

Chief, Support Staff, TSS

9 March 1960

Chief, O&M Staff, DD/P Area

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TSS, [REDACTED] File

REF: Memo of 19 Feb. 60 to C/SS/TSS, Subject: Review of TSS Files, Systems and Practices

Recommendation No. 1:

Separate the 1960 file folders from the 1958/59 folders and place the 1960 folders in the drawers which are most convenient for frequent reference. (This applies to all file series to which the "cut off" system was recently applied.)

Discussion:

Perhaps due to a misunderstanding of the application and use of the cut off system, the 1960 folders have been inter-filed in front of each related 1958/59 folder. This is not generally a good practice because:

- a. It is conducive to misfiling current material in the files of old material.
- b. The annual disposition of old material will require withdrawal of individual folders instead of removal of the entire series of folders.
- c. Most of the filing and reference will be to the current (1960) folders, so these should occupy the most convenient file space (usually the upper drawers).

Recommendation No. 2:

- a. Establish broad subject categories to which the various projects can be clearly related.
- b. Assign a numerical designation to the broad subject categories and incorporate this number into the project numbering system.
- c. Renumber and refile the project folders to include the new prefix numbers.

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 2 - NO CHANGE  
 IN CLASS (DECLASS) / CLASS CHANGED TO: TS S C EXT. JUST 22  
 NEXT REV DATE / 0 REV DATE 2/26/60 NEW REV DATE / 25 TYPE DOC. 02  
 NO. PGS 7 CREATION DATE \_\_\_\_\_ ORG COMP 30 OF 30 ORG CLASS C  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

Discussion:

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The [redacted] project lists for January 1960 consists of a seven page listing of 137 projects in project number sequence. The project folders are also filed in sequence by this number which is assigned consecutively, as new projects originate. Reference to these four drawers of files necessitates a knowledge of the exact title of the project in question, plus a scanning of the seven page index to determine the contract number. The development of a subject category should facilitate reference and, to some extent, give better control of projects. The use of subject categories limits the search area in identifying a particular project. The better control is gained from grouping related projects together on the index so that attention is directed to possible areas of overlap and similar projects being worked on by different contractors.

To illustrate the use of such a system, the attached subject-numeric listing (Tab A) was prepared from a review of the project list. However, more knowledge of the projects is necessary to actually develop a workable system. Under such a system, the subject number would be used as a prefix to the consecutively assigned project number. File guides would be installed to show both the subject and number. Knowledge of a particular project would permit reference without knowing the exact title and without first reviewing the index. (The Management Staff will be glad to assist in developing and installing the subject category system.

Recommendation No. 3:

Use the subject category developed under the above recommendation for filing reference material. (Exception: File catalogues by name of the company.)

Discussion:

No file system has been established for three file drawers of classified reference material being maintained. Any reference must of necessity become a research project. The suggested system should facilitate reference and should also be helpful in eliminating duplicate and obsolete material by bringing it together in the file.

Recommendation No. 4:

Use the above recommended subject categories for file guides to the seventeen drawers of 5 x 8 inventory cards maintained in visible card cabinets.

Discussion:

There is no organized grouping of these cards so that reference and posting requires a scanning of all entries to locate the one needed. Only a very experienced person can use the present file with any speed or accuracy.

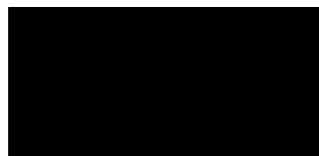
Recommendation No. 5:

Install alphabetical guides in the contractor files.

Discussion:

This file consists of approximately two drawers of folders filed alphabetically by the name of the contractor. The use of 10 to 12 alpha guides would facilitate filing and finding.

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