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Weekly Report for Week Ending 24 June 1959
from

25X1

[Redacted]

1. Contributions

None

2. Assignments - Active

✓ a. Revision and Reorder of Overnight Storage Boxes.

b. Records Disposition Workshop - The slides made by the Reproduction Plant were faulty. Arranged to have another set made by OCR Graphics Register Division. Delivery is promised by the middle of next week.

25X1 c. DD/P Trainee Program - [Redacted] accompanied me during coordination of the Courier Receipt and Log Record, described in paragraph d below.

d. ✓ Revision of Courier Receipt and Log Record, Form 240 - Revised the design and construction features of Form 240 and obtained concurrences in the changes from personnel of primary concern in OSI, ONE, OO, Commo, and Logistics Mail and Courier Service. Will complete coordination by a discussion of all findings with [Redacted] ARO for Logistics.

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e. ✓ Agency Chain Envelope - Developed a flier which will encourage users of chain envelopes to return excess accumulations of the envelopes to supply rooms. Arranged for distributing the flier through BSO's.

[Redacted]

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Report for Week Ending 22 June 1959
 FROM
 RECORDS CENTER

During the week the following accessions were made:

DCI	4 cu ft
OCR	10 " "
PIC	83 " "
OCI	8 " "
ORR	3 " "
DD/P	114 " "
COMPTROLLER	35 " "
MEDICAL	5 " "
SECURITY	3 " "
PERSONNEL	1 " "
LOGISTICS	3 " "
GENERAL COUNSEL	3 " "
MANAGEMENT STAFF	1 " "
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Sub-Total:	273 cu ft
Finished Intelligence	195 " "
	<hr/>
Total :	468 cu ft

Map Negatives	1, 544 cu ft
Records Holdings	31, 583 " "
Distribution Material Holdings	13, 971 " "
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Total :	47, 098 cu ft

Distribution Material Disposed of at Center	98 cu ft
Distribution Material Transferred from Center	63 " "
Records Disposed of at Center	11 " "
Records Transferred from Center	68 " "
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Total :	240 cu ft

Accessioning and Disposal

The seventh shipment of ORR maps from [redacted] was received on 10 June. This shipment consisted of 179 maps and utilized 85 cubic feet. To date the Records Center has received 1,264 maps which utilize 708 cubic feet.

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During the week 53 cubic feet were destroyed leaving an accumulation of 686 cubic feet.

Reference

The following outstanding reference services were provided during the week:

- (1) 741 copies of NIS sent to Army, Navy, and Air Force
- (2) [redacted]

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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220002-5

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Report for Week Ending 24 June 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 27 actions requiring the printing of 857,750 copies or sets of blank forms.
- (2) Six revised forms were approved.
- (3) Seven forms were obsoleted.

b. Intangible

- (1) Developed for the Office of Comptroller a proposed new form titled, "Request for Allotment and/or Indirect cost Authorization," Form No. 1658. This form, when implemented will obsolete Form No. 234 and Form No. 1048. This new form, to be used in both [redacted] will be prepared in triplicate with the copy distribution as follows:

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- Original - Budget Division, permanent copy filed with allotment advices.
- Copy - Budget Division, analyst's reference copy which will be destroyed at end of year.
- Copy - Retained by requesting office for information.

In connection with the development of this form, there was also developed a revision of Form No. 716, titled, "Advice of Allotment and/or Indirect Cost Authority." This form will provide a means by which the Comptroller will reply to those components initiating Form No. 1658. This revised form will be prepared in triplicate and copy distribution made as follows:

- Original - To appropriate office for reference and file.
- Copy - Budget Division for reference and file.
- Copy - Fiscal or Finance Division for postings. [redacted]

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- (2) [redacted] was activated as the [redacted] supply point for all NE Area Stations. This was accomplished by [redacted]

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- (3) Disapproved ES 59-493 which proposed a fan fold or chain linked, pressure sensitive backed form. This form was to be used in posting name changes of custodians on safe drawers.

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[Redacted]

- (4) Disapproved ES 59-166 which proposed that Form 26, Top Secret Signature Record and Cover Sheet be printed on back as well as front. An added cost of \$460.70 would have been incurred in implementation of this idea and it was not worth it.

