

Report for Week Ending 13 November 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 14 action requiring the printing of 83,600 copies or sets of blank forms. This represents a decrease of 19 actions involving a decrease of 179,920 copies compared to last week.
- ✓ (2) One new and 4 revised forms were approved.

b. Intangible

- (1) Tests have been concluded on Form 1200, "Biographic Profile" printed with special electronic conductive ink by the Printing Services Division, Plant No. 1. These tests were made on the IBM Electronic Tabulating Typewriter, borrowed from the Office of Personnel for this purpose. The results of these tests has proven entirely satisfactory due primarily to the "double inking" printing technique utilized by the Plant. The special typewriter on which this form will be used has been returned to the Office of Personnel.
- (2) Proofs on the "Biographic Data," Forms 180 and 180a have been approved with corrections and returned to the printer.
- (3) In connection with the Printing Services Division, Forms Survey being conducted by this Branch, three bootleg forms from other offices have been discovered. One of these forms was a duplication of an approved Agency form. The other two forms were brought to the attention of the appropriate Area Records Officers. A comparison of the functional aspects of the various forms collected during this Survey is 40% complete.

2. Assignments - Active

- (1) Eighteen new and 5 revised forms are currently pending.
- (2) One Employee Suggestion is being evaluated.

3. News

- 25X1 a. [] who is presently enjoying a bit of annual leave, is expected to return to his desk tomorrow.
- 25X1 b. [] who has been off on annual leave, is back at her desk today.



25X1

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RECORDS DISPOSITION BRANCH

1. Contributions

✓ a. Reviewed the Records Control Schedule submitted by ARO/ORR covering the records maintained by the Guided Missiles Branch which was organized after the initial schedule was prepared. The addition was approved and the Records Center furnished copies for their files. During the past twelve months thirty items of the ORR schedule have been added, deleted or revised. This points out an active application of the schedule. 25X1

✓ b. Approved requisitions for eight pieces of filing equipment and for the purchase of 200 non-standard file folders. 25X1

2. Assignments - Active

a. Project 6-95 - Office of Personnel 25X1

Completion of the revised Records Control Schedule is still pending and awaiting the return of that portion for DD/PERS/PD. Installation of the Subject Numeric Filing System was requested by the Position Evaluation Division and will begin upon completion of installations now in process.

b. Project 8-18 - Office of Operations/Contacts 25X1

✓ Schedule is being drafted and the portion already typed will be forwarded to the Contact Division for coordination. Several oral suggestions that were made during the survey have been put into effect by Contact personnel. One in particular resulted in the destruction of two feet of personnel folders being retained on separated OO/C employees.

25X1 c. Project 8-20 - ORR

Installation of the Subject Numeric System has started in the Analysis Division. The administrative file in the Office of the Chief was excellent (system, cut-off, the retirement of the records has been in effect for three years). Several folders of substantive material maintained by the division chief are to be incorporated into the system.

The system was also installed in the Agriculture and Chemical branches of the Materials Division this week. The necessity for good file practices, such as use of cross reference sheets, charge out cards and continuity sheets was stressed. Prior to starting this project these aids were not used in the branches.

A meeting was held with the Branch secretaries and their alternates, for the six branches in the Materials Division. The filing system was explained and as an exercise the secretaries were given samples of ORR originated letters to classify in accordance with the system.

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d. Project 8-24 - Map Library Division/ORR [] 25X1

No change from previous report.

e. OP-Wide Files Installation [] 25X1

Continued follow-up on files installations previously made.

f. Office of Communications [] 25X1

25X1

Informed by [] ARO/Commo. that procurement of "Open shelf filing" for [] is held up pending the acquisition of funds. Filing equipment was not taken into consideration when funds were obligated for the addition to the vault. [] indicated confidence that funds would be allocated for this filing equipment.

25X1

25X1

3. Assignments - Inactive

25X1

a. Project 6-40-OCR []

b. Project 6-90 - Commercial Staff []

25X1

4. Vital Materials

a. Four people from the ORR/Map Library visited the repository to work on map deposits. [] ORR, also visited the repository to work on ORR Economic Area deposits.

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5. News

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a. [] ARO/DDP has reported the destruction of 431 cubic feet of material for the month of October. This shows an increase of 100% over September's report and reflects an acceleration in the disposition phase of the over-all records management program in DD/P.

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1. Contributions

- a. Developed and charted figures for fiscal years 1952-1957 on the net cumulative records holdings in headquarters and the Records Center.
- b. Together with [redacted] presented the principles and advantages of the Agency subject-numeric filing system to files personnel of ORR/Materials Division. The ARO for ORR presided.

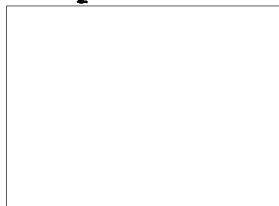
25X1

2. Projects Active

- a. Graphics Register Film Index - Briefly reviewed the problem with [redacted] of GR, collected facts on the principle types of specialized card files, and prepared evaluations for discussion with GR personnel.

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