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Report for Week Ending 13 May 1959
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 27 actions requiring the printing of 912,300 copies or sets of blank forms.
- (2) Four new and 3 revised forms were approved.
- (3) Seven forms were obsoleted.

b. Intangible

Review of Stocked Standard Forms

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We recently asked Supply Division/OL to furnish ^{US} with information on issue experience on Standard Forms. Review of the data furnished indicates that we are grossly overstocked on many forms, most of which were ordered sometime in the past without clearcut authority from this office. Many others have not moved for years. Basically these forms are the responsibility of the Comptroller, Personnel, Logistics and the Medical Office. We are going to furnish the Area Records Officers of these offices with copies of the lists of study; then hold a meeting next week. At that time we will inform them that unless they can come up with a strong justification for continuance, we will purge them from the system and dispose of stocks, preferably by returning them to GSA. It is anticipated that perhaps as many as 72 forms can thus be purged from the stock system. If this method proves fruitful we plan a similar approach to all other forms used by the Agency. ✓

2. Assignments Active

a. Revision of Dispatch Forms.

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We are still awaiting DD/P action by and RID. In the meantime, it has been necessary to reprint the present forms. Minor improvements were made in the carbon interleaved forms (53 and 53a) to reduce paper weights and improve carbon paper quality. The ditto master sets (53b and 53c) are up for reprint now and we are changing the specifications to provide for a top stubbed form in lieu of the present bottom stubbed form. The bottom stub made it possible for the typist to get into the set easily to erase, but caused problems of buckling when fed over the platen. Elimination of the buckling is of greater importance than consideration of ease in getting into the set to make corrections.

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b. Management of Stocked Forms [redacted]

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[redacted] Chief/Identification and Cataloging Section/SD/OL tentatively agreed to use data already available on cards in MRD as a means of providing background data needed to produce the Forms sections of the Overseas and Headquarters Supply Catalogs. He had previously requested us to furnish him detailed information on all changes which would have required considerable extra work on our part.

The debate continues over the necessity and advisability of using stock numbers in connection with forms. SD/OL [redacted]

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[redacted] had previously agreed to discontinue use of stock numbers. [redacted] stocks have been rearranged in Form number sequence. Now we understand from [redacted] that he was not consulted by his own people and that he disagrees strongly. We feel that this is an internal squabble and have asked him merely to resolve the matter and come back with a single SD/OL position.

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c. Agency Chain Envelope [redacted]

After planning to order the one-time envelope we have been held up in writing the specifications because of higher priority given to the New Building Project. We expect to reopen this project sometime next week.

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d. New Building Project [redacted]

New badges, inserts, guide cards, etc. have been developed and printed. The revised system was initially put into effect 11 May. We will continue to work on the site and assist in bringing the system to a full peak of operational efficiency.

e. Teletype Dissemination Information Reports and Systems. [redacted]

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Last week, [redacted] briefed the US Intelligence Boards Committee on Documentation on the effectiveness of the trial system of mechanization being tested between one station and Headquarters. The system embraces the use of [redacted] overseas, the production of a tape as a by-product of the Field Report, scrambling of the tape, transmission by unaccompanied air mail pouch, unscrambling here, use of the unscrambled tape on the TD Form, and final production by Cable Secretary. The system is working quite well and about three days delay has been eliminated from the reports production process. If this continues to work well in the test station, extension to other large stations will undoubtedly follow.

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f. Evaluation of Information Reports [redacted]

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[redacted] and [redacted] also reported that the special form which we helped [redacted] develop to obtain initial consumers reaction to these and other CS Reports is proving quite effective. Data obtained from these initial reactions is being punched into IBM cards and then used as a means for improving the reports and their distribution. They report that it is already possible to reduce or eliminate some reports distributions. This project can

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now be considered closed insofar as FMB is concerned, ✓

g. Uniform Information Report [redacted]

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Bids on the common form are still being solicited by Army. Navy is continuing to study the feasibility of adopting the common format or modifying it to fit their needs. Unfortunately, the Navy member, Lt. Johnson has been preoccupied with Reports Training and deadline projects and has been unable to devote full time and attention to this project. At my suggestion he is going to discuss the project's status with Mrs. Young, Navy member of CODIB. This should result in some relief to him or the assignment of someone who can devote more time to the study.

h. Six new and 12 revised forms. ✓

i. Elimination of transmittal Dispatches for Personnel-type data

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[redacted]

We discussed the results which can be expected from the Comptroller Transmittal Dispatch Study with [redacted] ARO/OP and Mr.

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[redacted] Projects Officer/OP and proposed that a similar study be made in the Office of Personnel. We volunteered the services of [redacted] subsequently discussed

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with the [redacted] who concurred on our proposal. We expect to start this study sometime early next week.

3. News

a. Security handling of forms in [redacted]

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Some problems have arisen concerning how forms developed for [redacted] should be handled, controlled and numbered to afford necessary security and yet avoid excessive measures. [redacted]

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[redacted] and I will discuss this problem next Wednesday with Security Officer and others.

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b. Machine listings of all stocked forms used in "Headquarters Only" were furnished [redacted] Distribution has been made of 26 machine listings of all forms used Overseas as of April 30, 1959.

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c. Training [redacted]

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1. [redacted] working with [redacted] received acceptance for the implementation of form "Information Report Clearance Request" from FI/RQM/RC.

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2. DD/P returned new Form No. 1456, titled, "Authority for Destruction of RID File" with related proposed CSN establishing procedure for destroying worthless CS record documents. Messrs. [redacted] will review matter further.

