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*(Reports
Returned to weekly)*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300270004-4

RECORDS SERVICES DIVISION

14 April 1954

Chief, Management Staff

Chief, Records Management Branch

Weekly Report - Week ending 14 April 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 7 April 1954 Projects in Process 19

This Week: Projects in Process 21

Added during week: 2
Completed during week: 0
Change 2

PROJECTS ADDED DURING WEEK

Records Survey of Audit Office

This includes inventory of records, development of records control schedule, records disposal authority, installation of filing system and schedule for depositing Vital Materials.

25X1

This includes inventory of records, development of records control schedule, records disposal authority, installation of filing system and schedule for depositing Vital Materials.

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

Discussion took place with Medical Office representative who has just returned from an extensive field trip. It was tentatively agreed that additional Vital Materials should be deposited and steps will be taken to proceed with this final phase of the survey. It is expected that it will be completed by 23 April. Project is approximately 75% complete.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

Project resumed. 163 items covering an estimated 502 linear feet of records have been identified and listed. Preliminary appraisals and disposition plans have been made for each describable item. Project is approximately 22% complete.

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Report for week ending 14 April 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT PROGRAM

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

25X1 Met with [redacted] and discussed plans for an Office-wide correspondence management program. It was tentatively agreed that we will be furnished reading files from each division. After informal discussions on this material we will spot check in each division preparatory to a thorough survey. [redacted] is very en- 25X1
thusiastic and cooperative. We anticipate a successful survey.

Project 4-91 - Office of the Comptroller Reports Management Program

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

Project 4-98 - Correspondence Handbook

Comments on the Handbook from all coordinating elements but the Inspector General, were received from Regulations Control Staff. We also anticipate comments from the Office of the Director and the Executive Registry. A card index of these comments is being prepared to facilitate our analysis.

General Information:

a. Employee Suggestions:

(1) No. 801, Procurement of EZERASE Stationery; and 818, Agency-wide use of Del-E-Tape Typewriter Ribbons and Correction Fluid - Tests were made of these products and their merits discussed with office suppliers, and representatives of the General Services Agency, Bureau of Standards, and the Navy Department.

25X1 (2) No. 817, Manifold Carbon Interleaved Dispatch Form - Discussed this suggestion with [redacted] and examined his report on a proposed pouchgram procedure. It is believed that an analysis of this suggestion will assume the scope of a Management Staff project.

b. Program Promotion:

Our proposal to assist the Office of Personnel with the streamlining of their form and pattern correspondence is gaining acceptance. Our suggestions for improving a form letter given to us as a "test" were received favorably.

c. Standard Agency Correspondence:

Plans to develop an index of routine repetitive internal correspondence were discussed with representatives of OSI and ORR. Both of these offices have developed pattern memoranda for some of the more common administrative requests.

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Management Section

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Report for week ending 14 April 1954 from
FORMS MANAGEMENT SECTION

Project 4-85 - FI Information Reports

Proofs of the dual-master set were received from the printer, corrected, approved and returned. Specifications are being written for the combination record copy-offset master set.

Project 4-86 - Forms Index

Verification of first run data continues. New items are being integrated upon approval.

Project 4-95 - Forms Management Handbook

No action this week.

Project 4-103 - Preparation of Final-type Copy by Forms Management Section

No action this week.

Training Material

Material borrowed from the Air Force has been returned.

Study of Stocked Forms Supply System

No action this week.

OO Information Reports

No action - awaiting approval of revised form by OO/C.

25X1

No change in status.

Clearance for Civilian Contractors

25X1

Employee Suggestion #799 - Multiple Copy Carbonless Form Paper

No change in status - awaiting additional information and paper samples to be furnished by NCR representative.

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Project 4-78 - Records Management Survey, Office of General Counsel

Report is in final stages of preparation. Project is approximately 85% complete.

Project 4-79 - Records Management Survey, FBID

Installation of the filing system is continuing. Project is approximately 65% complete.

Project 4-80 - Agency-wide Microphotography Survey

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

Project 4-81 - Security Desk Trays

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

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

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

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

Review of the schedule for the Security Office resulted in a more frequent deposit of records of employee badges issued.

Arrangements were completed with ONE providing for a listing of all materials originating in other offices which they considered essential for emergency use. Arrangements are now being made with the appropriate originating offices to deposit these materials.

A deposit schedule for the Office of the General Counsel has been developed and agreed upon with the Administrative Officer. As soon as the signature of the General Counsel is obtained, the schedule will be complete.

Project is approximately 71% complete.

