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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300240008-3

Reports
(weekly)
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

10 November 1954

Chief, Records Management Division

Weekly Report - Week Ending 10 November 1954

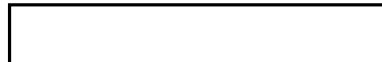
1. Arrangements were made with the Interim Assignment Branch to number adhesive tape to be used in connection with establishing control over the large number of Records Center cartons to be moved to the new location. As the result of this assistance and overtime worked on 6 November 1954, we have completed approximately 25% of this job. IAB personnel will be used in connection with additional unclassified work in the Records Center where appropriate.

2. A report outlining the accomplishments in connection with the records management survey in FBID has been completed, discussed with the Division Chief and the Special Assistant to the DD/I. This report will be submitted to you in the next day or so for transmission to the Chief, Office of Operations. One of the significant items in connection with this report is that 2,331 cubic feet of records, the equivalent of 291 file cabinets, have already been transferred to the Records Center or destroyed.

3. Discussions were held with Area Records Officers in the Personnel Office and Security Office on their internal forms management programs. The Personnel Office is making significant progress in this area. The Security Office is just in the process of getting started.

4. As the result of tests conducted in the DD/P area on a new FI Information Report, it appears that additional savings of approximately \$6,000 per year will be possible when this project is completed.

5. Five Agency offices transferred the equivalent of 23 file cabinets of inactive records to the Records Center.



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Report for Week Ending 9 November 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

- a. Reports Management - No change in program status. The proposed follow-up with the Chief, Administrative Staff, LO, has been deferred because of his illness.
- b. Correspondence Management - The headquarters correspondex for testing in the Logistics Office is 50% complete, based upon near completion of rough drafts for each of the approximately 100 proposed index cards. The Office of Training is now reviewing drafts concerning requests for training. Drafts for review by the Offices of Personnel, Comptroller, Logistics, and Security will be forwarded early next week.

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

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

Project 4-98 - Correspondence Handbook

No change in project status pending review of the Handbook by the Chief, Management Staff. Project is 95% complete.

General Information

a. Program Material - Arrangements were made with Printing and Reproduction Division for the art work, composing, and printing of the pamphlets, "Analyzing Reports," and "Correspondence Management." Reproduction time will be from four to five weeks.

b. Program Promotion - [redacted] conferred with [redacted] Chief, OTR Management Training Division, on including records management subjects in OTR training courses. Collaboration with OTR in developing training guides was also discussed. To that end [redacted] was furnished drafts of our proposed pamphlets, "Modern Writing Styles," and "What is Readability."

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c. Employee Suggestions

No. 979, Signature Marker - Form No. 163, Correspondence Assembly Reference Tab, which was developed on the basis of this suggestion, is now in the Agency supply system. A flier publicizing the use of this tab was developed. It will be disseminated to Agency clerical personnel through Building Supply Officers.

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d. Glossary of Administrative Terminology - Extraction of terms from regulations, notices and handbooks is underway.



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Chief, Reports & Correspondence
Management Branch

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RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

0 0	24 Cubic Feet
Personnel	18 " "
Comptroller	16 " "
Logistics	5 " "
DD/P	2 " "
Sub-total	<u>65 Cubic Feet</u>
Finished Intelligence	<u>123 " "</u>
Total	188 Cubic Feet

13.5 cu ft.

Total accessions to date - 336

Reference

A request from the General Counsel's Office for a memo written in 1942 by an OSS official again highlighted the post war ravishment of the files of that Agency. The document was not found in the meagre OSS holdings of the Center nor in the RI Archives. National Archives is now being requested to search its portion of OSS records. The memo is needed in defense of a claim against the Government.

General

Messrs. [redacted] of the Center visited the new construction [redacted] during the week.

✓ Approximately 25% of the master numbering of the cartons in the Center has been completed in preparation for the move. Good progress is also being made on the rearranging and inventorying of certain records that needed it. This has all been done on overtime.

