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Chief, Management Staff

3 August 1957

Chief, Records Management Staff

Week Report - Week Ending 7 August 1957

1. Contributionsa. Tangible

- (1) Seven new and revised forms were completed and 2 old forms eliminated.
- (2) The Subject-Numeric Filing System has been installed in the Handcuff Range Division, OSI. This will provide a means of terminating old files and transferring them to the Records Center. In addition, it will provide a more effective method for making filing references.
- (3) The Records Center received 342 cubic feet of inactive records and destroyed 24 cubic feet.
- (4) A Records Control Schedule has been completed for the administrative records of the Commercial Staff. The remainder of the material, operating records pertaining to DD/P, will be inventoried and included in the DD/P Records Control Schedule. Only 12.5% of the records inventoried are considered permanent.
- (5) Developed a new form for the Office of Logistics which eliminates the form letter originally used and provides for a reduction of 50% in paper required for its use.

b. Intangible

- (1) Completed the evaluation of four Employee Suggestions; proposed that 2 be rejected and the others tested further.

2. Assignments - Active

- a. Installation of Subject-Numeric Filing System, ELINT Staff/OSI.
- b. Installation of Subject-Numeric Filing System, Office of Personnel, Insurance and Casualty Division.

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- c. Twenty-eight new and revised forms in process.
 - d. Preparation of the pamphlet, "Do You Have A Space Problem".
 - e. Review of Records Control Schedule, Soviet Staff.
 - f. Review of Records Control Schedule, Office of National Estimates.
 - g. Review of Records Control Schedule, Office of the General Counsel.
 - h. Review of Vital Personnel records.
 - i. Preparation of Regulation and Handbook, Reports Management.
 - j. Review of requisitions for filing equipment; approved requisition for 2 safe cabinets for the office of the new DD/C.
 - k. Shelf File Installation, Industrial Register; one portion of equipment received. Unit will be assembled and records transferred to it shortly.
 - l. Shelf File Installation, Biographic Register; delay has been experienced in receipt of equipment. Now scheduled for delivery 14 August.
 - m. Review of Records Control Schedule, Office of Personnel. 40% completed.
 - n. Shelf File Installation - Finance Division, Office of Comptroller. This is a new shelf file possibly. We are proposing consideration of 10 units on a test basis for housing the Voucher Files.
3. Assignments - Inactive
- a. Review of Records Control Schedule, DD/P.

4. News

- a. [redacted] accompanied me on a visit

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