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[Redacted]

- (5) One cubic foot of numerical file folders was retired to the Records Center. This makes a total of 3 cubic feet for the year.

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[Redacted]

- (6) The monthly and quarterly ^{ices}indexes of active forms have been run by Machine Records. Seventeen numerical, 25 overseas, 4 alphabetical and 5 functional listings have been received and distributed.

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[Redacted]

2. Assignments

a. Active

- (1) Agency Chain Envelope (now known as the Agency Multi-Purpose Envelope). Action has been taken to remove 6 stocked envelopes from the supply system. The two new Agency Multi-Purpose Envelopes will replace them.

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[Redacted]

- (2) New Building Project.

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[Redacted]

- (3) Uniform Information Report.

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[Redacted]

- (4) Improved Management of Stocked Forms.

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[Redacted]

- (5) Expedite Printing of Information Reports.

Attended a special meeting of the DD/P Senior Reports Officers. The meeting was called to clarify problems in the physical processing of CS reports in the Special Printing Plant and to discuss improvement in the quality of preparation of the Information Report offset master. Some of the results were:

(a) Changes made in design of Information Report which will permit the Plant to process the Reports more expeditiously. (These changes will be made as the forms come up for reprint).

(b) A two page document listing the do's and don'ts in storage, handling and preparation of Information Reports was distributed to those present along with a small display of the "tools" needed to properly prepare the Reports. (See attached). This was supplemented by a discussion of the do's and don'ts by [Redacted]

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Returned to [Redacted]

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(c) Specific Report mat problems were referred to Mr. [redacted] for advice. [redacted]

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(6) Revision of Dispatch Forms [redacted]

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(7) Twenty new and 16 revised forms.

b. Inactive

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(1) Elimination of Transmittal Dispatches for Personnel Type Data. [redacted]

3. News

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a. [redacted] attended a lecture on Specialty Forms given at National Archives.

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IMPROVING THE QUALITY OF YOUR INFORMATION REPORT OFFSET MASTER

The Agency uses several variations of the Information Report. All variations use a direct-impact offset master. In the case of a cut sheet form (example: Form 1) you type directly on the face of the master with a reproducible ribbon (either paper or fabric). When the master is in a set (example: Form 1a) the field types on a hecto (ditto) master and simultaneously images the offset master behind it by means of a sheet of carbon paper coated with hecto carbon on the front and lithographic (reproducible offset) carbon on the back. A master-logged by carbon paper in a set can also be logged by typing directly on it using a reproducible typewriter ribbon (headquarters headings on top right, corrections, and headquarters comments and distribution).

Every Information Report set provided for field use includes detailed instructions for preparations. These instructions must be followed if good quality reproduction from the master is to be attained.

All offset masters require special care. The following is a list of DO'S and DON'TS.

- DO'S:** Store masters away from extremes in temperature and humidity.
- Type with firm, even touch using medium pressure.
 - Keep your typewriter keys clean; change your fabric offset printing process ribbon often enough to assure a clean, dark image.
 - Use a good silk or long-staple Egyptian cotton offset ribbon or a one time lithographic carbon paper ribbon. The offset image is only as good as the ribbon you use. (A cheap ribbon is false economy).
 - Keep your hands off the image area - oil adheres to the master and will reproduce.
 - Erase gently with a non-gritty eraser - deep erasures break the surface of the master.
 - Keep your eraser clean by stroking it against a clean cloth or paper.
 - Use an erasure shield to localize area to be typed over.
 - Use heavier than normal pressure when writing on master with offset reproducing pencil.
 - Use light pressure when writing on master with non-reproducing offset pencil.
 - Repair torn masters by applying scotch or masking tape to the back side.
 - Start off with a clean stamp pad and clean rubber stamps. Ink pad lightly with black offset stamp pad ink only.
 - Forward masters in envelopes. Use cardboard backing to avoid tearing masters if they have bulky attachments.
 - Use a medium to hard platen on your typewriter. Platen must be smooth, free from dents and cracks.