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Handwritten notes:
11/22/54
11/22/54

**Report for Week Ending 8 November 1954 from
FORMS MANAGEMENT BRANCH**

Handwritten notes:
37-107
49/10/54

Project 4-85 - FI Information Reports

[] Reports Control Branch, DD/P appears to be receptive to our proposal to eliminate the use of yellow-stripe run-off paper and to use a light green paper instead, with instructions printed and distributed occasionally on a separate instruction sheet. Test runs on light green and other papers are being made by the K Building Reproduction Plant. Project 74% complete.

Project 4-86 - Forms Index

Verifying data and posting records continues. Project 78.7% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project 10% complete.

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

No change from previous report. Project 11% complete.

Forms Management Poster

The first of a series of posters featuring "Orme the Form," captioned "Don't Waste Forms" has been received and will be posted throughout Agency buildings in the near future.

Personnel and Security Office's Forms Management Programs

Detailed discussions of the effectiveness of these programs were held with the Area Records Officers this week. Continued attention will be devoted the Security Office Program in the near future.

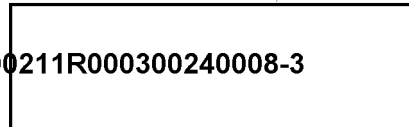
Summary of Individual Actions

	No. of Requisitions	No. of Copies
New	5	54,200
Revised	23	172,200
Reprints	12	90,500
Overprints		
Other Government Forms	1	25,000
	<u>41</u>	<u>341,900</u>

Redesignated 23

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Report for Week Ending 9 November 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

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

Project 4-97 - Records Disposition Handbook

The Handbook is being duplicated prior to coordination with other units of the Agency.

Project 4-116 - Security Office

No change from previous report. Project is continuing and is 85% 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, 186 describable items covering an estimated 1989 linear feet of records have been listed. Project is continuing and is approximately 25% complete.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.



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Report for Week Ending 9 November 1954 from
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 25% complete.

The analyst assigned to this project is currently working in the Printing and Reproduction Division of the Logistics Office.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 88% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, HB [redacted]

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

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

[redacted] of Logistics and [redacted] of this office met with [redacted] of OCD/IR to discuss the possible microfilming of 132 drawers of Industrial Register Dossier material for vital storage. [redacted] was requested to document this request for filming, and also to include a plan for appropriate indexing and controlling of accretions. [redacted] indicated that this memorandum addressed to the Chief, Records Management Division would be written within the next few days.

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A check of progress of the OCD microfilm plan indicates that they are now filming all CIA produced intelligence material proposed for inclusion under the plan. An extra copy of all such film is made for deposit as vital material, but no arrangements have yet been made to supply the necessary index cards, without which the film cannot be used.

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 64% complete.

In accordance with the established schedule, the semi annual filming of vital materials in the Security Office was started this week. The project is approximately 10% complete.

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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

25X1 This project was listed as being completed last week because the report was completed. However, we will continue reporting progress made in connection with the concurrence and approval of effected offices, and action taken with respect to implementing the recommendations made. In the past week the report was discussed with Colonel [redacted] Cable Secretary who requested some time to consider it before indicating his concurrence or submitting his comments.

General Information

A memorandum was forwarded to the Logistics Office requesting a sufficient supply of folders be supplied the Building Supply Officers in December to provide for setting up files for the coming year. A tabulation showing the number of folders required by each office was attached.

25X1 [redacted] Special Assistant for Administration to the DD/I requested an opportunity to review the report of the Records Management Survey made in FBID, previously reported completed under Project 4-79.
25X1 [redacted] is presently holding the report which will be forwarded upon return to this office.

25X1 The status of the files of the Office of the DD/A were discussed with [redacted]. There has been a complete turn over in personnel handling the files as well as many of the Assistants to the DD/A who require material from the files. At our suggestion, [redacted] welcomed a proposal that an analyst from this office review the files, inaugurate any changes that appear to be necessary, and give further training to the girls using the files. 25X1

The comments submitted by various offices regarding the proposed standardization of a heavy duty folder have been received, and are now being considered.

25X1 At the request of [redacted] Cable Secretary, we are undertaking a review of the present system for preparing receipts for cables with the objective of developing possible improvements in the present manual system or of adopting a mechanical method.



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