

August 1964

QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

April May and June 1964

I. VITAL RECORDS -

25X1

1. Reviewed and approved revisions to the following Vital Records Deposit Schedules:
 - a. Office of Security - Security Records Division.
 - b. Office of Communications - Sigint Programs Staff, Middle East, and Asia Divisions.
 - c. Office of Personnel - Statistical Reporting Division, Mobilization and Military Personnel Division, Personnel Recruitment Division, Salary and Wage Division, and Office of the Director.
2. Reviewed and approved a new Vital Records Deposit Schedule for the Africa Division, Office of Communications.
3. Presented Vital Records Workshops in April and June to the Records Management Seminar at National Archives and Records Services, GSA.
4. Amended the Vital Records Deposit Schedule of OCR to effect the transfer of the Radio Stations Branch to the Elint Staff, DD/S&T.

II. FORMS MANAGEMENT

1. Completed 43 new and 38 revised forms.
2. Some of the significant forms projects completed were:
 - a. Converted the Information Reports of OO/Contact to the new system. A savings of \$8000 in printing costs was realized.
 - b. Combined two forms used by the Office of Communications into 1 form by eliminating the continuation which rarely was used. Yearly savings in printing is \$582.
 - c. Eliminated 2 pages of the Activity Report prepared by Administrative Officer, DD/S&T by designing a form and printing 2 sides. Savings in typist time and printing is about \$150.
 - d. Designed a Pouch Security Violation notice for RID Analysts to notify desk personnel of pouch violations detected. This form will be attached to the dispatch and forwarded to the action desk.

25X1

- e. Designed a Schedule of Travel Payments for the Office of Personnel to be used on a limited basis [redacted] for recruiting certain applicants for which the Agency pays invitee travel expenses.
- f. Worked with the Office of Personnel on the revision of the Personnel History Statement. This revised edition will make the form more compatible with the current and continuing activities in the area of qualifications analysis, particularly those which utilize the computer for analysis and identification of the Agency's human resources.
- g. Designed for the Office of Security a Special Alert Instruction to be used by Night Security Officers on special projects.

- 3. Met with [redacted] DD/S to discuss simplifying administrative procedures in the small field stations. Designed 2 finance forms for coordination only.
- 4. Approved 18 proofs, material samples, and/or advance copies on forms printed commercially.

- [redacted]
- 1. Completed 16 new and 17 revised forms.
 - 2. Some of the significant forms projects completed were:
 - a. Designed for OTR a Training Report - Language. Previously this form was a legal size bootleg form, but was redesigned to a letter size. Also was made to align other Training Reports used.
 - b. Designed a physical examination form to be used for [redacted] by the Medical Staff.
 - c. As a result of an employee suggestion a Tube Routing and Cover Sheet was designed for the Cable Secretariat. This form will be used as a wrapper for material sent through the Pneumatic Tube System. Although this form was designed primarily for transmittal of cables it may also be used for sending other documents and should encourage the use of the tube system.
 - d. Created 4 code sheets for Central Cover Staff to be used to gather cover status on individuals from the various Divisions and then used as an input to machines to correct and update machine runs.
 - 3. Had the Shipping Category on 3 forms changed from Category II - Confidential Pouch to Category I - Unclassified Air or Sea Cargo. This involves 45,000 sheets of paper which are shipped overseas each year. Savings is \$300 per year.

III. RECORDS DISPOSITION

25X1 [redacted]

1. Reviewed and approved revisions to the following Records Control Schedules:
 - a. Office of Training - Field schedule for fiscal and finance records.
 - b. Office of Security - Interrogation Division. Revision provides for disposition of case files after 35 years. Previously no disposition had been authorized.
 - c. Office of Research and Reports - entire office being reviewed.
2. Prepared a memo to all Records Management Officers for their annual records report.

25X1 [redacted]

1. Reviewed and approved revisions to the following Records Control Schedules:
 - a. Office of Personnel - 2 Divisions
 - b. Office of Special Activities - Material Division
 - c. Office of the Director - Executive Registry
 - d. Office of Central Reference - Biographic Register. Revision provides for a 5 year review provision for dossier files. Previously this had been an indefinite item.
 - e. Office of Finance - Monetary Division.
 - f. Foreign Intelligence - drafted a schedule revision permitting the destruction of abstract file cards now being held in the Center.
2. Met with the Deputy Archivist at National Archives to discuss the disposal of Central Cover Staff case files.

25X1 [redacted]

1. Reviewed and approved revisions to the following Records Control Schedules:
 - a. Office of Communications - Sigant Programs Staff, Middle East, and Asia Division.
 - b. Office of Finance - Fiscal Division.
 - c. Office of Personnel - Personnel Recruitment Division, and Statistical Review Branch.

