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Acting Management Officer, MIS

RECORDS SERVICES DIVISION
25 March 1954

Chief, Records Management Branch

Weekly Report - Week ending 24 March 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 17 March 1954 Projects in Process 19

This Week: Projects in Process 19

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

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

Draft of report has been prepared on maintenance and disposition phases of survey. Remaining items concern forms, reports and correspondence. Preliminary arrangements were made to complete these items. Project approximately 65% complete.

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

No change from previous report. Project approximately 15% complete.

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

Disposition and maintenance plans have been completed in draft form. Project approximately 65% complete.

Project 4-79 - Records Management Survey, FBID

Installation of filing system throughout FBID is continuing. Project approximately 57% complete.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report.

Project 4-81 - Security Desk Trays

As a result of a memorandum received from the Security Office, it will be necessary to redesign the desk tray without locks.

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Arrangements have been made with the Supply Division, Logistics Office, to proceed with the procurement of 50 trays without locks on a trial basis. This will delay the procurement of the total estimated number of trays for Agency use. Project approximately 85% complete.

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

Informal concurrences have been obtained from all offices which submitted comments. As soon as written concurrences are received, the handbook will be ready for resubmission to the Regulations Control Staff. Project approximately 93% complete.

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

Development of additional schedules is continuing. Project approximately 67% complete.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of vital materials in OSI and OCD/BR is continuing.

Project 4-85 - FI Information Reports

Twelve record copies and an offset master were prepared in a single typing, utilizing carbon-coated record paper. This test proved successful and the results were transmitted to FI. Project approximately 25% complete.

Project 4-86 - Forms Index

Punching of cards by the Machine Records Division is approximately 75% complete. When this operation has been finished, alphabetical and functional lists can be prepared. Project approximately 35% complete.

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

No activity. We have been requested to discontinue work on this project by Logistics Office for approximately two weeks. Project approximately 10% complete.

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

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

Project 4-94 - Office of Comptroller Reports Management Program

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

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Project 4-95 - Forms Management Handbook

An additional chapter (Chapter 3) of the handbook is about 5% complete. Project approximately 2 $\frac{1}{2}$ % complete.

Project 4-96 - Vital Materials Handbook

No activity. Project approximately 5% complete.

Project 4-97 - Records Disposition Handbook

No activity. Project approximately 25% complete.

Project 4-98 - Correspondence Handbook

No activity. Awaiting on comments from the Regulations Control Staff. Project approximately 60% complete.

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

Preliminary discussions were held with [redacted] the Printing and Reproduction Division. Project approximately 10% complete.

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General Information:

1. Review of Disposal Schedules - Contact Division/00

Disposal schedules, previously prepared in connection with survey of Contact Division, are now being reviewed by the National Archives and Records Service representative assigned to this Agency.

2. OSI Records Management Program

Discussions were held with [redacted] OSI, relative to reports and correspondence management programs. These phases of records management will be included in the survey as soon as a representative from this office has received the necessary clearance so that we can proceed with the project.

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3. Preparation of Regulations

A preliminary draft of general regulations pertaining to records management and to the correspondence and reports management phases of the program has been prepared.

4. Forms Management

The work load in this program continues to increase. Requisitions for the current week were 28 as in contrast to 24 for the previous week; number of copies represented by these requisitions amounted to 225,200 as compared to 58,800 for the previous week.

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5. Increase in Rate of Deposit of Vital Materials

The additional time required to handle increased work load in processing of vital materials at the Repository requires re-scheduling of trips to Wednesday, Thursday and Friday mornings on a rotating basis rather than on Thursday and Friday mornings and afternoons.

6. Development of Specifications of Filing Equipment

We were requested by Mr. Leonard, National Archives and Records Service, to assist in collecting information pertaining to the use of certain types of special filing equipment manufactured by Shaw-Walker and used in Contact Division/00. This information will be used in connection with the revision of specifications for filing equipment now being sponsored by GSA.

7. Records Center

25X1 Among the visitors to the Records Center this past week were Both were impressed with the operations of the Records Center and the services now being rendered to their respective offices.

