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FILED : *Reports*
RETURN TO *(weekly)*

Chief, General Services Office
Chief, Records Services Division

RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE
25 January 1954

Activity Report for Week Ending 22 January 1954

The following are the principal items of interest in the Records Services Division for the week ending 22 January.

25X1 a. The Machine Records Branch continues to have difficulty with electrical facilities. The fluctuation in voltage has affected certain types of equipment and unless this can be remedied, we will continue to have difficulties. We have called in the engineer from IBM and discussed the problem with him and an electrician from GSA. [redacted] is now negotiating with GSA for a solution.

25X1 During the past week, we lost another tabulating equipment operator. This is the sixth person to separate from the Machine Records Branch in the past thirty days. In each case, the separation was due to circumstances over which we had no control. In the last instance [redacted] is leaving to enter employment with the Giant Food Stores. His beginning salary \$4,160 per year plus overtime at the rate of \$3.00 per hour, exceeds by approximately \$500 his present salary. His beginning salary in his new position is equivalent to a GS-7.

b. Discussion with Mr. Herbert Angel, National Archives Records Service, indicates that some government-wide action will be taken with respect to microfilming operations. Mr. Angel indicated that, during the past year, over \$600,000 in new microfilm equipment was purchased despite the fact that there was very poor utilization of equipment already on hand.

Mr. Angel agreed that it would be a good idea to have Mr. Herbert Leonard of his office, cleared for discussion on problems pertaining to records management, particularly those having to do with filing equipment, filing supplies and filing systems. The necessary forms have been sent to Mr. Angel for this purpose.

c. A reduction of 12.4% has been effected in overtime in the courier and mail operations.

d. A handbook showing the names and locations of all Registry offices in the Agency has been compiled.

e. Additional copies of the Reports Management Program Handbook for the Office of the Comptroller have been distributed to that office. As soon as the Comptroller's Office has indicated their approval, we will use the Handbook as a general guide and distribute it to other offices for informational purposes.

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f. The Director of Training concurred in the staff study on the Writer's Guide. It will now be submitted to the Acting DD/A.

g. The records management surveys in the Medical Office, Office of General Counsel and FBID, are continuing without any difficulty. Some preliminary discussions have taken place with the recently appointed Area Records Officer from OSI and tentative plans are under way for a records management survey in that office. It will be necessary to have at least one more analyst receive the special clearance ^{required} necessary to work in OSI.

h. The staff study for construction of the proposed Agency Records Center was discussed with the Acting DD/A during the past week and approval was received to proceed with the final copy for presentation to the Project Review Committee by 27 January.

Inactive records are still being received regularly in the Records Center. During the past week, the Logistics Office forwarded nine safe cabinets of material. Since 1 March 1953, the Logistics Office has forwarded the equivalent of thirty cabinets of inactive records to the Records Center.

25X1 [redacted] Since it appears obvious that the lease on the [redacted] 25X1
25X1 [redacted] will be terminated by 30 June, preliminary plans are being
made with [redacted] to provide the minimum facilities for the Records
Center which may be effected by the cancellation of the lease.

1. [redacted] completed 25X1
Management Course #A, conducted by the Office of Training. It is
planned that each supervisory official in Grades 10 through 13
in the Division, will attend these courses.

j. Discussions were held with representatives of the Logistics Office in connection with developing procedures for the procurement, stocking and distribution of Agency forms.

25X1 [redacted]

Attachments

GSO/RSD/LCC:ew

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**REPORT FOR WEEK ENDING 21 JANUARY 1954
FROM FORMS MANAGEMENT BRANCH**

Discussions continued between [redacted] on the following projects; basic plan for forms management; elimination of duplicate functional files maintained by OSM; publication of a proposed memo, FM-1; and revision of the Forms Numbering System. Final determinations have not yet been concluded, pending which all action on these projects will continue to be suspended.

25X1

Art work for slides depicting the Agency Forms Management Program has been approved by [redacted] and has been transmitted to the Printing and Reproduction Plant for preparation of both Vu-Graph and 35 mm slides. Project is scheduled for completion on 17 February 1954.

25X1

25X1 [redacted] has been scheduled by Regulations Control Staff for submission to the DVA for authentication on 21 January 1954.

Printed copies of the DAF Management Summary Sheet and the OSMIA Management Bulletin containing information on installation, application and results of Forms Management Programs of the Air Force have been received. Distribution to Area Records Officers will commence this week.

A printed proof copy of the FI Information Report Form is being obtained for final coordination prior to testing. I & S, Security Office has concurred in distribution ladders appearing on report forms prepared in the field for Washington consumption.

Revision of Form No. 30-11, "Request for Approval of Forms" has been completed and approved by [redacted]. Coordination with Area Records Officers and Printing and Reproduction Division will be obtained prior to publication.

