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Report for Week Ending 10 June 1959
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 27 actions requiring the printing of 447,500 copies or sets of blank forms.
- (2) Two new and 6 revised forms were approved.
- (3) One form was obsoleted.

b. Intangible

- (1) New form, titled, "C S Number Assignment" has been developed to be used within DD/P for permanently recording CS numbers to disseminated field "Information Report." Coordinations of draft with OPI is completed and form is now about to be released to printer.
- (2) Developed for CCD/DD/P six coding sheets, Form Nos. 1648, 1648a, 1648b, 1650, 1651, and 1652, to be used for coding pertinent "cover" information on to IBM cards. All of these forms, which are 8" x 10 $\frac{1}{2}$ ", are presently being coordinated as a "package" through the I & R Staff of DD/P.
- (3) "New Headquarters Reassignment Questionnaire" proposed by the Support Branch, Security Staff, Office of Communications, has been forwarded to the Office of Personnel for thorough preliminary coordination.

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2. Assignments - Active

- a. Agency Chain Envelope 25X1
- b. Revision of Dispatch Forms 25X1
- c. Improved Management of Stocked Forms 25X1
- d. Expedite Printing of Information Reports 25X1
- e. Uniform Information Report 25X1
- f. Teletype Dissemination Information Reports and Systems 25X1
- g. Elimination of Transmittal Dispatches for Personnel Type Data

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h. New Building Project

- (1) Additional copies of the "Badge Code" chart have been made for use by the contractor and his sub-contractors.
- (2) Due to continuing trips to the site, Union officials have requested permanent photographic badges. This can be done if and when the Director of Security approves the action.

i. Ten new and 22 revised forms.

3. News

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are attending the Sixth Institute on Records Management.



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Ref. 2/10/68

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RECORDS DISPOSITION BRANCH

1. Contributions

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- a. Assisted [] ARO, General Counsel in preparing 6 cu. ft. of records for retirement to the Records Center. Two boxes have been retired and the remaining four will be transferred after the top secret material has been properly listed. []

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- b. OO/FDD [] and team)

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The revised records control schedule together with findings and recommendations made by the team has been transmitted to Miss [] of FDD. I wish to express my thanks to my team members for their assistance on this survey. The team members were Messrs

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[]

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- c. Reissuance of Handbook for Subject Filing as unclassified publication []

Completed this project which provides a training manual which should prove more useful now that it is available in two versions.

The new unclassified version may be kept on user's desk, which should result in more frequent use and easier reference to the index. It will also be easier to use as a textbook for OTR's clerical training and for RMS on-the-job training of ARO's and files custodians. It is available for Field use when desired. The original Confidential version required remarkably little change after 5 years use and is still useful when its classification is no problem.

2. Assignments

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- a. Shelf Filing []

OCR/IR/FE/NEA

The Office of Security has informed us that some modifications to the existing secured area are necessary. A memo confirming this information is being forwarded to [] as well as to the Office of Logistics.

OTR/Assessment and Evaluation Staff

A floor plan has been submitted to the Office of Security for approval of the floor loading and safety. Add-a-Shelf type shelving with doors will be used for this installation. A&E Staff requested the addition of doors because of the sensitive material involved.

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OTR/Operations Schools/Headquarters Training

Waiting for Security approval of use of secured area.

OTR/Intelligence School

The proposed use of an existing secured area has been approved by Security as well as floor loading within the area. As soon as the approved plan is returned to us we will proceed with the project.

Office of Security/Building 13
OO/Contact Division, [redacted]
OP/Records and Services Division/Test Installation

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No change from previous report.

b. Records Systems

Review of "Functional Filing System" proposed for OC [redacted]

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Completed Staff Study which compared proposed system with Agency's standard Subject Numeric system, found the latter superior, and recommended its adoption for OC.

c. Records Control Schedules

Executive Registry (Draina)

No change from previous report.

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OO/FDD [redacted] and team)

See Contributions 1.b.

d. Special Projects

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DD/P Support Staff [redacted]

No change from previous report.

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OSS/RI Archives [redacted]

The inventory of the records has been completed and a rough draft of the descriptions prepared.

Review of Clerical Training in Filing [redacted]

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Transmitted revised HB for Subject Filing to OTR for use as unclassified textbook. New teaching aids (16 letters for practice and text in classifying, 16 cards for alphabetizing, demonstrator cabinet and file) are being used and instructors' reports are favorable. Visual aids (14 color slides) are being prepared by OL/PSD. Project 85% complete.

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3. Vital Materials

A meeting was held with representatives from OCR Admin Staff, Machine Division, Documents Division and the War Plans Officer to discuss segregating raw intelligence from finished intelligence at time of filming OCR Batch material. Because of a delay between time of arrival of a document in the Agency and time of filming of its filmed image in the aperature card file, the proposal for segregating the material at time of filming was not accepted. However, in order that we can automatically remove all batch microfilm reels after 18 months, it was agreed that the repository would be provided with an active-film copy for all finished materials. This active film card will be filed by document number and can be located through reference to the intellofax card. This will eliminate the need for depositing the document to reel number card for all finished documents.

Our suggestion for using flash card targets on all batch micro-filmed reels was accepted. Each filmed document will be preceded with a large 8 x 10" flash card with a number (1 or 2 digits). This number will also be punched into the document to reel card. Therefore, in the future the sequential location of a specific document on a reel can be found by referring to the appropriate library document to reel card.

A meeting was held with OCR/TS Control to obtain permission for the repository to destroy certain TS deposits of raw intelligence. Approval was received for 6 of 12 series discussed. The remaining 6 will be referred to newly appointed Chairman of the DDI/Vital Materials Committee for review.

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Two from DD/P and three from ORR accompanied last week's trip to the Repository.

Microfilming of Vital Materials continues in OCR/GR and Security Office.

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provided us with a copy of the revised microfilm schedule for the Personnel Office.

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[REDACTED]

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1. Contributions (Intangible)

- a. Manned the records management Support Services Exhibit and briefed about 25 people. Nineteen Program pamphlets and six copies of the unclassified Handbook for Subject Filing were distributed. There was particular interest in the latter.
- b. On the basis of [REDACTED] evaluation and from discussions with [REDACTED] prepared a training report for submission to the Chief, Records Integration Division.

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2. Assignments - Active

- a. Revision and Reorder of Overnight Storage Boxes - TSS has received an estimate of \$10.50 to make each box in lots of 1,000 boxes. The main cost is \$7,500 for the plastic mold.
- b. Records Disposition Workshop - Logistics Graphics has completed about 50% of the work on the 18 slides.
- c. Training Material for DD/P Trainees-Developed four practice problems on reports management. Work on others is continuing. Obtained from the Records Center sample OCR correspondence on which to base a correspondence management project.

3. Assignments - Inactive

- a. Courier Receipt and Chain Envelope.
- b. DD/P Records Management Program.

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