CONFIDENTIAL

CONFIDENTIAL

IV. PAPERWORK MANAGEMENT SURVEY, OCS/DDS&T

25X1

1. Survey has been discontinued for 4 months at their request.

V. FORMS MANAGEMENT WORKSHOP

25X1

A 2 hour Forms Workshop specifically tailored for the Records Officers was given to members of the RAS. The workshop consists of many of the items that a Records Officer needs to know in order to do a good forms job in his component.

Workshops have been scheduled for each of the major components beginning in July.

VI. PAPERWORK MANAGEMENT SURVEY, OO/C

25X1

1. Final report submitted to Executive Officer, OO/C,
2. Nineteen recommendations concerning reorganization, cleanup campaign, use of shelf filing, realignment of space, personnel utilization and revised procedures. Tangible savings of approximately \$4500 will result with the adoption of some recommendations and a reduction in overtime and backlog.
3. We have been notified that Contact Division has established a Task Force to consider these proposals.

VII. SYSTEMS AND FILING EQUIPMENT AND SUPPLIES

25X1

1. Prepared a requisition for the Historical Staff to procure 5 - 5 tier Conserv-A-File steel shelving welded units and 3 - 3 tier units.
2. Collection Guidance Staff has converted 64 feet of records from safes to shelving in their new secure area. They are returning to stock 8 safes worth \$4,304.
3. Obtained a sufficient number of book shelving to replace wooden glass front sectional bookcases now being used in the Office of Logistics, Supply Division. This results in a savings of \$570.
4. A savings of approximately \$4,000 was realized by using surplus shelves and approved for release 2005/11/21 : CIA-RDP70-00211R000500100005-9

CONFIDENTIAL

5. Approved a requisition for ORR for 102 Diebold-Add-A-Shelf letter size units amounting to \$962.

VIII. ARCHIVES AND RECORDS CENTER OPERATIONS

[REDACTED]

1. The net holdings on 30 June 1964 amounted to 82,078. For the Fiscal Year the net increase was 1605 cubic feet, the lowest in the history of the Center.
2. A special delivery of an urgently needed document was made to the Central Cover Staff.
3. [REDACTED] of the Historical Staff was at the Center for three days doing research on CIA and predecessors records.
4. A transfer of 34 cubic feet of Project [REDACTED] records from CIA to DIA was arranged by [REDACTED] DIA. These records have been transferred to the Federal Records Center at the request of DIA. DIA also requested that CIA retain certain Vital Records at the center.
5. Four members from the Office of Security were given a tour and briefing with particular interest in security protection given the records at the Center.
6. [REDACTED] OSI, assisted the center in pulling together the Archival Copy of OSI publications.
7. [REDACTED] ONE, assisted the center in pulling together the Archival Copy of ONE reports.
8. The Records Administration Officer and Security Officer from FI/[REDACTED] visited the Center to see if physical security features of the building would permit the retirement of some super-sensitive records.
9. In addition, the Center had 77 other visitors from various offices.

IX. KENNEDY LIBRARY

[REDACTED]

1. Transferred the following material to the library:
 - a. Foreign Radio Broadcast Reports on Far East and Latin America.
 - b. Radio Propaganda Report on Havana's response to the death of President Kennedy.
 - c. Daily Report World Reaction and Press Reaction to death of President Kennedy.

d. Press Information on Cuba.

2. Additional material will be transferred when microfilming is completed in September.

X. MISCELLANEOUS

1. [redacted] attended a 3 day Symposium on the Impact of Automation, sponsored by the Forms Management Council at the National Archives. Speakers were from industry and government. It was a worthwhile program covering changes necessitated in the field of forms through the introduction of high speed computers.
2. On-The-Job training in Records Administration was given to [redacted] the new ARO/OCR, by members of this staff.
3. A security inspection of the Federal Records Center was made by Messrs. [redacted] of the Office of Security. The purpose of this inspection was to determine the feasibility of transferring finished intelligence documents, primarily MIS, to the GSA facility because of a lack of space in our Center.
4. Twenty Agency records officers were given a conducted tour of the Federal Records Center, Alexandria.
5. [redacted] and I attended the Annual Conference of Records Executives and Administrators in New York. The impact of computers on records management was one of the topics of principal concern at the Conference.
6. I attended the 3rd Annual Conference of Federal Records Officers sponsored by GSA at the Washingtonian Motel, Gaithersburg, Md. The overall objective was to develop a system for evaluating federal records management programs. Guidelines and Evaluations Factors were developed. It is expected that the Agencies will use these to audit their agency programs and made the report of audit available to GSA.
7. I attended 2 meetings of Federal Records Officers at the National Archives.
8. Thirty-eight Agency Records Officers attended a meeting addressed by Mr. William Reilly, National Archives. Subject was "Office Equipment - Not Gadgets."
9. The Office of Logistics Records Officer was instrumental in getting an agreement from the Procurement Division to destroy 482 cubic feet of records at the Center. This significant disposition action was largely responsible for the small net growth of records in the month of June.
10. [redacted] successfully completed a course in Records Management at American University.