

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR MARCH 1963

Rec Mgtm 1-4-3
Bi-Weekly Reports

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

Copy forwarded to RMS staff 4/8/63.

25X1

I. Vital Records

- a. Approved a revision in the Vital Records Deposit Schedule for TSD/DDP.
- b. Presented another Vital Records Workshop at the GSA Records Management Seminar conducted for representatives of all government agencies.
- c. Assisted /DDP in developing 25X1 a Vital Records Deposit Schedule.
- d. Assisted Requirements Coordinating Staff/OCR in developing Vital Records Deposit Schedule.
- e. Assisted representatives from the Bureau of Internal Revenue in organizing their Vital Records

25X1

II. Records Control Schedules

- a. Approved a revision in the OTR Records Control Schedule.
- a. Approved revision of one item in Records Control Schedule, Comptroller.
- b. Approved request for transfer of certain Card Files from GER to Eastern 25X1 Asia Division, ACBI.
- c. Approved revision of one item in Records Control Schedule, Office of Security.
- d. Rewrote disposition instructions^{25X1} for one item in Records Control Schedule RID/DDP to provide for transfer of records to Center.

CONFIDENTIAL



CONFIDENTIAL

	<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
25X1	III. Forms Management	<input type="text"/>	<ul style="list-style-type: none"> a. Completed 35 new and 18 revised forms; eliminated 7 existing forms. b. Completed 3 new special forms for Comsec concerning Cryptographic Operations. c. Completed 3 new forms for use on Unvouchered Payroll procedures in conversion from manual to ADP methods. d. Completed 1 new form for <input type="text"/> which eliminates 4 existing forms. e. Completed 2 new forms for Supply activities to be used in conjunction with Computer methods. f. Completed 1 new form for the Special Clearance Ctr. g. On hand at end of month requests for 9 new and 4 revised forms.
25X1		<input type="text"/>	<ul style="list-style-type: none"> a. Prepared new form for OTR which reduced the printing requirements from 2 sides to 1 side. b. Arranged for another office to use forms no longer needed by ORR, thereby saving approximately \$400.
25X1	IV. Survey of Organization, Functions and Procedures of Signal Center Archives Branch, COMSEC.	<input type="text"/>	<ul style="list-style-type: none"> a. The Survey has been completed, the report has been prepared and it will be delivered to Chief, Signal Center when he returns from sick leave. The report contains a number of accomplishments made during the Survey and proposes some significant changes in policies, procedures and organization.

TITLE OF ASSIGNMENT

ASSIGNED TO

~~CONFIDENTIAL~~

STATUS AND RESULTS

25X1

V. Shelf Filing

[Redacted]

- a. Cancelled Reqn, 961-2150-63 submitted by TSD and proposed the substitution of equipment which saved \$1403.
- b. Arranged for the Geographic Division, ORR, to use 20 sections of shelving from surplus, saving approximately \$1200.
- c. Arranged for Payroll Section to use 3 sections of shelving from surplus saving \$180.
- d. Arranged for FI Staff to use 4 sections of shelving from surplus saving \$245.
- e. Recommended the approval of a secure area for Engineering Division, Communications, and the use of shelf filing. This will provide for 50% expansion in the existing file area and reduce floor space requirements by 44 sq. ft. By using shelving from surplus in lieu of safes there is a saving of \$6175..

25X1

VI. Requisitions for Special File Equipment and Supplies

[Redacted]

- a. Cancelled Reqn. 6054-93-63 submitted by DOR for 2 Sorters and used surplus equipment, saving \$72.
- b. Proposed the substitution of more suitable filing equipment requested by Medical Staff.
- c. Approved a requisition for Special Card Cabinet for Communications.
- d. Assisted [Redacted] Contact Division in completing their Shelf File installation.

25X1

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

VII. Survey of DDR Registry Operations

- a. Began Survey to determine proper mail routing, procedures for logging and control of mail and proper organizational location for these functions.

VIII. Operation of Records Center and Vital Records Repository

- a. Received 1069 cu. ft. and eliminated by destruction or transfer 1952 cu. ft. The elimination of records included the return of 685 cu. ft. to DDP.

- b. Furnished 16,604 references.

- c. DD/P/CI submitted by telephone 94 urgent requests for the immediate return of needed reports. This was accomplished by 3 people from Center working through their lunch hour so that the reports could be returned to them on the next regular courier trip.

- d. At 11:30 p.m. a member of Records Center Staff was alerted to go to the Center and get records urgently needed for a member of the Headquarters Security Staff.

- e. A new Courier, [] entered on duty and [] transferred to []

- f. [] completed a Tour of Security Records Division.

- g. [] is on temporary detail to Headquarters Records Management Staff.

IX. Correspondence Management []

- a. Started working on revision of the Correspondence Handbook.

- b. Contacted [] who have been designated as representatives for their organizations on correspondence procedures.

CONFIDENTIAL

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

X. Miscellaneous

- a. [] and I attended the GSA Roundtable on Forms Management. The objective is to develop standards for Agency Forms Management Programs. 25X1
- b. The remaining Motorized Shelf Units for the Medical Staff have been installed. The result -- an increase of approximately 26% in filing capacity.
- c. Records Management Staff participated 100% in the National Health Agencies and Joint Crusade Campaign.
- d. [] began Maternity Leave at close of business, 29 March 1963. 25X1

25X1

[]

Chief, Records Management Staff

9 April 1963
Date

Copy forwarded to: Records Center
(attn: []) 25X1

CONFIDENTIAL

RMO' copy

APPROVED FOR RELEASE 2005/11/21 CIA-RDP70-00211R000500090010-5			
UNCLASSIFIED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	Executive Assistant, DD/S 7D-24 Headquarters		
3			
4			
5	<i>cc. Routed for review to all RMS's. 4/9/63 jms</i>		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Bob Here is the report on Records Mgt. Staff activities for the month of March. I would like to point out particularly the use of surplus shelf filing equipment, thereby saving the agency ⁹²⁷⁵ \$3160. Also noteworthy is the fact that destruction and transfer of records from the Center exceeded by 883 cu. ft. the volume of receipts.			
HERE TO RETURN TO SENDER			
ADDRESS AND PHONE NO.		DATE	
601 1016 16th St.		9/Apr/63	
APPROVED FOR RELEASE 2005/11/21 CIA-RDP70-00211R000500090010-5			
UNCLASSIFIED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/>			