As of this date, 90 accessioning jobs have been handled. This doubles the rate of activity as compared to the same period last year.

It appears necessary to have two laborers and a truck on alternate afternoons each week in order to improve the accessioning service of the Center. A proposal will be made to the Logistics Office, through proper channels, for this service.

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Report for Week Ending 24 March 1954 from
FORMS MANAGEMENT SECTION

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

Project approved 17 March. Discussed with [redacted]
More detailed discussions were held 23 March with [redacted]

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Project 4-85. FI Information Reports.

Results of tests of combination record-copy-offset master set have been gratifying. Twelve record copies and an offset master were successfully prepared in a single typing, utilizing a carbon coated back record paper. Test results transmitted to FI for study and approval.

Project 4-86. Forms Index.

Punching of cards by Machine Records Division, 75% complete.

Project 4-95. Forms Management Handbook.

Chapter 3 is about 5% completed. Development of a savings cost system for inclusion in the handbook was discussed with [redacted] [redacted] will be utilized in development of this system. Analysis is being made of other government agencies efforts, if any, in this field.

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Training Material. Correction of art work has been completed by Graphics/ORR. Preparation of slides continues by Printing and Reproduction Division/LO.

Study of Stocked Forms Supply System. Poster development has been delayed by priority material required for Budget presentations.

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[redacted] d for approval 5 March has still not cleared Mr. [redacted] In view of strong objections raised by Logistics, proposals to effect direct initial distributions of forms from GPO or commercial printers to Building Supply Officers has been suspended pending further study of security aspects involved.

OO Information Reports.

No action.

Special Activities. An equipment showing of the Coxhead Liner Composing Machine held at the Shoreham Hotel was attended by Messrs

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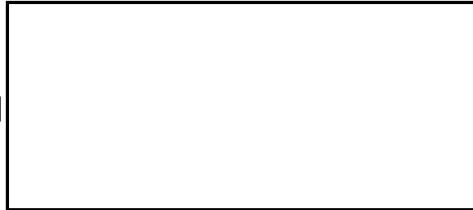
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Summary of Individual Forms Actions

	No. of Requisitions	No. of Copies
New	17	59,500
Revisions	1	10,000
Reprints	7	52,200
Overprints	1	100,000
Other Agency	2	3,500
Total	<u>28</u>	<u>225,200</u>

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Report for Week Ending 24 March 1954 from
RECORDS SYSTEMS SECTION

Project 4-79

The FBID Survey is continuing. The analysts report that since the visit of the Administrative Officer to the Records Center there appears to be no reluctance on the part of any of the offices to release material for transfer to the Records Center. The administrative officer has indicated in her discussions with us that she is very well satisfied with the Records Center service and the manner in which the records are being kept.

Project 4-80 Microphotography Survey, Agency-wide

No activity.

Project 4-81 Security Desk Trays

Following receipt of a memorandum from the Security Office requesting that the security desk trays be made without locks, discussions were held with representatives of the Procurement and Supply Divisions of the Logistics Office to determine the action necessary in getting trays made without locks. Arrangements were made with the Supply Division to furnish the necessary funds and initiate the procurement action upon receipt of a memorandum from this office requesting them to do so. Tentative arrangements were also made with the Safemaster Company to make up 50 4" trays with a latch but no lock at \$14.00 each. The 50 trays will be used to test the latching device before ordering the trays in quantity.

Project 4-82 Filing System - Handbook For Standard Agency System

A meeting was held with representatives of the Training Office who have agreed to give their concurrence to the filing manual following a discussion of the questions raised in their comments. This leaves only the agreements with Office of Communications, Office of Personnel, and Inspector General to be completed prior to resubmittal of the manual to the Regulations Control Staff.

Project 4-84 Microfilming

Microfilming of vital materials in OSI and OCD/BR is continuing.

Project 4-96 Vital Materials Handbook

No activity.

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25X1 [redacted] has requested postponement of our discussions and installation of the filing system for his office until completion of the budget hearing ending this week.

