

QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

1 July - 30 September 1965

I. FORMS MANAGEMENT

1. Completed 55 new and 69 revised forms, eliminated 5 unofficial forms, which were responsible for the creation of 39,650 pieces of paper.
2. Here are some of the most significant Forms Management projects completed during this quarter:
 - a. Saved \$95 by using three Department of Army forms in lieu of having new agency forms developed.
 - b. Developed a new form to be used by OBPAM in connection with the agency cost-reduction program.
 - c. Saved \$432 by combining four forms into one for use by the cartographic division of ORR.
 - d. Saved \$3500 by realigning the format for the contact services information report to make it conform to the DDP information report. This saving pertains primarily to the printing of these two information reports.
 - e. Designed a four-part form for the Office of Security which eliminates the individual typing of four separate memorandums. Savings from this new form will be reported after it has been in use.
 - f. Converted two unofficial forms to official forms for the Office of Training.
 - g. Arranged for a commercial printer to replace 75,000 sets of faulty forms at no cost to the agency.
 - h. Approved the proofs and the materials samples on 19 forms to be printed by commercial printers or the Government Printing Office.

II. RECORDS DISPOSITION

1. Reviewed and approved the following records controls schedules:
 - a. Office of Communications - four new schedules for three staffs and one branch.

- b. RID/DDP - revised two items; reduced the retention period on one item from 60 to 20 years.
- c. Office of Finance - new schedule for one branch.
- d. Office of Personnel - revised schedule for qualifications and analysis branch.
- e. OTR - revised one item to permit the transfer of student records to the records center.
- f. Collaborated with OCI in a complete revision of their schedule.
- g. Reviewed a proposed schedule for Physical Security Division and returned it to them for changes in disposition instructions; their proposed dates of disposition were too conservative.
- h. Worked with [redacted] Contact Office in developing an inventory and a new records control schedule.
- i. OSI - reviewed an entirely new schedule which provided for changes in 13 items. Five of these provide for disposition of records one year earlier than previously, and three items eliminated the transfer of records to the Records Center and provide for their disposition in headquarters.
- j. Reviewed a proposed schedule for the executive staff of the Office of Security and returned it to them for changes in disposition instructions. Their suggested dates of destruction were too long in most instances.
- k. Office of Logistics/Logistics Service Division - revision of their entire schedule.
- l. ORR - schedule revised to show the transfer of 18,060 cubic feet of records to OBI to conform to the transfer of functions from ORR to them.

2. [redacted] and I discussed the status of actions pending on GAO clearance of unaudited financial records with [redacted] of the Office of General Counsel. It appears that an impasse had been reached in the informal negotiations between the GAO and CIA for the orderly disposition of our financial records. These representatives of the Office of the General Counsel believe that the audit and clearance system used by the Department of the Army should be studied for possible application to our problem. Copies of the regulations of the Department of the Army have been obtained and we will now proceed to develop a suggested program to solve the problem of the proper preservation and disposition of agency financial records.

3. Efforts are being made to eliminate approximately 200 cubic feet of memorandum copies of OSS payrolls now in our Records Center. According to general schedules, the original payroll records have to be retained for 67 years. We have only recently been able to determine that the original copies of OSS records were in ^{FEDERAL} Vital Records Center under GAO control. We are trying now to match samples of the payrolls in our Records Center with those from the ^{FEDERAL} Vital Records Center in St. Louis. If this can be done, we can eliminate about 200 cubic feet now in our center.

25X1 4. [] coordinated the disposal of certain OSS records held by the National Archives with the Executive Officer of SSU.

25X1 5. [] coordinated a request for agency concurrence in the restitution of captured German records held by the National Archives. No official objection was raised, and we concurred in the return of these records to Germany.

III. NPIC RECORDS MANAGEMENT PROGRAM

1. We were requested to assist in the completion of records control schedules. NPIC expects to expand substantially, and they were criticized by an inspection report on the lack of a complete records management program. As a result, there is considerable emphasis now on completing records inventory and schedules by December 1965. I have assigned [] to assist their records officer.

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25X1 2. [] of this staff presented three filing workshops.

25X1 3. [] worked with [] in the development of a new correspondence handbook for NPIC.

IV. FILING SYSTEMS, EQUIPMENT, AND SUPPLIES

1. The Office of Logistics has advised us that last fiscal year there were 301 four-drawer safes turned in by agency offices for reissue. This is the first time that the Office of Logistics has received more safes from agency offices than they issued to them. This condition results substantially from the conversion of conventional filing equipment and methods to shelf filing. In addition, increased records disposition accounts for a substantial portion of it.

2. We concurred in an action by the Office of Logistics to declare 100 four-drawer safe cabinets surplus to the needs of the agency. These safes were valued at \$19,000 by the Office of Logistics. However, their replacement on today's market would require the expenditure of approximately \$54,000. We are developing data on the experience of the agency in potential need for filing equipment and hope that we can suggest to Logistics a reduction in their present stock level of 250 four-drawer safes.

3. Approved a requisition for a two-drawer special Bend-A-Flex file cabinet for Domestic Contact Services.
4. Approved requisitions for an addition to existing shelf-file installations for FBIS and FE/DDP.
- 25X1 5. [] worked with [] OCR, in developing special plans for the relocation of files in headquarters building for the Biographic Register and SR/OCR.

V. VITAL RECORDS

1. Presented two vital records workshops to the GSA sponsored Records Management seminars at the National Archives.
2. Approved vital records deposit schedules for:
 - a. Office of Personnel/POD
 - b. ORR - revision of entire schedule
 - c. Office of Communications - telecommunications staff
 - d. DDS&T - special intelligence staff

VI. RECORDS MANAGEMENT SURVEY, OCS

- 25X1 1. [] completed two Subject-Numeric file installations.
2. The survey has been temporarily halted awaiting assistance from the OCS designated RAO to complete the inventories and records control schedules.

VII. RECORDS MANAGEMENT SURVEY SSA/DDS

- 25X1 1. [] completed the survey. Some of the significant accomplishments during the survey were development of a records control schedule, a file guide, training of employees in new filing system, the elimination of approximately six feet of records, and the physical transfer of the files to the DDS registry.

VIII. ARCHIVES AND RECORD CENTER

1. Received 4178 cubic feet of inactive records from headquarters offices and destroyed 1914 cubic feet. The net growth for this period

was 2,264 cubic feet. There were 85,123 cubic feet of records on hand in the Center on 30 September 1965.

2. Reference services furnished agency offices amounted to 28,562 items, an average of 446 references each workday.
3. There were 62 visitors to the Records Center from agency headquarters offices and other agencies.

IX. MISCELLANEOUS

1. Two new RAO's were appointed - [redacted] OBI; [redacted] [redacted] OCR.

2. [redacted] resigned from the staff to return to her home in Iowa to be married and to live in Detroit, Michigan.

3. The following members of this staff and the Archives and Records Center attended the first Paperwork Management Awards dinner sponsored by the Administrative Management Society at the Shoreham Hotel on 28 September:



In addition, [redacted] Office of Security, and [redacted] OTR, attended.

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