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Weekly Report for Week Ending 26 February 1958

from
RECORDS DISPOSITION BRANCH

1. Contributions 25X1A9a

Project 8-56 ORR Geographic [REDACTED]

1a Subject-numeric file system installed in Construction and Development Branch of Cartography Division. Card form developed for their control over the receipt, issue and procurement of cartographic supplies and equipment. By posting selected information to cards they will have better control of their supplies (a large portion are not stocked items) and in addition the bulky source documents can be destroyed after a short retention.

2. Assignments 25X1A9a

a. Map Library Division, ORR [REDACTED]

25X1A6a

1a They approved floor plan for the proposed shelf filing installation in the [REDACTED] has been returned to Space Maintenance, OL, from G.S.A. A work order has been placed with Space Maintenance by the Office of Security to have the Area secured with expanded metal. Actual work will begin when funds are available. 25X1A9a

b. CIA Library, OCR [REDACTED]

A floor plan is now being developed to determine whether or not enough Book Shelving can be installed within the present floor space to absorb the increase in volume of books.

c. Installation of Subject-Numeric Files in Office of Chief, Records and Services Division, OP - [REDACTED] 10% complete. 25X1A9a

Began installation 24 February. Held meetings with Chief and Deputy Chief, RSD, and clerical personnel involved. Installed dividers and began conversion of previous alphabetical file to Subject-Numeric system. 25X1A9a

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d. Assistance to ARO/OP in preparation of OP Internal Notice on Records Maintenance. [REDACTED]

Resolved with Mr. [REDACTED] ARO/OP, certain questions concerning proposed format and coverage to avoid overlays or omissions in his proposed revision of several issuances covering Records Management Program in OP. 25X1A9a

e. Project 6-40 OCR [REDACTED]

No change

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f. Project 6-95 - Office of Personnel [REDACTED]

No change from previous report.

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g. Improved Filing System for Biographic Profiles (Form 1200)
for Selection Staff, OP. [REDACTED]

Decision on proposed conversion from ring binders to loose filing in folders deferred at request of Chief, Selection Staff, to permit completion of priority work and return of employees from leave. New target date for decision is 6 March.

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h. Project 8-20 ORR [REDACTED]

No change.

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i. Project 8-53 OTR [REDACTED]

The schedule for the Personnel Section, Admin. Branch, has been approved and signed. Schedules for the [REDACTED] and the Registrar are being prepared.

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j. Project 8-55 - [REDACTED]

A tentative floor plan depicting Open Shelf Filing has been prepared and discussed with the Chief of this Branch. The plan allows for an estimated 5 years expansion of the files of this Office. A quick survey of the area was made by Mr. [REDACTED] of the Telephone Section/OL, who indicated that telephone instruments can be relocated at a cost of \$110. The overall plan for shelf filing was discussed today with Mr. [REDACTED] Executive Office, who was also taken on a tour of the Biographics Register installation.

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k. Project 8-57 DD/S [REDACTED]

No change from previous report.

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l. Comptroller, Machine Records Division [REDACTED]

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No change from previous report.

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m. Review of File System Building Planning Staff [REDACTED]

Due to the illness of Mrs. [REDACTED] Building Planning Staff, the review of this file system has been delayed.

3. Vital Materials Program

- a. Effective 26 February the transfer of Vital Materials from National Security Council will be handled by the Record Center run.

b. It was not necessary to make our weekly (Thursday) trip to the Repository last week.
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25X1A9a c. Mr. [redacted] met with Messrs. [redacted] and [redacted] of OBI, and Messrs. [redacted] of OCR to discuss proposed changes in the Vital Materials Availability Register. These meetings resulted in our receiving approval substantially for changes which will reduce tab punching and machine listing for all NIS, non-CIA Cables, JANIS and certain Graphics Register deposits.

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d. Microfilming of Vital Materials in OP has been completed.

e. A meeting was held with representatives of ORR/Services Division/Communications Branch, to arrange for the microfilming of Vital Materials.

4. News 25X1A9a

a. Disposition of OSS Research and Analysis Reports

25X1A9a Met with Mr. [redacted] OCR, to discuss the disposition of approximately 21 cu. ft. of old OSS R & A Reports (1942 - 1946). Upon verifying the completeness of record copies maintained by State (or at National Archives) these can be destroyed.
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25X1A9a b. [redacted] new Chief of Registry, [redacted] was briefed and acquainted with the records management survey made at that station in 1956.

c. [redacted] O and M Staff, was briefed on the current status of program and procedures of RD Branch. 25X1A9a

25X1A9a d. IRAC meeting on "Integrated Paperwork Systems" at National Archives on 21 February was attended by Messrs. [redacted]
[redacted] 25X1A9a