

Weekly Report for Week Ending 22 October 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

Office of Central Reference/IR Shelf Filing [REDACTED]

25X1A9a

✓ Plans are being developed to permit another installation of open shelving and Saf-T-Stak for Industrial Register. The Office of Security has already given their approval of use of the secured area. The Office of Logistics was requested to and will purchase the new equipment in exchange for 58 4-drawer legal safes and 55 5-drawer 5 x 8 card safes.

2. Assignments

a. Shelf Filing

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Records Management Survey/Office of Personnel [REDACTED]

✓ The partial shipment of shelving received was not installed in accordance with the floor plan developed for OP and will have to be dismantled and reassembled.

A Posting Table received from Diebold Inc., is not satisfactory for use with this installation in that it does not appear to be sturdy enough to transport files in bulk.

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✓ General Counsel/Office Layout and Filing Equipment [REDACTED]

25X1A9a ✓ Will meet with Mr. [REDACTED] today to discuss their needs and a course of action.

b. Record Systems

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Installation of Subject-Numeric Files in OP [REDACTED]

Twelve installed; three in process.

✓ (a) Mobilization Staff (85%). Most of material to be kept converted to new system; continued screening older material and training of secretaries.

(b) IAS Pool (90%). Completion requires screening of material by IAS supervisors prior to disposition.

(c) Employee Relations Branch (25%). Suspended temporarily due UGF. Drive and work on above installations.

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Security Staff, New Building [REDACTED]

Permanent badges, inserts and sealing unit were received this week, and the coded temporary badges are expected within the next few days.

Alterations within the Security Staff building are complete and the interior is now being painted.

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✓ Met with Mr. [REDACTED] OL/BPS and Mr. [REDACTED], Photographer, to discuss and select photographic equipment most suited to operation.

DD/P Operations Services Staff [REDACTED]

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25X1A8a

Have been requested by Mr. [REDACTED] of the [REDACTED] /DD/P to assist and advise them on a card filing problem formerly referred to them by this Staff.

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25X1A6a Office of Communications/ [REDACTED]

✓ No change from previous report.

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✓ Office of Personnel/Contact Personnel Division/Card Index [REDACTED]

No change from previous report.

c. Records Schedules

✓ Medical Staff [REDACTED] 25X1A9a

Audit of the Records Disposition Program is continuing. The Office of the Chief Medical Staff was surveyed.

Revision of Records Control Schedule -OCR [REDACTED]

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✓ Schedules have been revised in draft form for Office of the AD and attached staffs and for Graphics Register. Assistant ARO and Division Records Officer for Liaison Division are incorporating many proposed changes required by LD's reorganization in draft revision.

3. Vital Materials

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✓ Mrs. [REDACTED], ARO for Office of Personnel forwarded to us for review a copy of Department of the Army Civilian Personnel Regulation (M100), titled Mobilization Planning and Execution and, also, a copy of U. S. Civil Service Commission Mobilization Circular #4.

These releases, among other things, identified personnel records necessary to continue operation in the event of an emergency and, also, those needed for reconstruction purposes.

A review of these personnel records indicated that the Vital Materials Program of our Personnel Office compares very favorably with similar programs of these agencies.

25X1A9a Mr. [REDACTED] was briefed in the OCR Vital Materials Collection at the Repository. He recognized the existence of many deficiencies and will discuss these with the responsible officials in OCR.

25X1A9a [REDACTED] also accompanied last weeks trip to the Repository.

Col. [REDACTED] all members of DD/P, were briefed on the Repository by Mr. [REDACTED] 25X1A9a

25X1A9a Mr. [REDACTED] visited the Social Security Board in Baltimore. Of particular interest to them was the conversion of the National Employee Index (Flexoline File) to microfilm, with periodic updating via Electronic Data Processing equipment. They toured the microfilming and EDP setups viewing a new high speed microfilm reader and the IBM 705.

4. News

The Typing Pool is prepared again this year to assist us in the typing of the 1959 subject files. As soon as the [REDACTED] 25X1A1a from the BSO are received the work will commence. The Records Center will store the completed sets until needed.

25X1A9a Mr. [REDACTED] of the Stock Management and Requirements Section, OL, informed that a current purchase order for HHM Safe type filing equipment will be reduced by 80 units. This action is in response to our verbal request and as a result of the filing cabinets returned to stock from the OCR/IR mock-up project.

25X1A9a Suggested to Mr. [REDACTED] of the O/DI that the Support Bulletin be used as one means of advertising the OCR/IR mock-up to Agency personnel.

25X1A9a Three members of the Branch attended the IRAC meeting at National Archives on Friday to hear the discussion on Paperwork Management.

Mr. [REDACTED] has transferred from this Staff to the O&M Staff.

25X1A9a Mr. [REDACTED] is attending the Agency Conference Techniques course.

[REDACTED] 25X1A9a