

Report for Week Ending 9 March 1959
From
RECORDS CENTER

During the week the following accessions were made:

COMPT	7 cu ft
DCI	1 " "
DD/P	10 " "
MS	2 " "
OCR	175 " "
OL	1 " "
OO	5 " "
OSI	2 " "
Sub-Total:	<u>203 cu ft</u>
Finished Intelligence	30 " "
Total :	<u>233 cu ft</u>

Map Negatives	1,335 cu ft
Records Holdings	29,479 " "
Distribution Material Holdings	<u>11,962 " "</u>
Total :	42,776 cu ft

Distribution Material Disposed of at Center	8 cu ft
Distribution Material Transferred from Center	5 " "
Records Disposed of at Center	3 " "
Records Transferred from Center	<u>5 " "</u>
Total :	21 cu ft

Accessioning and Disposal

Procedures have been worked out and the Central Top Secret Control Office has issued a memo to all Area Top Secret Control Officers authorizing them to retire Top Secret material in such a way that the Records Center can service it on an individual document basis.

Reference

The Office of Personnel has requested approximately 200 official personnel folders for separated employees. This is necessary in order for Personnel to furnish the Machine Division, Comptroller's Office, with certain information.

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News

25X1 [] Security Office, visited the Center during the week.
He indicated that he was investigating the possibility of storing
RESTRICTED DATA material here.

Visitors

25X1 [] OCR/MD [] SECURITY 25X1

[] 25X1
Chief, Records Center