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5 October 1961

MEMORANDUM FOR: Chief, Alien Affairs Staff

SUBJECT : Inventory and Analysis of AAS Files

1. As you requested, I recently examined the files of the Alien Affairs Staff. Tab A is a summary of that review of the 32 feet of material in your 4 safes and 5 bookcase sections. Tab B has the details of that inventory.

2. A look at the size of your files and your increasing workload raises two urgent questions. You have 5 feet of SRD folders plus 4 feet of AAS files, most are on the same individuals. Is it possible to use SRD file and when your case is settled file a copy of the final action in the SRD folder? You would make a file only when you had no SRD file. You would eliminate the effort and space required to duplicate and maintain two files. The other question comes from the 13,000 control cards for your active, inactive, and closed cases. It requires time and tremendous effort to create and maintain these 15 different types of controls; can't we discontinue a few of these individual controls and dispose of part of these cards?

3. Attached as Tab C is a list of 6 recommendations for retiring inactive records to the Records Center and destroying some obsolete workpapers.

4. Administration files are an Agency-wide problem. To solve it, Records Management Staff introduced the CIA Subject-Numeric Filing System and offers all offices training and handbooks on the system. I believe the system will work for you too as proposed in Tab D on reorganizing your files.

5. My review and inventory covered only your files. None of your forms or processing procedures were studied. A procedures analysis in AAS might find a few outgrown non-productive operations which could be changed to lighten the workload and improve production time.

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6. Thank you for this opportunity to use your office to orient myself on Office of Security files. I have learned a great deal for my future work in other offices and your Staff was very patient, cooperative, and helpful during our inventory and discussions. I hope some of my findings and recommendations will prove to be as beneficial to you as this opportunity was for me. Please call me if you need any clarification or help to implement the proposals.

[redacted] 25X1

Records Officer, Office of Security

Attachments as indicated

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RECAP of AAS FILES

Book Case	(Reference)		10 ft.
	Reference Material		
Safe #3356	(Chief)		4 ft.
	Reference Material	1 ft.	
	Active Cases Workpapers (Non-Record)	1 ft.	
	SRD Case Folders	1 ft.	
	AAS Case Folders	1/2 ft.	
	Office Papers	1/2 ft.	
Safe #3348	(Office)		6 1/2 ft.
	AAS Folders on Cubans	2 ft.	
	SRD Folders	2 ft.	
	Work Papers	1/2 ft.	
	Supplies (Blank-Non-Record)	2 ft.	
Safe #3345	(Admin)		8 ft.
	SRD Folders	2 ft.	
	AAS Folders	2 ft.	
	Administrative Files	3 ft.	
	Work Papers	1 ft.	
Book Case	(Reference)		2 ft.
	Reference Material	1 ft.	

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Safe #3438

11 ft.

Control Cards (100 cards per inch)	13,000	

TOTALS

Type Material		Cu. Ft.
Reference Material	-	12
AAS Case Folders	-	4 1/2
SRD Case Folders	-	5
Administrative Files	-	3 1/2
Control Cards (11 ft.)	-	2
Work Papers	-	2 1/2
Supplies	-	3

32 1/2 cubic feet on hand plus overnight lock-up by 4 people.

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Files Inventory

of

ALIEN AFFAIRS STAFF

1. Book Case - Office of Chief - (10 feet of material)

Section 1 - Books, Manuals and Guides from Justice Department on Immigration Decisions and Operations

2 - U. S. Code - 17 vols.

3 - Books on Immigration Law and State Dept. Handbooks

4 - Miscellaneous Pamphlets, World Atlas, etc.

2. Safe #3356 - Office of Chief - (4 feet of material)

Drawer 1 - Work papers on cases (4 in)
Overnight lock up - [redacted] 25X1

2 - Case folders (4 in)
Special Project Case folders (1 ft)

3 - Manuals, guide books (6 in)
Chiefs papers and notes (6 in)
Agency Seal and Wax
3 X 5 file of liaison contacts (2 in)

4 - Work papers on cases (6 in)
Manuals and Handbooks (6 in)
Pistols (6 in)
Overnight lockup - [redacted] 25X1

3. Safe # 3348 - Office Files (6 1/2 feet of papers)

Drawer 1- AAS Folders on Cuban Cases (1 ft)
SRD Folders on Individuals (1 ft)

25X1 2 - Work papers of [redacted] (6 in)
Overnight lockup - [redacted] 25X1

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3 - AAS and SRD Folders on Cuban Cases (2 feet)

4 - State and Justice Dept. Blank Forms (2 feet)

4. Safe # 3345 - Administration Files (8 ft. of files)

Drawer 1 - Folders on Active Cases (1 ft)
Folders on Cuban Cases (1 ft)

