

~~CONFIDENTIAL~~

Report For Week Ending 6 August 1957
From
Records Center

During this week the following accessions were made:

OCI	3 Cu. Ft.
OO	69 " "
PERS	22 " "
MEDICAL	4 " "
COMPT	50 " "
ORR	2 " "
OCR	108 " "
MS	1 " "
Sub-Total:	<u>259 Cu. Ft.</u>
Finished Intelligence	83 " "
Total:	<u>342 Cu. Ft.</u>

Map Negatives	985 Cu. Ft.
Records Holdings	23,314 " "
Distribution Material Holdings	10,568 " "
Total:	<u>34,867 Cu. Ft.</u>

Distribution Material Disposed of at Center	11 Cu. Ft.
Distribution Material Transferred from Center	12 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	1 " "
Total:	<u>24 Cu. Ft.</u>

Reference

The inventorying of Supplemental material is continuing and at the present time OSI material is being adjusted to the approved stock levels.

A savings of 34 cubic feet of space was noted when Job 53-241, which was retired by the Medical Office, was consolidated and reboxed.

Disposal

25X1

[redacted] of our office visited with the ARO of Logistics for the purpose of identifying some old records in accordance to the existing Records Control Schedule. This visit proved very successful as the majority of these records were identified.

[redacted]
Chief, Records Center Division

25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

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	1,873	10,037	11,910
DD/P	1,930	6,800	8,730
DD/S	245	7,615	7,860
DD/S (Compt.Grilled Area)	50	430	480
DD/I	80	6,730	6,810
DD/I (Grilled Area)	1,460	2,320	3,780
DCI	37	23	60
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
 TOTAL:	 6,180	 34,940	 41,220

CONFIDENTIAL