

Report for Week Ending 29 January 1958
from
RECORDS DISPOSITION BRANCH

1. Assignments - Active 25X1A9a

a. Project 6-40 OCR [REDACTED] 25X1A9a
No change.

b. Project 6-90 Commercial Staff [REDACTED]
Authority to dispose of one item, submitted to the National
Archives in August, has been received and approval granted.
This action completes the survey in this Staff. 25X1A9a

25X1A8a c. Project 8-18 OO [REDACTED] [REDACTED] 25X1A8a
25X1A8a [REDACTED] Schedule is being prepared for resubmission to the [REDACTED]
[REDACTED] for signature. Several series of files are being
readied for retirement in accordance with disposition in-
structions under the revised schedule.

d. Project 8-20 ORR Economic Area [REDACTED] 25X1A9a
No change.

e. Project 8-49 OP/Position Evaluation Division
Completed installation of subject numeric file in Office of
the Chief, Position Evaluation Division, OP. Results:
trained one employee; 1958 folders in use; 1957 material filed
under new system; 4 cu. ft. obsolete and duplicate material
destroyed; 4 cu. ft. of pre-1957 records transferred to
inactive storage area outside immediate office of C/PED.

25X1A8a f. [REDACTED] 25X1A9a
[REDACTED]
approved. The schedule for the [REDACTED]
Branch has been revised and submitted for approval.

g. Project 6-95 Office of Personnel [REDACTED] 25X1A9a
Some minor changes in record keeping methods within the
Office of The Director has been reported to us by Mr. [REDACTED] 25X1A9a
25X1A9a [REDACTED] ARO/OP. Mr. [REDACTED] indicated he would like
these changes incorporated in the revised Records Control
Schedule before we request the Directors approval of
the schedule. We are now awaiting classification and
the extent of these changes from Mr. [REDACTED] 25X1A9a

h. Project 8-48 Medical Staff [REDACTED] 25X1A9a
A recommendation to use open file shelving and the
specifications necessary to prepare a purchase order
for the shelving was forwarded to the Chief, Medical
Staff, on 28 January. The recommendation submitted
was previously agreed to by the Administrative Office
and the Registrar. Approximately \$3600 worth of filing
equipment (40 5-drawer cabinets) will be released if

the plan is accepted. Shelving which will provide a 30% savings in floor space will give a 25% increase in usable filing space at a cost of \$1500. Project is complete. 25X1A9a

i. Comptroller, Machine Records Division [redacted]
No change in this project.

j. Map Library Division/ORR [redacted] 25X1A9a
No change in this project.

25X1A8a

k.

25X1A9a

5X1A9a

25X1A9a

l. Project 8-56 ORR-Geographic Area [redacted] 25X1A9a
Met with Chief, Geographic Area, and discussed the installation of subject-numeric files in the divisions and branches of the Areas. Began installation of the file system in the Chief/G files. Approximately 12 cu. ft. of records are being retired and 2 cu. ft. will be destroyed.

m. Project 8-57 DD/S [redacted] 25X1A9a
A review and audit of the DD/S Records Management Program was begun. The files maintained by the Regulations Control Staff have been surveyed. Miss [redacted] asked that I delay her portion of the survey until a member of her staff returns from sick leave. 25X1A9a

n. Review of Subject Files Installations in OP.
Continued follow-up on previous installations (5) of subject-numeric files in OP to assist in establishment of new files for 1958 and cut-off of 1957 files. New 1958 folders installed in offices of Chief, Personnel Procurement Division and of Chief, Position Evaluation Division; being prepared by IAS Pool/OP for [redacted] and DD/Pers/PD. 25X1A8a

2. News

Office of General Counsel, ONE and Medical Staff are being assisted in records retirement.

Met with DD/P, ARO representative to discuss future storage requirements in the Records Center. Volume of material to be retired is likely to exceed estimates of a year ago. 25X1A9a

Two meetings were held with Mr. [redacted] regarding reduction of items appearing on the VM availability register.

[redacted] 25X1A9a