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*Reports  
Weekly*

RETURN TO

RECORDS MANAGEMENT DIVISION

16 September 1954

Chief, Management Staff

Chief, Records Management Division

Weekly Report - Week Ending 15 September 1954

1. A review of all forms used by the Foreign Broadcast Information Division is being made in connection with the records management survey of this division. So far, indications are that a substantial reduction in the number of forms will be accomplished. This week eleven different forms used for logging purposes were consolidated into one form and fifteen two-page form letters were revised to eliminate the second page completely and to reduce the number to eleven.

2. New personnel in the Medical Office were trained in the filing system which was installed for them some time ago.

3. All comments on the proposed Correspondence Handbook have been resolved and it is being retyped in final form for submission to Regulations Control Staff.

4. As the result of a meeting with representatives of the Security Office and Logistics Office, the order for additional safe cabinets will include specifications necessary for making them suitable for filing all types of material.

5. Three members of our staff attended the 18th Annual Meeting of the Society of American Archivists at Williamsburg, Virginia.

6. At the request of  Special Assistant to the Assistant Director for Research and Reports, we have submitted a list of persons on our staff to be considered for the position of Area Records Officer in that organization. 25X1

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Report for Week Ending 15 September 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

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

a. Reports Management - [redacted]

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Staff reported that a date for launching the reports survey cannot be estimated until either his workload decreases or the approved billet to provide him with an assistant is filled. He feels that the need for a reports management program is great enough to risk launching the survey under present personnel

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b. Correspondence Management - Development of the correspondex of administrative requests and reports is continuing. Sample pattern memorandums and a chart index to the various requests and reports were submitted to the Employee Services Division and the Counseling Branch of the Personnel Office, for their review and inclusion of additional data.

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

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

Project 4-98 - Correspondence Handbook

Agreement was reached with the Director's secretary on all recommendations which evolved from a review of the Handbook by secretaries to the Deputy Directors.

Verification of the Top Secret control procedure described in the Handbook disclosed that certain statements and terms did not conform with those being included in proposed Security handbooks and regulations. These differences have been resolved.

With completion of the above coordination we do not anticipate any further delay in getting the Handbook to Regulations Control for authentication.

General Information

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a. Completed and submitted for [redacted] review the following pamphlets:

- "Correspondence Management"
- "Modern Writing Styles"
- "What is Readability?"

b. In anticipation of re-entering the field of writing improvement, rewrote the following guides: "Tips to Dictators," "Verbosity," and "Vulgarisms."

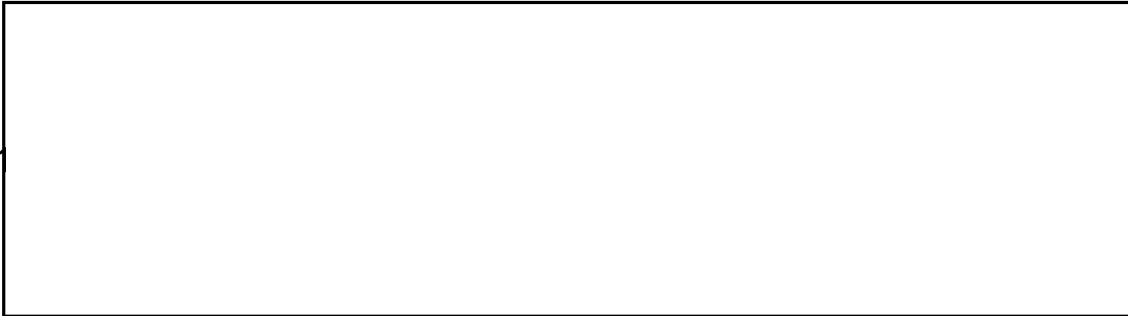
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(1) Since records management embraces every aspect of paperwork, and paperwork is inherent in almost every operation, a records management program can be expected to be proportionally as large as the agency it serves. The ultimate staff required to administer the program on a continuing basis therefore can be readily determined. Such a staff should be provided at the outset of the program.