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3. Discussed Visitor's Log Forms Numbers 154, 1306, 1371 with [redacted] SO/ARO, [redacted] Chief, Headquarters Receptionists, [redacted] OTR/ARO and [redacted] re possible combination and/or revision of forms. Presently revising Form Number 154.

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4. Assisted in revising Badge filing system at new Site.

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Weekly Report for Week Ending 13 May 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

Prevented the expenditure of \$2100 for card filing equipment by suggesting that the requester use IBM card trays in 5x8 card safes available from the Agency Supply System. This request was received from the Cataloging Branch of Supply Division/OL. [redacted]

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2. Assignments

a. Filing Equipment [redacted]

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OCR/IR/FE/NE/A Shelf Filing

Our proposal for shelf filing in this area has been generally accepted by IR. However, IR feels that the dust problem in this area (caused by a heating vent) must be rectified. A request to Security for inspection of the area is being prepared.

Office of Security/Building 13 Shelf Filing
OO/Contact Division/[redacted]
OP/Records and Services Division/Test Installation
No change from previous report.

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OP/Contract Personnel Division/Card Index

This project is being dropped pending the decision of Chief, Contract Personnel Division to reconsider our proposal.

Office of Training/Intelligence School Shelf Filing

A plan is being developed to permit the school to obtain better utilization of a secured area in R&S Building. Our proposal to [redacted] of the Intelligence School that training aids and other book type training materials be stored on shelves was well received. He requested us to proceed with the plans.

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b. Records Systems

OSI [redacted]

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Several meetings were held with members of the OSI/Elint Staff. A file index has been prepared and will be reviewed by Elint Personnel Thursday.

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c. Records Schedules

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Schedule still with FDD for review.

25X1 OCR []

Questions on revised schedule submitted by Chief Records Center have been reviewed and referred to ARO/OCR for review.

25X1 Executive Registry []

25X1 Met with [] to review her records disposition activities. [] who has accepted an overseas assignment, wished to have the schedule revised and the records brought up to a current basis prior to her departure. She has retired 20 cu. ft. of inactive records to the Records Center with more to follow. An inventory of the records was made and changes to the schedule discussed with her. The Records Control Schedule will be revised.

d. Special Projects

25X1 OSS Records/RI []

Inventory continues.

Support Staff Records/DDP []

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Survey continues in WH Division.

25X1 File Cleanup Campaign []

No change from previous report.

Emergency Filing Equipment []

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No change from previous report.

25X1 Reissuance of Handbook for Subject Filing as unclassified publication.
[]

Completion of printing estimated for 29 May.

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Review of Clerical Training in Filing [redacted]

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Arranged visit to National Archives to review material assembled by Program Development Staff for GSA workshop on Filing to be available next winter.

Visits to filing installations: [redacted] Chief of Induction Training/CT/OTR, was so impressed by her visit of 6 May to ORR Subject-Numeric Files that she has agreed to schedule future visits by other instructors. RMS will coordinate these visits with ARO/ORR and files custodians.

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Revised teaching materials: Sets of 6 practice and 10 test letters to be classified by students have been printed by OL/PSD and sorted into kits by OP/IAS Pool. Updated artwork for color slides of exhibits from HB for Subject-Filing is being prepared by OTR/Visual Aids.

25X1 3. Vital Materials [redacted]

Microfilming of Vital Materials in OCR/GR and OSI continues.

Meeting was held with [redacted] OBI, to discuss a proposed change in the method of recording the receipt of NIS map negatives. Presently, the repository is preparing a tab card for each section received. The proposed change, hand recording on NIS Control Record Form 229, would save considerable time. Mr.

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25X1 [redacted] seemed favorable to the proposal, but [redacted] requested that final decision be deferred until the girl who handles VM deposits in OBI returns next Tuesday.

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4. News

25X1 [redacted] of this Branch and [redacted] OCR/IR spoke to the Records Management Staff on shelf filing and office equipment for the New Building. Slides of current office installations were also shown.

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[redacted]

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from

[Redacted]

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1. Contributions (Tangible)

- a. Reviewed Graphics Register's experience in using mechanized card files and recommended against the purchase of two Diebold 5400 card capacity elevator files. These would have cost \$1,150. Proposed instead the purchase of a Tab Products open reference file for \$134. Proposal was accepted and equipment is being requisitioned. ✓

2. Contributions (Intangible)

- a. Briefed [Redacted] on organization and functions of the Management Staff and development of the Records Management Program.
- b. Evaluated and disapproved adoption of Employee Suggestion 59-440 on preprinting the nomenclature of frequently requested items on Form 1490, Requisition or Turn-In for Administrative Supplies and Equipment.
- c. ✓ Recommended to Supply Division that heavy duty pressboard folders be stocked in the R&S Building, BSO Branch, rather than solely at the [Redacted]. This change will eliminate the present delay in getting these folders out of stock.

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3. Assignments - Active

- a. Courier Receipt and Chain Envelope.
- b. Graphics Register Film Index. (See 1a. above)
- c. Overnight Storage Box - In the absence of information from TSS on plastics manufacturers who could make the boxes within reasonable costs, I plan to contact manufacturers in the Baltimore area. There are about six. Also, have written a short article for the Support Bulletin, explaining the delay in filling requests for the storage boxes.
- d. DD/P Records Management Training Program.
- e. Records Disposition Workshop. Completed about 95% of a draft of the introductory script.
- f. Revision of RMS Positions - Project completed.

[Redacted]

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