25X1

25X1 [redacted] continued on jury duty.

The system of stock replenishment of forms in the supply system

25X

1. A meeting with the Building Supply Officers will be set up to discuss problems of stock replenishment, stock levels, etc.

2. Monthly usage figures will be included on requisitions submitted to GSD by Logistics.

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3. An agency notice on conservation of supplies of forms will be prepared by GSO. Initial draft of [redacted] "Conservation of Supplies of Blank Forms" has been prepared and is now being coordinated.

25X1

A list of civilian contractors (Business Forms and Systems Equipment) and their employees who have been cleared for discussions with the Agency has been obtained and placed on file in this branch. Request will be made to the Security Office to clear additional individuals and firms as needed.

Completed review and submitted recommendations on Employee Suggestion #690 and [redacted]

25X1

Current requests for approval of new, revised and reprinted forms.

No. of Requests	No. of Copies
New 3*	3,200
Revision 3	10,200
Reprints 13	<u>147,500</u>
Totals 19	160,900

*Includes 1 reactivation.

[redacted]
25X1
Chief, Forms Management Branch

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REPORT FOR WEEK ENDING 21 JANUARY 1954 FROM RECORDS DISPOSITION BRANCH

Office of Scientific Intelligence

Plans for the development of a records scheduling program for this Office has been initiated. Discussions and training in the techniques of item description, evaluation and procedural detail have been held with interested OSI personnel. The proposed agency disposition handbook has been used effectively in developing the office disposition place.

Medical Office

All Official file stations have been established and are now in operation. The training of personnel is essentially complete, however, an extensive period of time will be necessary for followup purposes to assure that systems developed and installed are operating efficiently. In addition, a considerable volume of material needs to be retired to the Records Center before the initial phase of this project is complete.

General Counsel

The details of a file plan for maintaining legal records has been completed. The development of necessary operating procedures and the adoption of the Agency File Manual will follow.

25X1

Chief, Records Disposition Branch

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Report for week ending 20 January 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Writers' Guide

a. Completed sections:

"Let's Prune Our Correspondence!"
"Can Our Regulations Be Improved?"
"Let's Take a Look At Our Reports!"
"Your Reference Library"

b. Worked on the section, "Writing Clearly," and improved the section, "Staff Studies Should Be Scrutinized."

c. Revised the staff study, "Improving the Writing Ability of Agency Personnel Through Published Guides," and resubmitted the paper to Mr.

[redacted]

2. Program Promotion

a. Received copies of the Office of the Comptroller Reports Management Program Guide from Reproduction. Seven of these were furnished the Comptroller's Office. Prompt review of these copies is assured. Mr.

25X1 [redacted] secretary stated that a memorandum had already been prepared to distribute them to the divisions.

25X1 b. Completed the brochure "An Introduction to Reports Management" and submitted it to [redacted] Following a discussion with these officials, re-examined the brochure for revision and further discussion.

c. Rewrote the flier, "Your Correspondence Management Program--A Preview of Its Aims and Procedures."

25X1 3. Program Status Report - Discussed the proposed questionnaire with Messrs.

[redacted] A revised questionnaire was developed which will request information on:

a. The status and potential of the Area Records Officer positions.

b. Program progress or status.

c. Program areas in which activity is desired or needed.

d. Additional information upon which we can base plans to increase program effectiveness.

25X1 [redacted]

Chief, Reports and Correspondence
Management Branch

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Report for week ending 20 January 1954 from MACHINE RECORDS BRANCH

Administrative:

[Redacted]

A meeting to discuss the high voltage condition in [Redacted] was attended by [Redacted] General Services; Mr. Ballard, General Services Administration, Mr. Harrison, International Business Machines Corporation; and [Redacted] Machine Records Branch. The purpose of the meeting was to try to learn the cause of this condition and what was to be done to eliminate the trouble. Mr. Ballard was unable to give a definite cause of this high voltage condition or whether or not it could be remedied. He also informed us that the matter of changing the voltage would have to be handled by the Electrical Engineering Division of GSA. Mr. [Redacted] will take the matter up with Electrical Engineering Division. In the meantime, Mr. Harrison has advised us that the equipment in Machine Records Branch is going to be affected adversely by the prevailing condition, and we will not get the maximum efficient operation until it is corrected.

25X1

25X1

25X1

25X1

25X1

A safety suggestion, "the installation of handles on windows as an aid in opening and closing", was submitted by Machine Records Branch. This came about as a result of a minor accident to an employee. In trying to open a window, her hand slipped and went through a window pane. Fortunately, no serious injuries were sustained. We have been advised that this suggestion cannot be complied with because of the lack of funds.

Operational:

Special Projects Section - The first copies of quarterly position control reports were submitted to Personnel Office, Classification and Wage Division as scheduled. The reaction and comments on the appearance of the report and the information contained therein were very favorable.

