

2 September 1958

MEMORANDUM FOR: Administrative Staff, CR
 FROM : Chief, Document Division
 SUBJECT : Report on the "Files Clean-Up Campaign"

The results of the clean-up drive, as of 29 August 1958, in the Document Division are as follows:

	<u>Analysis</u>	<u>Processing</u>	<u>Branches</u> <u>Special Control</u>	<u>Total</u>
a. Linear Feet of Records Destroyed (Mixed sizes)	16	8	49	73
b. Linear Feet of Records Returned (Mixed sizes)	2	0	30	32
c. Safes (Legal Size) Returned to Stock	1	1		2
d. Equipment returned to stock:				
Typist Chair	1			1
Executive Chair	1			1
Chair	1			1
Telephone	1		1	1
Tape Dispenser		Various	Various	Various
Rubber Stamps				

NOTE: 1 supply cabinet transferred from Analysis Branch to Processing Branch

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