(2) The cost of a records management survey is recovered the moment top management is convinced that a continuing records management program is needed.

(3) Avoid tracking down details which are too fine to be drawn into conclusions.

(4) Survey reports written by analysts in the Federal service should have the same eye appeal as those generally prepared by private consultants.

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... Reports & Correspondence  
Management Branch

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Report for Week Ending 15 September 1954 From  
FORMS MANAGEMENT BRANCH

Project 4-79 - Records Management Survey, FBID

The functionalization phase of the survey has been completed. The consolidation and analysis phase is now being developed. Several important consolidations have taken place and been agreed to by FBID. One resulted in the consolidation of 11 logs into a single log and 15 form letters consisting of 2 pages each into 11 forms of one page each. Project is 50% complete.

Project 4-85 - FI Information Reports

No significant action since last week's report. Project is 47% complete.

Project 4-86 - Forms Index

25X1 Coordination on the Index has been obtained from [redacted] and OCD. Two forms were reported as obsolete by OCD. Project is 75% complete. 25X1

Project 4-95 - Forms Management Handbook

No change from previous report. Project is 4% complete.

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

No change from previous report. Project is 10% complete.

Individual and Group Information Report Evaluation Forms

Additional changes in the forms are being finally coordinated by the office of primary interest.

Clearance for Civilian Contractor

25X1 [redacted]

Forms Management Briefing

Continued action is being taken to develop instructional slides and informational booklets. Material is being worked on by Graphics/ORR and the Printing and Reproduction plant.

Hoover Commission

25X1 A substantial portion of [redacted] time this past week has been spent on initial contacts with officials of the Departments of State and Justice, with additional contacts scheduled during this

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and the coming week in the individual bureaus of the Department of Justice and with officials of the Department of Agriculture.

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planned to conduct individual surveys within the Justice Department of the Bureau of Immigration and Naturalization, the Office of Alien Property, the Bureau of Prisons, and the Federal Bureau of Investigation. The State Department survey has not developed to such an extent as to presently forecast its scope.

Miscellaneous Activity

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the annual meeting of the Society of American Archivists at Williamsburg, Virginia, on 12-13 September.

Summary of Individual Actions

New	2	10,000
Revisions	7	58,500
Reprints	2	14,000
Overprints	-	-
Other Govt. Forms	3	7,110
Totals	14	89,610
Redesignated	6	

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Report For Week Ending 14 September 1954  
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

Personnel	14	Cubic Feet
OCD	6	" "
OSI	3	" "
Comptroller	1	" "
Total	<u>24</u>	Cubic Feet

Total Accessions to date - 265.

General

The Chief of the Records Center attended the 18th annual meeting of the Society of American Archivists at Williamsburg, Va., September 12 thru 14. Papers read at the meeting will be reprinted in the American Archivist during the coming year. The following comments on the meeting may be of general interest:

a. The general theme of the meeting, presented by both the Archivist and the Asst. Archivist, was the role of the Records Administrator and the Archivist in the field of records management. Stress was placed on their interdependence, and the Archivist flatly stated there would be no parting of the ways.

b. Christopher Crittenden, North Carolina Department of Archives and History described the State Records Center at Raleigh, N.C. A two story building costing \$300,000 was recently erected for the Center operation. At the present time the Center occupies only the second story - an area of 18,000 sq. ft. There are now 16,000 cubic feet of records in custody from various agencies of the State government. The concept of a Records Center at the State level, physically separate from the State Archives is a new one to this writer. He stressed that Records Management and Archives were in the same shop.

c. Mr. Richard Ruddell of the Ford Motor Company discussed recent developments in the management of municipal records. Because of his position on the Committee for Municipal Records of the Society of American Archivists he has been frequently consulted in regard to local government records problems. His report indicated that a very strong records management movement is underway at the municipal and county government level. New York City was mentioned as one of the many presently undergoing a records survey. He stimulated considerable interest in this field by stating that a certain mid-western county had hired a records management consultant to establish a program in 39 weeks for \$27,000.

