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Chief, Management Staff

2 December 1954

Chief, Records Management Division

Weekly Report - Week Ending 1 December 1954

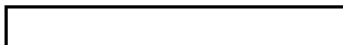
1. The review of the DD/P records control schedule has been completed. Action can now be taken by DD/P to dispose of 117 categories of records. Since the schedule prepared by DD/P did not disclose the volume of records, it is not possible to determine in terms of filing equipment how much material can be eliminated from active office space. A request has been submitted for this information and as soon as it is received a further report will be given to you. It appears, however, based on the schedule, that a substantial amount of material will not be retained permanently.

2. Some activity is now taking place in the Security Office with respect to the preparation of a records control schedule. It is the opinion of the Area Records Officer and our people who are working with him that a substantial volume of records can be transferred to the Records Center if the officials of the Security Office agree with our recommendations.

3. We have been advised by DD/P that a shipment of approximately 50 file cabinets of inactive records will be received in the near future from overseas for storage in the Center.

4. A representative of the Logistics Office advised us that the new Records Center building is scheduled for completion on 13 January 1955.

5. The equivalent of 15 cabinets of inactive records were transferred to the Records Center. The total records in the Center are now equivalent to 2,108 file cabinets.



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Report for Week Ending 1 December 1954 from
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 37% complete.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 90% complete.

Records Company submitted a sample tray of a simplified design which they indicated could be made for approximately \$5.00. Requirements for actual procurement and distribution of the trays were discussed with representatives of the Logistics Office and it is anticipated that procurement action will be initiated within the next week.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, HB 40-150

No change from previous report. Project is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 65% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is approximately 67% complete.

Microfilming of special material in OSI has been completed.

Microfilming of vital materials in the Security Office continues. This project is approximately 80% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials Requirements

A meeting with representatives of the Office of Communications, Cable Secretariat and RI/FI has been scheduled to discuss the recommendations contained in the report. Project is approximately 99% complete.

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Project 5-59 - Revised Courier Receipt and Logging System

No change from previous report. Project is approximately 5% complete.

Project 5-60 - Cable Receipting System

No change from previous report. Project is approximately 5% complete.

General Information

[redacted] of this office met with [redacted] and [redacted] of OSI to instruct [redacted] in the operation of the new Diebold Portable Microfilm machine. This meeting resulted from a request from [redacted] for the loan of a microfilming machine to film vital materials in the Nuclear Energy Division of OSI. As only [redacted] can film these documents, it was necessary to acquaint him with the operation of this new camera.

[redacted] Chief of Sovmat Staff, and [redacted] the Area Records Officer, visited the Repository this week to review their vital materials holdings. Resulting from this review, one (1) cubic foot of superseded material was destroyed. [redacted] stated that in the future more adequate disposition instructions will be provided the Custodian which will permit the destruction or withdrawal of superseded material upon receipt of a more current deposit or finished report.

We were requested by [redacted] OCD/BR, to train one of his men in the use of a Model E Recordak Microfilm Machine. [redacted] made arrangements for obtaining the machine and spent about 6 hours in instructing the man how to use it, in making tests, and in assembling supplies for a proposed field trip.

Arrangements have been completed with the Machine Records Division to prepare tabulating cards for use in preparing a listing of Management Staff reference material. As accretions are added, new listings will be prepared from the cards and distributed throughout the Management Staff.

A proposed notice is being prepared which will require a certification from the Area Records Officers that existing filing cabinets are being properly utilized before ordering additional ones. This notice conforms with the intent of the GSA regulation which requires a similar certification from the Agency's Records Officer for the purchase of new equipment.

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Report for Week Ending 1 December 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office (Reports and Correspondence Management)

No change in project status. The correspondex is 90% complete insofar as the Logistics Office is concerned--60% complete with respect to promoting its use throughout Headquarters. The reports management phase is 20% complete.

Project 4-94 - Office of the Comptroller Reports Management
Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Handbook is being reviewed by Miss Dove. Project is 95% complete.

General Information

a. Glossary of Administrative Terminology - Card indexing and cross referencing of terms was completed. Typing of the draft for approval by DD/A will commence today or tomorrow. Project is 53% complete.

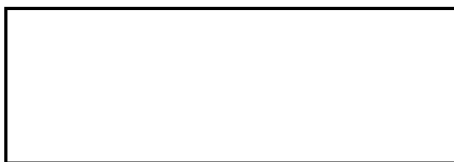
b. Employee Suggestions

(1) No. 1038, Indicating the Sterility of Correspondence on File Copies - Replies have been received from ~~two~~ ⁴ of the ARO's requested to comment on the suggestion.

(2) No. 1357, Headquarters - Wide use of Commercial Size and Legal Size Letterex, and No. 1358, Procurement of Standard Form No. 64 (Short Form Office Memorandum) in Pads of Bond and Tissue Sets - Fact gathering on these suggestions has been completed.

c. Guides to Effective Writing - [redacted] Chief of OTR Plans and Research Staff, reported his staff is reviewing the pamphlet material we furnished. 25X1

In response to a request by [redacted] staff, we developed a guide to minutes writing. She has also requested an analysis of her writing. 25X1



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REPORT FOR WEEK ENDING 30 NOVEMBER 1954
RECORDS CENTER BRANCH

Accessioning

Information has been received from the Area Records Officer, DD/P, that shipment of approximately 410 cubic feet of records has been started from an overseas installation. The time of arrival in the Records Center has not yet been determined.

