

GENERAL:

Considerable time and effort have obviously been expended recently in reorganizing and putting the files of TSS in their present condition. The visible files and the reference material appear to be in very good shape. The correspondence files are neat and orderly but several suggestions for improved maintenance are in order and are listed below.

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Dispatches and Cables:

Background: In the recent purge of these files, all material prior to 1958 was removed and destroyed. The 1958-59 material was refiled in pressboard folders with the cables and dispatches maintained as separate file series by station. Each folder has the incoming material fastened on one side and the outgoing material fastened on the other. Previously, Kraft folders were used, but were discontinued because they had become worn and dog-eared.

Recommendation No. 1: Combine the cable and dispatch files.

Discussion: The files are used for reference to the activities of a particular station that are of concern to this office. The activity in question may be covered in part by cable and part by dispatch. There appears to be no reason for separating the two types of correspondence and reference and filing would be facilitated by combining them. (Do this for new correspondence. Do not refile the old.)

Recommendation No. 2: Install a cut off system for this file.

Discussion: A cut off system will permit periodic bulk disposition so that the recent folder by folder screening will not have to be repeated and growth of the file can be controlled. This should be done by typing a new set of station folders for current filing and for each year thereafter. The 1958-59 material should be compacted and placed in the lower drawer to age. At the end of two years, the entire accumulation can be destroyed with no screening required.

Recommendation No. 3: Use Kraft folders for the new station files recommended above.

Discussion: The worn condition of the Kraft folders previously used, occurred because there was no cut off system and the same folders were in continuous use for several years. With the cut off system, a new file with a new set of folders is started each year and the folders do not become so worn. Incidentally, the use of Kraft folders, in your present files, would save nearly a drawer of safe space because they are less thick than the pressboard folders.

Project Files:

Recommendation No. 4: Establish three or four broad subject categories which are distinctive and clearly related to the various projects. Use these subject categories for primary file guides in the project files.

Discussion: The number of projects has reached a point at which filing and reference can become a problem. This occurs because much of the time project names or titles are not formalized and used to the extent that all persons concerned can readily associate the project with the proper title. Filing and reference can be facilitated by establishing subject categories which are characteristic of a group of projects. This narrows the search for the proper file. For example, the subject categories in this file could be:

- (1) Lens
- (2) Camera accessory equipment
- (3) Cameras - 35 mm. and larger
- (4) Cameras - less than 35 mm.