Supplies of standard folders and guides have been requisitioned for storage in the Records Center, and will be used by the analysts in making file installations throughout the Agency. Our experience indicates that we cannot depend on sufficient supplies from the Building Supply Officers. The Building Supply Officers do not maintain minimum stock levels for use when reordering supplies, and when they do run out we have found that several days are required for them to get additional stock from Franconia.

In preparing the last order for the purchase of standard guides, a mistake was made in the stock number with the result that guides with straight tabs instead of angular tabs were received. This was not detected until the tabs had been distributed to the Building Supply Officers. The problem was brought to our attention in obtaining additional guides in FBID, and resulted in some delay in our work there. However, the vendor was contacted and agreed to deliver a special order of 1,000 of the proper guides with 200 being delivered the following day. Efforts are now being made to return all of the straight cut guides received in error.

In the future all weekly trips to the Repository will be made in the morning. These trips will be made on Wednesday, Thursday or Friday on a rotating schedule. The change was made necessary because of the additional time required to handle the increased volume of material being deposited.

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Report for Week Ending 24 March 1954 from
RECORDS DISPOSITION SECTION

OO/C.

Disposal schedules prepared in connection with the OO/C disposition study are currently being reviewed by the National Archives and Records Service. It is anticipated that this review will be completed and approval recommended to the Congress within the next week. Concurrently, action is being taken to develop an instruction for the Division [redacted] This instruction will constitute the basic tool for carrying out the approved records disposal actions.

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Logistics 4-91.

This project is being discontinued for a period of 2-3 weeks. The Logistics Records Officer is currently involved in activities other than records management.

OSI 4-77.

This project is still being delayed until special clearance is obtained for the assigned analyst.

Handbook 4-97.

No action.

General Consul 4-78.

Disposition and maintenance plans for the records of this office are completed in draft form. We are waiting to discuss them with Mr.

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Report for week ending 24 March 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

1. Program Promotion

a. Office of Scientific Intelligence - [redacted] 25X1
the ARO, to propose conducting reports and correspondence management programs in OSI. She was enthusiastic about both programs and stated she would discuss them with the Executive Officer. Literature was provided to further their knowledge of reports and correspondence management.

b. Office of Personnel - In connection with our proposal to assist in revising form and pattern correspondence now used by the Office of Personnel, arrangements were made for us to receive samples of their correspondence prepared during September 1953. Reports management was also discussed with Mr. [redacted] and program literature was furnished. 25X1

2. Program Publicity - The illustrated prospectus on reports management is 90% complete. Completion is scheduled for 25 March.

3. Program Regulations - Reviewed [redacted] the over-all regulation on records management and the specific ones on reports and correspondence management. Revised drafts are now being typed. These should be completed by 25 March. 25X1

4. Writing Standards - Developed additional material to support our Correspondence Management Program. The subjects of "Troublesome Grammar" (uses of shall and will, should and would) and "Trends in Official Writing" were covered.

5. Correspondence Handbook, PN 4-98 - No activity pending receipt of working-level comments.

6. Office of the Comptroller Reports Management Program Guide - No activity pending receipt of comments on the proposed program guide. PN 4-94

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Report of the RECORDS CENTER for the week ending 23 March 1954

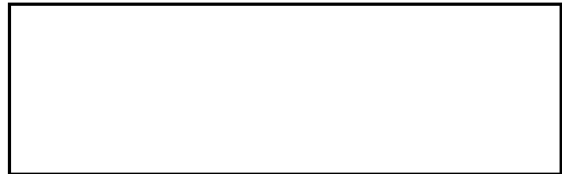
Visitors included personnel from Graphics, FBID, and the Auditor's Office, and several searchers examined records in the Center.

As of this date 90 accessioning jobs have been handled. This rate of activity is about double that of the same period last year.

A request has been made for the assignment to the Center of two laborers and a truck on three alternate afternoons during each week. Such an arrangement would greatly improve the accessioning service of the Center.

Contact is being maintained with in regard to the staff study of Center operations. The draft copy is to be examined today by the Chief of the Center. 25X1

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