2 - Folders on Active Cases (2 ft)

3 - Chrono files (1952 - 1961) (1 ft)
Administration files (1951 - 1961) (1 ft)

4 - Old Administration files (1 ft)
Regulation manuals (1 ft)

5. Book Case Section - Office Reference (2 ft. of material)

Manuals on Immigration Procedures (1 ft)

Supply of manual covers (1 ft)

6. Safe # 3438 - Control Cards (11 ft. of cards)

3 X 5 Card Files

(1 ft) 1. Alphabetical index of Cuban, Dominican and Chinese folders

(1 ft) 2. Numerical SP file (1-400 Regular) (500 - 1500 Cubans)

(2 1/2) ft. 3. Alphabetical log cards of all folders reviewed

(2 1/2) ft. 4. Numerical log cards of all folders reviewed

(2 in) 5. JL File of cases numbers and names 1951 - 1956

(6 in) 6. AC File of case numbers and names 1956 - 1960

(1 in) 7. AAC File of case numbers and names 1960 - 1961

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(2 in) 8. Dispatch slips filed by DDP offices

(1 in) 9. Name file of contacts

(2 in) 10. Recharge slips on cases requested

(1 ft) 11. Tickler file of pending cases and action due

(1 ft) 12. Old collection of log cards, alphabetical

(8 in) 13. Section 7 Control Cards

(4 in) 14. Section 8 Control Cards

(1 in) 15. 5 folders with list of all SP numbers assigned to date

(11 ft. of cards, at 100 cards per inch, equals 13,200 cards)

(A new case can be posted on 9 controls)

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RECOMMENDATIONS

to

REDUCE SIZE of AAS FILES

1. RETURN UNUSED CASE FILES TO SRD

Among the 5 feet of SRD folders on hand the completed cases and those pending cases with very limited activity should be returned to SRD files. Emergency calls to SRD nights and week-ends have found many needed folders charged-out and unavailable immediately. We should keep on hand in AAS only those current, urgent, active files really needed to further the actual product of AAS.

2. RETIRE TO RECORDS CENTER OLD, INACTIVE AAS CASE FILES

There are on hand 4 feet of AAS case files. The completed ones should be incorporated into the SRD official files. We could retire some to Records Center if we see possible future AAS need and we could destroy those that are duplicates of SRD files.

3. RETIRE OLD INACTIVE AAS ADMINISTRATIVE FILES

A review of the list of Administrative Files in Tab D indicates more than 25 folders that have nothing added in the last five years. These and some others have been reviewed and I have checked on Tab D about 20 some folders which I think can be retired to the Records Center without endangering AAS reference and administrative activities. Purge contents of old folders. Make new folders each year and bring important material forward. Old inactive folders should be retired or destroyed.

4. TURN IN A SAFE AND GET A SMALLER FILE CABINET FROM SUPPLY

Many unclassified forms and other material need not be kept in a $400 safe. One of the $50 file cabinets being salvaged by SRD will take less floor space and provide adequate storage for blank forms, office supplies, unclassified reference material from other agencies, and other unclassified items cluttering desks and book cases. That $35.00 lonely book case on top of the safe breaks a security rule and gives the office a cluttered look. The moved, retired, and destroyed files will eliminate need for this fourth safe and fifth book case section.

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5. DISCONTINUE AT LEAST 5 CONTROL CARD FILES

Files listed in Tab B as Control Card Files #2, 4, 8, 9, 10, and 12 appear to duplicate others or to be of limited continuing benefit to AAS. Because the AAS workload is so great and increasing, the disposal of these files will end several steps in case processing and thus will permit the Staff more time on procedures actually contributing to case production.

6. ELIMINATE TWO-DRAWER SAFE

Use of a two-drawer safe for card files is quite inefficient and delays office operations. To replace this safe with a 4-drawer safe would increase your storage room and operation efficiency without using any additional office space. When emptying and moving safes is being accomplished, serious consideration should be given to the disadvantages of retaining this two-drawer safe instead of a four-drawer safe.

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PROPOSED REORGANIZATION

of

AAS ADMINISTRATIVE AND OPERATION FILES

1. There are 2 feet of folders divided into two groups: administrative and operational. Each is arranged alphabetically. In each group we find Reference files and Project folders, both current and old along with office administration files.

2. Another 10 feet of case folders adjoin and relate to the above mentioned files. Each case folder is on an in dividual and the folders are arranged into several groups according to a variety of circumstances connected with the case. The groups are large (over 2 feet) or small (a half dozen folders) and are arranged either numerically or alphabetically (or neither - just a bunch). Such groupings are helpful in small files, but as the size increases search time grows as several large groups are searched in vain.