Project 4-84 - Vital Materials Microfilm Projects

Filming of records in OCD/BR dossier file continues. Project is approximately 25% complete.

Filming of the Personnel Office Vital Materials for this quarter is approximately 60% complete. The Area Records Officer for Personnel has requested that the filming of the remaining 40% be postponed until 19 April because of the excessive number of references being made to these records.

Filming in OSI is approximately 98% complete and should be completed by 16 April.

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Project 4-85 - FI Information Reports

Proof of revised report form received from printer, corrected and returned for printing. Project is approximately 33% complete.

Project 4-86 - Forms Index

New items are being added to the Forms Index as necessary. Project is approximately 48% complete.

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

Discussed plans with Area Records Officer for Correspondence Management Program. Plans have been made to review reading files from each Division. Project is approximately 17% complete.

Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

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

Project 4-94 - Office of Comptroller Reports Management Program

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

Project 4-95 - Forms Management Handbook

No change from previous report. Project is approximately 2 $\frac{1}{2}$ % complete.

Project 4-96 - Vital Materials Handbook

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

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is approximately 25% complete.

Project 4-98 - Correspondence Handbook

Comments on the Handbook from all coordinating elements but the Inspector General were received from the Regulations Control Staff. We also anticipate comments from the Office of the Director and the Executive Registry. A card index of these comments is being prepared to facilitate our analysis. Project is approximately 64% complete.

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

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

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General Information:

1. Records Center:

Tentative plans and specifications for the construction of the new Records Center were discussed several times during the week with the architect assigned to the project by Logistics Office -
25X1 [redacted] These discussions concerned lighting, general layout of office space and telephone requirements. Also, security aspects of the project were discussed with a representative of the Physical Security Branch, Security Office [redacted] and the 25X1 architect.

As the result of a request from [redacted] we are contacting 25X1 the appropriate Records Management people in the Departments of the Army, Air Force and Navy to determine their present inventories of JANIS material.

5 additional groups of records were received during the week, totaling 95 cu. ft. Accessioning of records continues at the rate of better than 1 job per day. Total accessions to date - 119.

2. Vital Materials:

Quarterly inventory of materials on deposit in the Repository was completed and distributed to each office. This inventory is prepared at the end of each calendar quarter and reflects the materials which are currently in the Repository.

3. Review of Disposal Schedules - Contact Division/00

Disposal plans developed in connection with the study of the records of this Office have been submitted to the National Archives for review. The schedule covering Field Office records has been approved. This has been submitted to Congress.

4. Forms Management:

There has been little opportunity to work on projects other than the 25 forms required by the Comptroller's Office for use in establishing accounting procedures at Class A field stations. Coordinated effort on the part of representatives from the Regulations Control Staff, Office of the Comptroller and the Forms Management Staff resulted in completion of this assignment. The 25 forms and
25X1 [redacted] have been approved and sent to the Printing and Reproduction Division. 49 requests for new, revised, reprinted or overprinted forms were received.

5. Correspondence Management:

Plans to develop an index of routine repetitive internal correspondence

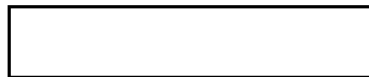
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were discussed with representatives of OSI and ORR. Both of these offices have developed pattern memoranda for some of the more common administrative requests.



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Attachments

- Project Sheet - Audit Office
- Project Sheet - FDD

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REPORTS AND CORRESPONDENCE MANAGEMENT PROGRAM

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Project 4-91 - Office of the Comptroller Reports Management Program

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

Project 4-98 - Correspondence Handbook

Comments on the Handbook from all coordinating elements but the Inspector General, were received from Regulations Control Staff. We also anticipate comments from the Office of the Director and the Executive Registry. A card index of these comments is being prepared to facilitate our analysis.

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a. Employee Suggestions:

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Project 4-95 - Forms Management Handbook

No action this week.

Project 4-103 - Preparation of Final-type Copy by Forms Management Section

No action this week.

Training Material

Material borrowed from the Air Force has been returned.

Study of Stocked Forms Supply System

No action this week.

OO Information Reports

No action - awaiting approval of revised form by OO/C.

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No change in status.

Clearance for Civilian Contractors

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Employee Suggestion #799 - Multiple Copy Carbonless Form Paper

No change in status - awaiting additional information and paper samples to be furnished by NCR representative.

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Report for week ending 14 April 1954 from
RECORDS SYSTEMS SECTION

Project 4-76 - Records Management Survey, Medical Office

25X1 No action this week. Project is approximately 75% complete, and will be completed about 23 April. Now awaiting decisions by medical office personnel regarding the deposit of certain vital materials in order to complete development of the vital materials schedule - [redacted] has returned from his trip and states that both he and Dr. Tietjen feel that additional materials should be deposited, and that he will meet with us upon completion of the numerous briefing and reports resulting from his recent field trip.

