	ADMINISTRATIVE ISSUANCES			
	a. Request for Supplemental Distribution			
	b. Regulations	-	69	545
	(1) Initial Distribution (Copies 4528)	9	16	80
	(2) Supplemental Distribution (Copies 1668)	-	1014	6756
	c. Notices			
	(1) Initial Distribution (Copies 28658)	20	20	157
	(2) Supplemental Distribution (Copies 312)	-	25	1611
	d. Other			
	(1) Initial Distribution (Copies 9944)	1	3	23
	(2) Supplemental Distribution (Copies 200)	-	49	453

* The totals in the "TO DATE" column will revert to 0 at the end of
each fiscal year and, starting with July 1952, will always reflect
cumulative totals for the fiscal year of the report.

** The July through September total of information reports received-
is included in the total of Intelligence Reports received

MONTHLY REPORT - RECORDS CENTER
APRIL 1953

			THIS MONTH	TO DATE*
1.	Records Storage (all figures in cubic feet)			
	(a) Received		127	1427.2
	(b) Distroyed		5	191
	(c) Storage Space:	(Total)	6400	
		Records	3072	
		Dist.Material	3128	
		Committed	200	
		Avaiable	0	
2.	Records Reference			
	(a) Service Requests		170	1256
	(b) Items on Requests		484	8123
3.	Inter-Agency Reference Service			
	(a) Requests			

* The totals in the "To Date " column will revert to 0 at the end
Of each fiscal year and after June 1952, will always reflect the
cumulative totals for the fiscal year of the report.

MICROFILM PROJECTS
APRIL 1953

	THIS MONTH	TO DATE
1. Projects Pending		
a. Entire Records Group	5	———
b. Record Group Accretions	4	———
2. Projects in Process and Completed		
a. Entire Records Group		
(1) In Process	1	———
(2) Completed	4	50
b. Record Groups Accretions		
(1) In Process	0	———
(2) Completed	4	35
c. Images Filmed (Total)	117,295	1282,164
(1) Rotary Camera	94,651	825,880
(2) Flatbed Camera	22,644	455,384
d. Reels (100 ft.)		
(1) In Process	24	
(2) To Be Reviewed	0	
(3) Reviewed	35	912

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E.   WORK IMPROVEMENT PROJECTS

Project 2-53 - Refile unbound information reports
                   in properly indexed folder.

Project 98% completed. The project was temporarily
halted because of a shortage of folders. The
folders are now in stock and the project will be
completed in the coming month.

Project 3-53 - Conversion to the revised card in the
                   Intelligence Report inventory control
                   file.

Project was completed.