Operation in other sections within Machine Records Branch was routine.

25X1 [Redacted]
Chief, Machine Records Branch

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Report of the RECORDS CENTER BRANCH for the week ending 20 January 1954

25X1 [redacted] Classification Control Officer, has advised the Center that authority to regrade classified materials in custody will be delegated to Center personnel by means of "Regrading Bulletins." The Bulletins will announce the revision of classification of a document or series of documents, and will be cited as the authority for any classification change.

Nine legal size safe cabinets of records have been accessioned from Logistics. The records will be boxed and labelled by Center personnel with assistance of someone from the Logistics Office. The cabinets will be released to the Building Supply Officer for storage or reissue.

Negotiations with the National Archives regarding a long overdue loan of their records to this Agency were completed to the satisfaction of both the Archives and the borrower. The records concerned have been on loan to an individual for more than two years, and he insists the materials are still needed in his operation. The Archives has agreed to extend the loan for one year.

Notifications concerning the destruction of telephone directories are beginning to flow into the Center. A control system covering the disposal of these publications is being established in compliance with [redacted] 25X1

25X1

[redacted]
Chief, Records Center Branch

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Report for week ending 20 January 1954 from
RECORDS SYSTEMS BRANCH

Records Systems

25X1

[redacted] for the Logistics Office met with [redacted] as the status of the Records Management Program in her office. A review of the program recently made indicated that considerable attention was needed if the program was to operate successfully. [redacted] has been required to handle many other administrative duties and she has not had time to successfully conduct the program. [redacted] stated, that following a recent discussion of the various Logistics Programs, it had been determined that she could be relieved of many of her extra duties, and she feels she will now be able to devote more time to the program. She had already taken steps which will correct the major complaint made within her office regarding the filing system.

25X1

25X1

In order to comply with the regulation regarding approval of the Security Office on the use of forms other than standard log forms, for logging purposes, a memo was recently addressed to the Security Office requesting approval of Form 35-1 "File and Routing Slip." The Security Office has now indicated their concurrence.

Discussions were held with [redacted] and his various branch and staff chiefs regarding the proposed Records Management recommendations. In these initial discussions there appeared to be substantial agreement with the recommendations, and it is anticipated that we will be able to proceed in installing the recommendations in the near future.

25X1

25X1

[redacted] Division, and proposed a survey of the records of this division with the objective of establishing cut-off procedures to control the continued expansion of these files. It was agreed that a draft of the scope of the project would be prepared for [redacted] who will then clear it with the Assistant Director.

25X1

A brief talk with a question period on the present status and the principles of the filing system proposed for adoption by the Agency was presented at a session of the Clerical Institute conducted for the ED/A component of the Agency. Similar sessions are to be held for other components of the Agency.

Mail Control Section

All of the Grade 1 couriers were contacted regarding a transfer to the Machine Records Branch. Only two (2) couriers have indicated any interest and interviews have been arranged with [redacted]

25X1

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25X1 [redacted] has interviewed one (1) Grade 4
mail clerk and three (3) Grade 5 couriers regarding transfer to the
Records Center. Only the mail clerk has indicated a desire to make
25X1 the transfer. [redacted] has requested that he be permitted to
interview couriers at the Grade 4 level before making a selection.
These interviews are now being arranged.

During the report period (14 January - 20 January) the Mail Control
Section received twenty-three (23) calls from Machine Records and
Payroll requesting 'Special' courier service.

Fifteen (15) were handled as specials; no delay in pick
up and delivery.

One (1) was incorporated on another special run.

Seven (7) were delayed because there were no vehicles
available - Average delay - 41 minutes.

A further reduction in the overtime requirements for the Mail Control
Section has been accomplished. The overtime requirements have been
reduced by thirty-eight (38) hours; a 12.4% reduction in the previous
requirements.

Vital Materials

25X1 [redacted] the Training Office visited the
repository on Thursday 14 January.

25X1 The Office of General Counsel has not made a deposit of Vital Material
since 3 December 1953. [redacted] the person responsible for
handling Vital Materials in the Office of General Counsel was contacted
in regard to this, as previously the General Counsel deposited material
every week. [redacted] stated that the type material that they had
25X1 been depositing weekly, has not been prepared by the General Counsel
Office since the last deposit.

Chief, Records Systems Branch

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25X1

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Appendix B

Week ending 21 January 1954

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	2,318	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	4,174	5,064
Outgoing	4,372	6,537
b. Postage expended	\$ 815.41	\$ 800.12
c. Scheduled courier trips	315	240
d. Special courier trips	91	55.3
e. Inter-Agency mail by courier		
Incoming	1,038	956
Outgoing	1,132	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	1	-
g. Use of Motor Pool Vehicles:		
Available	2	-
Available but delayed	4	-
Not available	0	-

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