3. One possible solution is using only 4 major groupings:

a. Administrative Files (office housekeeping papers)

b. Operational Files (Projects)

c. Case Folders (individual persons)

d. Reference Files (guides, rules, laws, info, etc.)

4. A different color label should be used on folders of each group. (i. e. admin - white, Ops - blue, cases - red, Ref. - green). Separate each major file group with a guide card with a metal tab, center position. Then subdivide each group with a few more guide cards with third position metal tabs. Use letter-size folders and guide cards for all these files.

5. Arrange the Administrative files according to the Agency's Subject-Numeric Filing System (HB [redacted] Prepare new set of folders and purge old files. Bring forward current material.

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6. Separate the reference material from the current project or operational files. Purge old inactive material from files and retire or destroy it.

7. Arrange all case files numerically in one group except for those few, special collections of persons handled simultaneously as one case or project.

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LIST OF FOLDERS IN ADMIN SECTION

FOLDER TITLE	DATE OF CONTENTS Earliest	Latest	Consider Retirement or Disposal *
AAS-Budget	May 52	June 61	
AAS-Commendations	Dec 52	June 61	
AAS-Communications	June 58		
AAS-Directives & Instructions	Apr 50	July 55	?
AAS-Inventories	June 53	Mar 61	
AAS-Missions & Functions	Nov 49	Sept 57	
AAS-Opinions	Feb 52	Apr 53	?
AAS-Personnel	June 52	June 61	
AAS-Proposed Regs-Comments	May 55	June 59	
AAS-Requisition for Services, supplies, etc.	Apr 52	May 60	
AAS-Reports, Wkly and Monthly	Sept 51	Aug 61	
Security Bulletins-Reports & Charts	Apr 52	June 59	
Affidavit of Identity	Dec 47	Jul 56	
25X1 Admin. Inst[redacted] History of Alien Problem	June 49	Mar 50	
Aliens, Address Requests from OO	May 60	Jul 61	
Alien, Departing (Income Tax Reporting)	May 56	Aug 59	
Aliens, Documents	Sept 57	June 61	
Aliens, Deportation	Jul 52	Oct 59	
Aliens, Emergency Action	Mar 55	May 55	
Aliens, Employment (June 53)	Mar 48	Mar 61	
Aliens, Enlistment in Regular Army	Jul 50	June 59	
Aliens, Fingerprinting of	Dec 55	Mar 57	
Aliens, Private Bills relating to	Jan 52	Sept 57	?
Aliens, Seamen	Mar 53	Sept 53	?
Aliens, Wartime Control	Feb 50	Aug 50	
Am. Com. for Lib. of Bolshevism	Jul 56	Sept 56	
25X1 Alien Support Program	Mar 54	Jul 59	
25X1 [redacted]	Mar 60	Jul 61	
25X1 Asylum in the US-offers of	Jul 53	Mar 54	?
[redacted] Project, AAS	Nov 58	Jun 61	
[redacted]	Apr 55	Feb 55	*

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Cable Log	Dec 59	Dec 60	
Cable Handbook	Jun 54	Dec 60	
CDC, Relations with	Jul 59	Jan 61	
25X1 CIA Regulation [redacted]	Oct 53	Feb 60	*
CIA Regulation [redacted] (Rev)	Jan 54	Nov 59	*
Citizenship, Laws - Foreign	Sept 49	May 49	*
Citizenship, Loss of	Nov 56	Feb 60	
Clandestine Services - Notices	Ju 53	Jan 55	*
Committee of Free Asia (General)	Jul 53	Jul 55	
Congressional Committee, Relationship with	Feb 52	Jan 54	
Cont. of Pers. Dep. or enter US	Jun 56	Feb 60	
Defectors (Interagency Defector Committee)	Jul 51	Jul 61	
Defectors, Procedures	Nov 48	Mar 61	
Defectors, Rehabilitations and Resettlement	May 50	Mar 61	
Divorce Laws - Alabama & Mexico	Mar 61		
Dispatch Handbook	Jun 56	May 59	
Escapee Program	Aug 52	Nov 58	
Exchange Visitors	Jul 59		
FBI & Justice Dept.	Apr 50	Oct 56	*
25X1 Foreign Address & Occup. Ind.	Mar 61		
Foreign Law File	Oct 52	Apr 60	
[redacted]	Feb 55		*
25X1 (SOP) [redacted] Flight (et al)(June 53)	Apr 56	Aug 57	
Hungarian Intelligence in US	Apr 61	May 61	
I. C. I. S.	Apr 61	Oct 57	
Immigration - General	Feb 60	Feb 60	
Immigration and Nationality Act	Mar 52	Feb 60	
Immigration and Naturalization Activities Abroad	Jun 58	Feb 60	
I&NS Operations of	Dec 50	Jun 55	*
I&NS Relationship with	Nov 53	May 61	
Internal Security Act 1950	Dec 50	Jan 60	