The Center received 33 Archives boxes (14 cubic feet) of Captured Japanese documents returned from the Federal Records Center on a permanent withdrawal. These records are being held pending completion of arrangements for transferring them to Army, G2.

Total holdings of records retired to the Center from active files in expensive office space is now 8,050 cubic feet. Accessioning transactions are averaging more than 1 per working day for this calendar year. 16,865

During this week the following accessions were made:

OO	67 Cubic Feet
Logistics	17 " "
Comptroller	10 " "
OCI	10 " "
ORR	4 " "
OCD	2 " "
OSI	2 " "
Training	1 " "
Sub-total	113 Cubic Feet
Finished Intelligence	8 " "
Total	121 Cubic Feet

Total accessions to date - 353.

General

25X1 [redacted] of LO/TD conferred with [redacted] regarding details of the Center move. It was agreed that [redacted] would furnish 5 laborers to unload and shelve fifty pallets per day. At this rate, the move will take 20 working days. A visit was made to the new Center building where [redacted] inspected the receiving area layout. Completion date for the construction has now been moved to January 13, 1955. After conferring with [redacted] LO/RE, it appears that the tentative move date in [redacted] staff study will be February 1, 1955.

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Report for Week Ending 1 December 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Discussions with DD/P and Logistics Office personnel concerning a distinctive modified format for the FI Information Report continued during the week with several different versions being developed in an effort to meet that office's requirement for a distinctive format which will, at the same time, meet our objective "more efficient operations at less cost." Three final proposals have been developed for submission today. Project 74.2% complete.

Project 4-86 - Forms Index

A total of 130 forms have to date been obsoleted as a result of this project. 110 are CIA forms and 20 are forms of other government agencies. Of this amount, 39 were discontinued by this office because of inactivity. Project is 78.76% complete.

Project 4-95 - Forms Management Handbook

No change. Project is 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by
Forms Management Branch

No change. Project is 11% complete.

OO Information Report

Unsatisfactory test conditions reported last week have now been entirely resolved. Arrangements have been made with the printer to obtain a price adjustment on a new order just submitted which will compensate the Agency for inconvenience and delays suffered by the printer's error.

Individual and Group Information Reports

Proofs have been approved by the office of primary interest and returned to the printer for expedited delivery. Extra ozalid copies were furnished [redacted] DD/P, for use in discussions with representatives of the [redacted] Committee.

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Forms Management Program Booklet

Printed copies of the booklet were received yesterday and will be distributed to Area Records Officers and other interested individuals in the near future.

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Forms Management Poster - "Don't Waste Forms"

Rerun of a previously unsatisfactory printing was received today. The new poster is considerably easier to read because of a better use of color. Posting in all Agency buildings will be accomplished as soon as possible.

Summary of Individual Actions

New	2	1,000
Reprints	4	42,000
Revisions	14	36,400
Other Gov't. Forms	-	-
Overprints	-	-
Total	20	79,400

12 Redesignated



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Report for Week Ending 1 December 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-78 - Office of General Counsel

The training of personnel in the use of the file plan is complete. It is anticipated that the disposition plan will be approved and signed by the General Counsel within a few days. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

The Handbook is still in the coordination process and comments are to be submitted to Regulations Control Staff by 3 December 1954. Project is 85% complete.

Project 4-116 - Security Office

The Records Control Schedule is being prepared by the Area Records Officer and will be submitted to the Office staff for formal approval. Project is 87% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 213 describable items covering an estimated 2403 linear feet of records have been listed. Project is continuing and is approximately 29% complete.

An estimated 10 linear feet of correspondence, reports, surveys and other papers documenting the "Janis" intelligence production program have been collected and will be retired to the Records Center. This material will be consolidated with the Janis publications already in the Center and will provide a complete history of the entire Janis program.

Project 5-40 - Office, Chief of Operations

A discussion will be held with the Area Records Officer the latter part of this week regarding the Records Control Schedule for the Office. A few changes in the Schedule may be necessary and it is anticipated that the signature of the Chief of Operations will be obtained within the week. Project is 75% complete.

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General Information

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An appraisal was made of the consolidated Records Control Schedule as requested by the DD/P Area Records Officer. The Schedule consisted of 117 items and was above average in coverage and detail. The Schedule was approved and the disposal standards can be applied immediately. As it was a consolidated schedule the figures for the amount of records covered and equipment used are not immediately available. This omission was discussed with [redacted] of DD/P and we were informed that if permission was granted for the disclosure of that information we would be notified immediately.

A permanent withdrawal of 37 boxes of captured Japanese Ordnance documents has been made from the National Archives. The request for these documents was received from the Assistant Chief of Staff, G-2. Plans are now being coordinated for shipment of these documents to the Army.



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