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Weekly Report for Week Ending 17 June 1959
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 21 actions requiring the printing of 305,400 copies or sets of blank forms.
- (2) Three new and 8 revised forms were approved.
- (3) Three forms were obsoleted.

b. Intangible

25X1

- (1) Met with [redacted] to discuss "bad" information report mats from the EE and FE Divisions. A preliminary review of the mats indicated need for a one week check of all mats from these Area Divisions. Facts gathered from this check should help us more closely identify whether the problem is old mats, poor typing, poor handling etc.

25X1

[redacted]

2. Assignments - Active

a. Agency Chain Envelope ✓

25X1

Approval has been ^{received} from [redacted] O/S to proceed with the procurement of the revised envelope. Specifications are being prepared and will be processed this week.

25X1

b. Revision of Dispatch Forms [redacted]

c. Improved Management of Stock Forms [redacted] ✓

25X1

d. Expedite printing of Information Reports (see b 1) [redacted] ✓

25X1

25X1

e. Uniform Information Report [redacted]

f. Teletype Dissemination Information Reports and Systems [redacted] ✓

25X1

g. Elimination of Transmittal Dispatches for Personnel Type Data [redacted]

25X1

25X1

h. New Building Project [redacted] ✓

i. Thirteen new and 18 revised forms ✓

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3. News

- 25X1 a. [redacted] completed the Sixth Institute
on Records Management.
- 25X1 b. [redacted] are scheduled to attend a lecture on
Specialty Forms given at the National Archives by Mr. J. Owens
on 19 June.
- c. Plan to attend a meeting of Reports Officers of DD/P on 24
June. We plan to discuss information reports mats. We are
preparing a list of do's and don'ts on preparation and care of
mats. This list will be given to those present at the meeting.

25X1

[redacted]

[redacted]

25X1

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Report For Week Ending 17 June 1959 from

25X1

[REDACTED]

1. Contributions (Intangible)

25X1

a. Briefed [REDACTED] ORR ARO, on the development, organization, and functions of the Records Management Staff.

25X1

b. Reviewed with [REDACTED] comparison of Commo's proposed functional file plan with the Agency Subject-Numeric system. Concurred in Commo's need for a specialized file plan for technical and operational material, but did not endorse the proposal for a classification plan based on the primary numerical designations in the Agency regulator series.

c. Evaluated an Employee Suggestion on a minor change in correspondence style standards.

2. Assignments - Active

a. Revision and Reorder of Overnight Storage Boxes.

b. Records Disposition Workshop - All graphics completed and forwarded to printing plant. Delivery of slides was promised for Monday, 22 June.

c. DD/P Trainee Program - Developed five practice problems on reports management for a total of nine. Briefed Mike and Don on the concept of reports control.

3. Assignments - Inactive

a. Courier Receipt and Chain Envelope.

b. DD/P Records Management Program.

[REDACTED]

25X1

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Weekly Report for Week Ending 17 June 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

a. Intangible

(1) Four members of Records Management Staff [] completed training at the Sixth Institute on Records Management which was conducted by the National Archives and American University. Each was awarded a Certificate for successfully completing the course.

25X1

25X1

The Class of 44 students included employees of U.S. Federal and State Governments, Industry, several Far East countries, and the Clergy. The Class elected [] of Records Disposition Branch as its President.

25X1

The President represented the Class at the Speakers Table during the graduation exercises and luncheon. Following the Guest Speaker, David B. Strubinger from the Bureau of Customs, the Class President delivered a brief talk on the Class generally and an appreciation of the Institute in particular.

Other luncheon guests included Officials of the U. S. National Archives and Deans of the American University as well as the several Records Management specialists who were instructors during the Institute.

Besides the advantages of the formal Records Management training, other intangible benefits were realized for the Agency from the many contacts developed among records management instructors and specialists in other agencies and private industry.

(2) Review of "Functional Filing System" proposed for OC []

25X1

Staff study converted to a comparative study with transmittal memorandum which were presented verbally on 15 June by [] to ARO for OC. Despite our recommendation of the Agency Subject Numeric Filing System, OC is expected to proceed with development and installation of their Functional Filing System in which classification numbering is based on Agency Regulatory Issuances numbering. This decision is based on OC's belief that their proposed system will better fit their correspondence of which the great majority is reported to be technical rather than administrative. We renewed our offer to assist OC with their filing problems and requested ARO to keep us informed of their progress in standardizing their files throughout OC.

25X1

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(3) OSI/Elint File Installation [redacted]

25X1

A return visit to Elint Staff indicates that the filing system developed by us is working very well. In addition, [redacted] has two (2) cubic feet of material ready for retirement and one (1) additional cubic foot has been destroyed.

25X1

(4) RMS assistance was requested by ARO for OTR in up-dating and revising OTR system of recording and controlling distribution of Agency and Office issuances and regulations. Obtained samples of forms used by ARO's in OP and OL for these purposes and delivered them to ARO/OTR. [redacted]

25X1

2. Assignments

25X1

a. Shelf Filing [redacted]
OCR/IR/FE/NEA, Shelf Filing

Prepared and forwarded a memo to OL/Space Maintenance requesting installation of a partition in this area. Also provided IR with necessary information to enable them to fill out the requisition for shelving.

- OTR/Assessment and Evaluation Staff [redacted] 25X1
- OTR/Operations School/Headquarters Training [redacted] 25X1
- OTR/Intelligence School [redacted] 25X1
- Office of Security/Building 13 [redacted] 25X1
- OP/Records and Services Division/Test Installation [redacted] 25X1
- OO/Contact Division [redacted] [redacted] 25X1

No change from previous report.

b. Records Control Schedules

25X1

Executive Registry [redacted]

No change from previous report.

c. Special Projects

Review of Clerical Training in Filing [redacted]

25X1

Fifty kits for use by students taking OTR/CT course in Filing are being assembled by OP/IAS Pool. These kits can also be used in RMS internal training. Contents include:

- a. Testbooks - new unclassified HB for Subject Filing
- b. New practice and test materials for classifying and alphabetizing.
- c. Forms used in filing course.
- d. Instructions on "How to Install the Agency Subject-Numeric Filing System".

Visual aids (14 color slides) are being prepared by OL/PSD.

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25X1 OSS/RI Archives [redacted]

No change from previous report.

25X1 DD/P Support Staff [redacted]

No change from previous report.

25X1 3. Vital Materials [redacted]

25X1 [redacted] all members of OCR, accompanied last week's trip to the Repository. [redacted] discussed generally the DD/I Finished Intelligence collection. He also inspected the reference library and indicated that it would not be necessary to obtain additional space before this year's Operation Alert. He felt that a change in the type of shelving now being used will provide more room.

25X1

25X1 [redacted] accompanied Mr. Hurley, OCDM to [redacted] A memo for the record has been prepared covering details of this visit.

Microfilming of Vital Materials continues as follows:

OCR/GR - approximately 62% complete.
Security - 75% complete.

25X1 [redacted] of DD/P also accompanied last week's trip to the Repository.

4. News

25X1 a. [redacted] is attending the four-week course in "Archives Administration" given by American University and the National Archives and Records Service.



25X1

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