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Legislation	Apr 60	Jul 61	
Liaison - Army Dept.	Apr 52	Jun 60	
Liaison - Attorney General	Nov 50	Jan 51	
Liaison - Medical Staff	Feb 52	Nov 53	
Liaison - State Dept. - General	Nov 51	Mar 61	
Liaison, TSS with I&NS	Feb 53	Aug 55	
Liaison, US Public Health Service	Jan 52		
Manifests and Declarations			
Mental Cases, Facilities for Handling	Jan 53	Oct 58	
Nationality and Naturalization	Jan 58		
Naturalization, General	Apr 55	Nov 59	
OCR, Relationships with	May 58	Feb 60	
Office of Gen. Counsel, Relationship with	Nov 59		*
25X1 Opinions	Aug 59	Feb 60	
OS Missions & Functions	Mar 56	Jul 59	*
[redacted]	Sept 50	Mar 60	
Personal History Forms			
Pilots Std. Operating Procedures for Handling	June 53		
25X1 Polish Seamen [redacted]	Aug 54	May 56	
Procedures - Benefits Section 316(b)	Apr 50	Feb 60	
Procedures, Passport	Mar 54	Oct 54	*
Procedures, Private Bills	Apr 50	Mar 53	*
P. L. 414 Section 101, non-quota visas	Apr 58		
Recognized American Institutions of Research	Sept 53	Sept 56	
Redefection	Sept 55	Jan 60	
Reentry Permits	Feb 48	Mar 60	
Refugee, Legislation	May 59	Dec 60	
Residence Requirements for Citizenship	June 52	June 53	
Russian Divorce Laws	1959		
Security, Procedures	Nov 53	Nov 55	

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P. L. 110 (Sec. 7) & Special Procedures Statistics	Jul 50	Present	
Special Procedures	Jan 48	Feb 60	
Status of Quotas			
Procedures, Suspension of Deportation	Jan 48		
P. L. 110 (Sec. 7) General	Apr 50	Sep 60	
Telephone Service (LI. 4-1140)	May 53	Jul 61	
Training	May 50	Jan 61	
Travel Documents	Feb 48	Aug 57	
Turkish Pilots	Feb 61	May 61	
Procedures - Visa Students	May 51	Jun 54	?
Visa Procedures	Sep 53	Feb 60	
Procedures - Visas - Immigration	Dec 48	Oct 59	
Visas - Foreign National Spouses	Jun 54	Aug 59	
Visits to Iron Curtain Countries	Apr 56	Aug 56	*
Western Hemisphere Div., Relations with	Jan 60		
[redacted]	Jan 51	Feb 51	*
	Oct 51	Feb 52	*

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PREVIOUS FILES PURGING

in

ALIEN AFFAIRS STAFF

The foregoing list of folders in Tab D, itemizes the office files on hand in AAS as of September 1961, but not including case files and reference materials. My proposed purging of these files is not new.

The AAS monthly report for June 1959 includes an attachment listing 41 old AAS office files destroyed or consolidated at that time. The November 1959 monthly report lists six obsolete reference manuals destroyed.

Other actions reported (June 1959, para. 6; July 1959, para. 5; and November 1959, para. 10) indicate paperwork procedures and records keeping adjustments made in AAS.

A Records Control Schedule for retiring inactive records to the Records Center was approved for AAS in 1954. However, no AAS records have been retired todate. The Schedule should be amended to reflect past changes in the files and the Schedule then integrated into procedures as an office tool for the automatic, annual purge of old, inactive files.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Inventory and Analysis of AAS Files

FROM:

25X1 [redacted]

Records Officer, Office of Security

NO.

DATE 9 Oct 61

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.				
25X1 [redacted] 2.				
3.				
4.				
25X1 [redacted] 5.		10/16	fgh	
6. Frances-File O/S Case File				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Here, for your information, is the final report on my review of the AAS files.

I found AAS office files in very good condition and well arranged for current operations. The few recommendations I make are natural problems found Agency-wide.

These problems grow from our need to control documents and a zealousness to have files for every contingency. Implementing my proposed changes is optional today, but as files and work grow AAS will have to eliminate some files and some fringe record procedures that do not contribute to the AAS product. Most of these possibilities were discussed during the inventory.

I sincerely appreciate Mr. [redacted] volunteering and the excellent cooperation of Mr. [redacted] in the review. 25X1 25X1

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