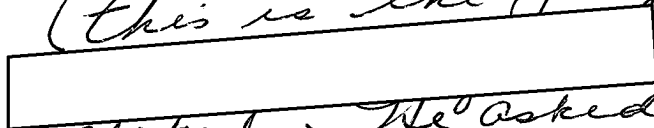


2. Assignments - Active ^{6/10}
a. Forms

(6) Evaluation, etc

(this is the project that



has com-

pleted. He^d asked me to
remind you to omit it from
this week's report.) Sandy

STAT

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Weekly Report for Week Ending 3 June 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 28 actions requiring the printing of 283,400 copies or sets of blank forms.
- (2) Eight new and eight revised forms were approved.

b. Intangible

(1) Investigated a complaint that the ditto master within the set of Form 39, was unsatisfactory. While a part of the complaint was valid, the primary difficulty was the way the form was being used. To correct the latter situation, an article titled "Improving the Performance of Your Hecto Master" was written and sent to users of the form [redacted] 25X1

(2) A request was received to change Form 261 from a cut sheet to an 11 part, carbon-interleaved, snap-out set. This change is a definite improvement, however, the need for 11 copies has been questioned. A meeting will be held with [redacted] 25X1
[redacted] on Friday with the primary 25X1
aim of reducing the number of copies. [redacted]

25X1

(3) At the request of the Office of Security, have prepared pencil draft with guide to specifications covering the new Form No. 1637, titled, "Mailing Request". This form, which is a 3 part short carbon interleaved set and serially numbered in 5 digits, is 5"x 8" with a slot perforated top stub. The Office of Security, which has approved this form as presently developed, has asked us to coordinate it among the various users within the 3 major components of the Agency. This is presently being done. These users within these components are:

(a) DD/S:

OTR
Office of Comptroller
O/P
Audit Staff
Medical Staff
O/L

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(b) DD/I:

- OSI
- ORR
- OCI
- OCR
- O/C

(c) DD/P:

- I&R Staff
- TSS

25X1 (d) Coordination is also being conducted with the
Commerical Staff.

2. Assignments - Active

25X1 a. Agency Chain Envelope.

25X1 b. New Building Project.
One form had to be revised due to its contents and color con-
flicting with the employees Union Contract. Project 95% complete.

c. Revision of Dispatch Forms. ✓ 25X1

d. Improved Management of Stocked Forms. ✓ 25X1

e. Expediting Printing of Information Reports. 25X1
✓ Met with a representative of the Simplex Co., to discuss adoption
of a stamping process on the information report.

f. Uniform Information Report. ✓ 25X1

g. Thirteen new and 18 revised forms. ✓

h. Teletype Dissemination Information Reports and Systems. ✓ 25X1

i. Elimination of Transmittal Dispatches for Personnel type Data. 25X1

3. News

25X1 a. is on Annual leave.

25X1 b. Messrs are attending the Sixth Institute on
Records Management.

25X1 c. is attending the Basic Management Course.

d. attended the last "Atomic Academy". 25X1

25X1

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Weekly Report for Week Ending 3 June 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

Installation of the filing system in OSI/Elint Staff has been completed. A memorandum of Transmittal accompanied by copies of a specially designed file index, 3 x 5 card index, copies of the agency approved charge-out cards and two copies of the Agency Handbook for Filing was given to [] Executive Officer for OSI. []

25X1

25X1

2. Assignments

a. Filing Equipment []

25X1

OCR/IR/FE/NE/A, Shelf Filing

Area has been inspected by the Office of Security, but we are unable to proceed further until we receive approval of the area.

✓ OTR/Intelligence School, Shelf Filing

Waiting for a reply from Security. No change.

OTR/Operations School/Headquarters Training, Shelf Filing

Waiting for a reply from Security. No change.

✓ OTR/Assessment and Evaluation Staff, Shelf Filing

Plans are being prepared for improved space utilization in a secure area. Present holdings of approximately 220 cu. ft. of material within this area will be affected by this change, and the possible inclusion of the contents of 12-4 drawer safes outside the area. Approval of recommendations will result in the return to stock of 26-5 drawer legal cabinets and 12-4 drawer legal safes.

25X1

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

No change from previous report.

b. Records Systems

25X1

OSI [] See item 1. Contributions.

c. Records Control Schedule

25X1

OCR []

Received memo from ARO/OCR explaining changes on revised schedule.

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25X1 Executive Registry []

No change from previous report.

25X1 OO/FDD [] and team)

Transmittal letter for forwarding schedule to FDD is being prepared.

d. Special Projects

DD/P Support Staffs Records

A records control schedule is being prepared for presentation to the CS Support Staff Committee.

25X1 OSS/RI Archives []

Survey of records continues.

Preparation of Subject Index to Handbook for Subject Filing []

25X1

Obtained filing plans and indices used in OSI/ELINT and several ORR offices from RMS analysts who developed them. Changes and additions are being incorporated in master card index.

Review of Clerical Training in Filing []

25X1

New demonstrator file was used for first time in last week's classes in filing. OTR/CT instructors report favorably on following improvements:

Steel file cabinet replacing previous cut down cardboard carton.

New practice and test materials replacing those used several years.

25X1 New file folders and guides prepared in accordance with textbook []

Reviewed artwork for 14 color slides prepared by OTR/Visual Aids. After minor changes to 3 of these, slides will be prepared by OL/PSD.

25X1 Special Assignments []

25X1 Suspended until [] returns from training at National Archives on 15 June 1959.

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

25X1

Completed draft of study comparing proposed system with Agency's standard Subject-Numeric Filing System. Continued collection of material to prove superiority of standard system.

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25X1 3. Vital Materials [redacted]

25X1 [redacted] visited Mr. Pugliese and Mr. Gorman at the New AEC Headquarters in Germantown. Mr. Gorman described the new proposed concept of VM in AEC which includes a more stringent selection of materials and a decentralized storing of VM. More detailed reporting of this meeting may be found in a memorandum for the record.

25X1 [redacted] Four people in DD/P and one from OBI accompanied the trip last week.

Microfilming --

OCR/GR continues. Approximately 55% complete.
Security started during the week.

4. News

- 25X1 a. [redacted] heard Roger Jones, Chairman of Civil Service Commission, talk on "The Role of Staff People in the Federal Government" at 1 June luncheon of Management Analysis Conference.
- b. The members of the Staff attended Management Staff Lecture on the Agency's Financial Management Improvement Program by Deputy Comptroller and Special Assistant to Comptroller on 29 May.
- c. The Staff attended Suggestion Awards Staff program including premiere showing of movie, "The Power of Suggestion," on 28 May.
- 25X1 d. [redacted] are attending the Records Management Institute at National Archives for a two week period.

[redacted] 25X1

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