

File

1 February 1957

MEMORANDUM FOR: Chief, RI

SUBJECT: FO Monthly Report for January 1957

- 1. Cards forwarded to Main Index as result of Projects: 1,573*
- 2. Total Projects 289
 - Opened this month 4
 - Opened prior months 51
 - Total Open Projects.....55
 - Closed this month 16
 - Closed prior months 288
 - Total Closed Projects.....294

- 3. Records Management
 - a. Records Retired to RI/AR

| <u>Division or Staff</u> | <u>Items</u> | <u>Amount in Cu. Ft.</u> | |
|--------------------------|--------------|--------------------------|-------------|
| CI | 1 | .1 | |
| FP | 3 | 1.4 | |
| IS | 1 | 2.0 | |
| IO | 11 | 10.3 | |
| IE | 11 | 3.0** | |
| FE | 11 | 6.9 | |
| NEA | 4 | 2.5 | |
| SI | 1 | 23.0 | |
| SR | 13 | 3.7*** | |
| WE | 1 | .3 | |
| RE | 8 | 12.0 | |
| Total | 72 | 75.2 | 75.2 |

** Field Files - 1.7
 *** Field Files - 1.2

b. Records Retired to RI/PI

| <u>Division or Staff</u> | <u>Items</u> | <u>Amount in Cu. Ft.</u> | |
|--------------------------|--------------|--------------------------|-------------|
| IO | 1 | 4.0 | |
| EE | 3 | 1.4 | |
| FE | 11 | 5.0 | |
| NEA | 24 | 3.4 | |
| ER | 30 | 5.2 | |
| WE | 4 | 1.4 | |
| Total | <u>73</u> | <u>20.4</u> | 20.4 |

c. Records Retired to CIA Library

| <u>Division or Staff</u> | <u>Items</u> | <u>Amount in Cu. Ft.</u> | |
|--------------------------|--------------|--------------------------|------------|
| NEA | 1 | 2.0 | |
| Total | <u>1</u> | <u>2.0</u> | 2.0 |

d. Records Destroyed (Non-Record Material)

| <u>Division or Staff</u> | <u>Items</u> | <u>Amount in Cu. Ft.</u> | |
|--------------------------|--------------|--------------------------|-------------|
| NEA | 2 | .8 | |
| WE | 1 | 12.0 | |
| RI | 1 | 20.2 | |
| Total | <u>4</u> | <u>33.0</u> | 33.0 |

Total Records Retired and Destroyed **130.6**

e. Vital Documents

| | |
|--------------------------|-----|
| Packages IN..... | 50 |
| Packages OUT..... | 4 |
| Microfilm Reels IN..... | 132 |
| Microfilm Reels OUT..... | 0 |

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

| | |
|---|---|
| 2 drawer legal size safe..... | 2 |
| 4 drawer legal size safe..... | 5 |
| 5 drawer legal size file cabinet w/hay..... | 1 |
| 5 drawer legal size file cabinet w/hay..... | 1 |

b. Forms Approved.....5

5. RI/PI Typist, typed 9318 cards in 4 hours.

6. On the 24th of January 1957, the first Records Officers Meeting was held. Hereafter there will be a meeting on the second and fourth Thursday of each month.

25X1 7. Mr. [] has spent most of his time working on the development of Vital Materials Schedules.

25X1 8. Mr. [] has spent most of his time reviewing existing microfilm for possible inclusion in the Vital Materials repository.



25X1