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Report For Week Ending 13 August 1957  
From  
Records Center

During this week the following accessions were made:

OL	30 Cu. Ft.
OCI	2 " "
PERS	1 " "
OCR	48 " "
MEDICAL	1 " "
COMPT	4 " "
Sub-Total:	<u>86 Cu. Ft.</u>
Finished Intelligence	32 " "
Total:	<u>118 Cu. Ft.</u>

Map Negatives	985 Cu. Ft.
Records Holdings	23,400 " "
Distribution Material Holdings	<u>10,551 " "</u>
Total:	<u>34,936 Cu. Ft.</u>

Distribution Material Disposed of at Center	38 Cu. Ft.
Distribution Material Transferred from Center	11 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "
	<u>49 Cu. Ft.</u>

### Reference

The inventorying and reboxing of supplemental material is 99 percent complete. We are presently inventorying material from OCR and it is anticipated that the project will be completed around the end of the coming week.

OCR has submitted a listing to regrade 188 documents in accordance to the latest Agency Regrading Bulletin.

### Disposal

There has been an accumulation of 123 cubic feet of material in the disposal area.

### General

25X1

[redacted] visited with the Center during the week. They were indoctrinated in the technique of accessioning, reference and disposal.

25X1

[redacted]  
Acting Deputy Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,890	10,020	11,910
DD/P	1,930	6,800	8,730
DD/S	240	7,620	7,860
DD/S (Compt.Grilled Area)	50	430	480
DD/I	68	6,742	6,810
DD/I (Grilled Area)	1,458	2,322	3,780
DCI	37	23	60
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
TOTAL:	6,278	34,942	41,220

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