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Report for Week Ending 15 September 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 97% complete.

An analysis of the forms used by the Division is continuing. In the past week approval has been obtained for the consolidation of 11 forms into one, and 15 two page forms into 11 one page forms.

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 12% complete.

All questionnaires have been returned. Certain apparent inconsistencies and incomplete items are now being reconciled and on the spot reviews are being initiated to ascertain the validity of the projects reported.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 87% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records,   25X1

No change from previous report. Project approximately 97% complete.

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

Project is continuing and is approximately 60% complete.

The listing of vital materials and deposit schedule was received from the Office of the Comptroller. However, all the different material is listed by code. An effort is now being made to obtain proper description of this material which will be useful to this office in eliminating duplicate deposits of similar material by other offices.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is approximately 56% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 11% complete.

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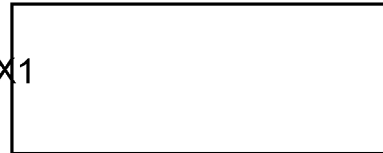
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General Information

In a meeting with representatives of the Training Office a tentative decision was reached to provide for the deposit of operational vital materials of the Training Office at one of their field training stations. It was also decided that a certain limited volume of policy and administrative material would be deposited in the regular Agency repository. The decision not to include the operational material in the regular Agency repository was based on a memorandum from Colonel White instructing the Training Office to establish emergency quarters at the other station.

At a meeting with representatives of Security, Logistics and Records Management Division it was agreed that the order now pending for additional safes would include the inside draw specifications requested by this office, and that the specifications would be offered for our concurrence before released.

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Report for Week Ending 15 September 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

A disposal schedule has been prepared for the records of this office not covered by existing standards and will be submitted promptly to the National Archives for approval at the next session of Congress. Approximately 157 items on the records control schedule have been reviewed and approved for immediate application. Project is 99% complete.

Project 4-78 - Office of General Counsel

25X1 No change from previous report. An analyst of this office will contact [ ] OGC this week in regard to the overall approval of the Records Management Program in that Office. Project is 99% complete.

Project 4-79 - Foreign Broadcast Information Division

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

Project 4-97 - Records Disposition Handbook

The proposed Handbook has been submitted for approval to publish. Project is 75% complete.

Project 4-116 Security Office

No change from previous report. Project is 85% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 85% complete.

Project 5-32 - Office of Research and Reports

109 describable items covering an estimated 665 linear feet of records have been listed. Project is 8% complete.

Project 5-40 - Office of Chief of Operations

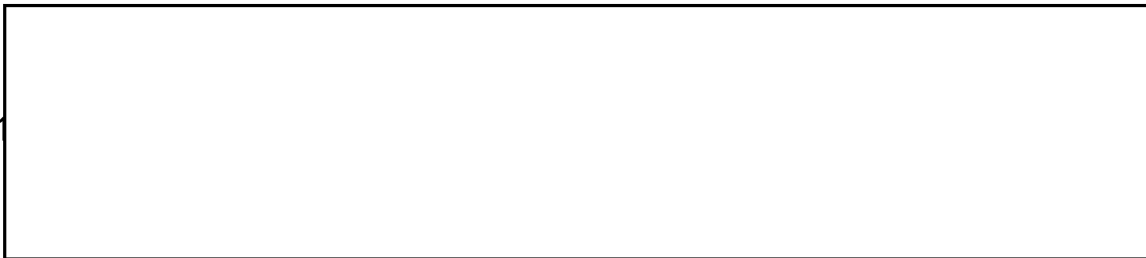
No change from previous report. Project is 75% complete.

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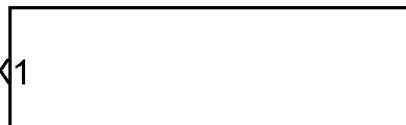
General Information

1. An analyst of this branch has been to the Medical Office and instructed several new personnel in the application of the filing system set up for that Office.

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