Project 4-79 - Records Management Survey, FBID

Installation of the filing system throughout FBID is continuing. Project is approximately 65% completed.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report.

Project 4-81 - Security Desk Trays

No change from previous report.

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

25X1

No change from previous report.

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

25X1 [redacted] visited the repository last week for the purpose of inspecting their vital materials deposits. Each of these offices recently provided the repository with filing instructions and were well pleased with the arrangement of their vital materials ~~deposits~~.

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[redacted] semi-annually, but it was agreed by all concerned that quarterly deposits will be more practical. Each deposit will consist of a complete file and will authorize the destruction of the previous deposit.

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ONE has supplied us with a listing of materials originating in other offices which they consider essential for their use in an emergency. Arrangements are now being made with the appropriate offices to schedule the deposit of these reference materials. This scheduling will permit establishment of a complete schedule for ONE.

The deposit schedule for the Office of General Counsel has been developed and agreed upon with the Administrative Officer, but is still held by that office awaiting the signature of Mr.

[REDACTED]

Project 4-84 - Vital Materials Microfilm Projects

Filming of the OCD/BR dossier file continues. This project is approximately 25% completed.

Filming of the Personnel Office vital materials for this quarter is approximately 60% completed. The Area Records Officer for Personnel has requested that the filming of the remaining 40% be postponed until the 19th of April because of the excessive number of references being made to these records.

Filming in OSI is approximately 98% completed, and should be completed the 16th of April.

General Information

25X1 A representative of Remington-Rand was referred to this office by [REDACTED] of the Procurement Division/LO to discuss their stock items which could meet our specifications for standard folders and guides.

Answers were prepared and forwarded on three Employee Suggestions.

The inventory of Vital Materials for the quarter ending 31 March 54 has been distributed.

25X1

[REDACTED]

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Report for Week Ending 14 April 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

This project is again progressing in a satisfactory manner. 163 items covering are estimated 502 linear feet of records have been listed. Preliminary appraisals and disposition plans have been made for each ~~describable~~ item. *describable*

Project 4-78 - Records Management Survey, Office of General Counsel

Report is prepared and is being submitted for consideration and approval.

Project 4-91 - Records Management Program, Logistics Office

No change from previous report.

Project 4-92 - Acquisition of Records from the Securities and Exchange Commission

No change from previous report.

Project 4-97 - Records Disposition Handbook

No change from previous report.

Office of Operations, Contact Division

Disposal plans developed in connection with the study of the records of this Office have been submitted to the National Archives for review. The schedule [redacted] has been approved and submitted to the Congress. Two items on the headquarters schedule have been the subject of continuing debate for the past two weeks. The Archives Analyst that prepared the appraisal report was in complete agreement with our proposal. His Chief, however, is in disagreement.

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Report of the RECORDS CENTER for the week ending 13 April 1954

25X1 Modifications in plans for the new Records Center were discussed with [redacted] There appears to be some concern on the part of [redacted] that funds allotted for construction may not be adequate. He feels that alternative plans cutting costs must be developed. In line with this thinking, the proposed dark room area has been deleted and incandescent stack lighting is being adopted rather than fluorescent. Other details discussed included lay-out of office space and telephone conduits; physical security factors and physical disposal processes. More details on these discussions will be submitted in a memo for the record.

25X1

[redacted]

Both the Army and Air Force have been contacted in regard to furnishing a statement of their holdings of JANIS material. Apparently earlier reports on holdings made to [redacted] did not include materials held in bulk storage.

25X1

To date 119 accession transactions have been handled during the calendar year. This activity continues at the rate of better than one job per working day.

During this week the following accessions were received:

CCD	23 cubic feet
CC	62
Logistics	1
Comptroller	5
DD/P	4

95 cubic feet

25X1

[redacted]

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Standardization of Forms and Procedures, Class A Finance Offices

Completing a week of activity and numerous conferences with Mr.

25X1

Printing and Reproduction Division/LO. 81 man hours were expended by our staff to complete this priority project. Both forms and directive were considerably improved as a direct result of our review.

Summary of Individual Forms Actions

	No. of Requisitions	No. of Copies
New	33	203,225
Revised	9	47,100
Reprint	6	39,000
Overprint	1	3,000
Other Agency	-	-
Total	<u>49</u>	<u>292,325</u>

25X1