DO'S

- Leave masters in direct sunlight.
- Store on top of radiators or next to heaters.
- Place heavy weights on top of masters in sets.
- Ever thermofax an offset master.
- Fold or crease a master.
- Staple attachments to punched hole area of master (example, Form 1)
- Put scotch tape on faces of master.
- Erase the same area of a master more than once.
- Expect ordinary fountain or ball point pen ink to reproduce-- it usually won't.
- Ever stamp masters using your regular stamp pad ink.
- Bury a master under papers on which you are writing--pressure dents in a master - may reproduce.

The above DO'S and DON'T'S apply to all offset masters. Sets containing offset masters used for simultaneous preparation of Field and Headquarters Reports do require some additional special handling. Detailed instructions for these masters are on the eridge sheets in each set.

Listed below are the materials which you should have to assist you in proper preparation of offset masters:

1. Offset reproducing pencils, Stock No. 7510-475-405.
2. Non-reproducing-type pencils, Stock No. 7510-219-4998
3. Erasers, Miltalith or pencil type (without abrasives), Stock Nos. 7510-223-7032 and 7510-257-4995
4. Shields, erasing, Stock No. 7510-224-7242.
5. Ink, stamp pad, offset; black, medium and short run, 2 oz. bottle, Stock No. 7510-805-7111.
6. Inking pad, rubber stamp, uninked, Stock No. 7510-231-6531.

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Weekly Report for Week Ending 24 June 1959
from
Records Disposition Branch

1. Contributions

None.

2. Assignments

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a. Filing Equipment

OCR/IR/FE/NEA Shelf Filing

Floor plan approved by Office of Security. ✓
Requisition prepared, hand carried to OL/Supply Division, and procurement action started.

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OO/Contact Division Shelf Filing ✓

The machine listing of names they sent us was forwarded to the Office of Personnel IAS Pool and preparation of about 1,700 labels and folders is in process.

OTR/Assessment and Evaluation Staff Shelf Filing

OTR/Operations School/Headquarters Training Shelf Filing

OTR/Intelligence School Shelf Filing

Office of Security/Building 13 Shelf Filing ✓

OP/Records and Services Division, Test Installation Shelf Filing ✓

No change from previous report.

b. Special Projects

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✓ DD/P Support Staff Files

Schedule for DD/P Support Staff files is being typed for transmission to Committee.

✓ Review of Clerical Training in Filing

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Our updated lesson plans and student kits are being used by OTR for its course in filing. This week's class of 49 new employees provides the first test of this revised training material.

Fourteen color slide-visual aids, now being processed at OL/PSD, are to be ready Friday, 26 June.

Service Calls Processed by Records Center

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Completed statistics and graph on service requests made to Records Center recently (March, April, and May 1959) as compared with last year's calls (August, September, and October 1958).

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Findings given to [redacted] for review with [redacted]

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✓ Demonstrator File on Subject Numeric System [redacted]

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✓ Obtained surplus file cabinet and stocked it with unclassified material for use as RMS training aid and demonstration of the Agency's Subject Numeric Filing System.

Cabinet contents include correct filing sample, forms, and supplies as well as training aids and reference material. Examples of non-standard systems are also demonstrated.

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c. Vital Materials [redacted]

Visits to Repository

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[redacted] of OCR/Document Division accompanied last week's trip to the repository. [redacted] of ORR also accompanied the group.

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Evaluation of VM Programs

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We received a memo from [redacted] C/RSD/OP, on re-evaluation of the Office of Personnel Vital Materials Program. This project is scheduled for completion by 1 July.

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Met with [redacted] on OTR VM Program. He is preparing a paper to assist all OTR Staffs and Schools in evaluating their VM Programs. This project is scheduled for completion by 1 July.

TOP SECRET VM Deposits

Held a meeting with [redacted] to discuss necessary TOP SECRET controls for deposits of Vital Materials. It was unanimously agreed that the filing system of TS deposits be changed from the present numerical arrangement to a source and series files arrangement. This will place like series together, regardless of the security classification.

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Microfilming

Microfilming of VM continues in the Office of the Comptroller and OCR/GR.

Filming in the Office of Security was completed.

Filming of Insurance Records in Office of Personnel is scheduled for Saturday, 27 June.

3. News

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[redacted] attended the ASPA luncheon and heard Arthur Minnich discuss "The White House Secretariat" and certain of its records problems.

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[redacted] completed his course in "Office Management" at American University.

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