

Report for Week Ending 23 May 1956  
from  
FORMS MANAGEMENT BRANCH

25X1A9a

Numbered Projects

25X1A2g

4-85 Information Reports Study [REDACTED] - Proof copies of Forms 1, 1a, 1a-1, 1b, 1c, and 1d have all been corrected and returned to the printer this week. New proofs should be available in a week to 10 days. Changes were made in these forms to bring the OO and [REDACTED] formats in much closer alignment which will facilitate final realization of our goal of a single IAC-wide information report format.

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General Information

25X1A6b

1. Forms Authorized for Field Use [REDACTED] - The present status of the request from the Supply Division relative to supplies of 612 forms to be cleared for overseas shipment to [REDACTED] is as follows:

Forms remaining to be cleared:

Agency Forms	51
Standard Forms	53*

25X1C4a

\* The Office  
Forms. CI [REDACTED]

25X1A9a 2. Indexing the Authorized Overseas Use of Stocked Forms [REDACTED] - To date, of a listing of 167 stocked forms, 147 forms remain to be cleared for approval or disapproval for overseas use. 25X1A9a

3. Telephone Inquiries on Authorized Overseas Use of Stocked Forms [REDACTED] - Requests from Supply Operations Branch, Supply Division as to authorized overseas usage of 72 forms were received during the week 25X1A9a

4. Form No. 238 (previously 35-1 File and Routing Slip) [REDACTED] Agreement has been reached with the (4) offices of primary interest (Logistics, DD/S Registry, Executive Register and OSI) on the proposed revision. The format has been changed and the construction features have been altered from interleaved carbon set, side stub to NCR top, stub, continuous unit sets. This form has an 18 months usage of 175,000 sets. 25X1A9a

25X1A9a 5. Request For Forms Management Material [REDACTED] - At the request of Mr. [REDACTED], VM Repository, an initial supply of form design guide sheets (all types and sizes) analysis sheets, poster, etc. have been forwarded to him.

25X1A9a 6. Form No. 70 "Printing Services Requisition" [REDACTED] - The procurement of Form No. 70 was awarded to a commercial supplier by GPO. this week. The due date for a partial delivery is 6 July 1956. 25X1A9a

7. Smudge Proof Black Hectograph Masters, Forms 800 and 800a [REDACTED] - Proof copies were approved and returned yesterday to the printer. Supplies should be available on or before 1 July 1956.

-2-

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8. IRAC, 6th Meeting of 1955-1956 Season [REDACTED] - Members of the Records Management Staff and the Records Center attended the meeting to hear Messrs. Raymond Jacobson CSC, Robert J. Trudel, CSC, and Everett O. Alldredge, NARS, GSA, discuss the "New Management Analysis Series" (the CSC Position Standards, GS-0303.00 to be issued 4 June).

Pending Actions

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FOIAb3b1

A9a

Completed Actions

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DD/S Area

1. Notification of Property Charge Form No. 984 [REDACTED] - Developed and designed a 5 x 3 card. Originator had rough draft set up for a 2 sided card. Through redesign it was possible to develop a one-sided card. Concurrence was made with originator and he was very pleased. There will be a savings on the press run because of it only being a 1-sided form, and there will be less chance of information previously on the back of card being overlooked. Card to be used for notifying Personnel Office of Property charged out to [REDACTED] in case of a TDY trip, PCS, or separation from Agency.

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25X1A9a 2. Revision of Abstract File Slip Form No. 208 [REDACTED] - Form originally a 3 part snap out; developed form into an NCR continuous set form, with minor revisions. There will be a savings in security aspects because of no carbon required, thus eliminating classified waste carbon.

25X1A9a

3. Revision of Request for Pre-Employment Medical Evaluation [REDACTED] Form 570 Designed and developed this form, with revisions in the text, from a cut sheet to a 3 part snap-out. Savings for typists in eliminating the insertion of carbons and aligning.

25X1A9a

4. Revision of Report of Separation Form No. 971 [REDACTED] - Revised text of form, and also changed from a cut sheet to a 7 part snap-out. Saving for typists in eliminating the insertion of carbons and aligning.

DD/P Area

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1. Revision [REDACTED] - Minor changes in text, copy changed from a 4 part snap-out to a 4 part NCR form. Five thousand sets are used a month. The use of NCR eliminates the security problem connected with the disposition of carbons.

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-3-

Pending Actions Summary

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	2	6	8	-	16
Revision	4	2	9	6	21
Reprint	<u>1</u>	<u>-</u>	<u>3</u>	<u>-</u>	<u>4</u>
Total	7	8	20	6	41

Completed Actions Summary

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	-	3	2	2	7	27,000
Revision	2	1	3	6	12	453,500
Reprint	<u>3</u>	<u>2</u>	<u>4</u>	<u>7</u>	<u>16</u>	<u>639,600</u>
Total	5	6	9	15	35	1,120,100

Redesignated - 3  
Obsolete - 1

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