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Weekly Report for Week Ending 10 November 1959
from
Forms Management Branch

1. Contributionsa. Tangible

- (1) Completed 16 actions requiring the printing of 118,900 copies of forms.
- (2) Five new and three revised forms were approved.
- (3) Eight forms were made obsolete.

2. Assignmentsa. Active

- (1) Forms Analysis Projects:

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
25X1		2	1	3
		1	3	4
		3	0	3
		6	5	11
	Totals	12	9	21

- (2) Teletype Dissemination Information Reports and Systems 25X1
- (3) Revision of Dispatch Forms 25X1
Discussed with 25X1 DD/P, surveys they made on dispatch usage. Comments of Divisions and Staffs have been summarized and forwarded to me for study.
- (4) Improved Management of Stocked Forms 25X1
The new supply catalog has been received and is being reviewed.
- (5) Uniform Information Report 25X1
- (6) Revision of Courier Receipt and Log Record 25X1
Forms have been received and are now in the system with the Agency Multi-Purpose Envelopes.
- (7) Expediting Printing of Information Reports 25X1
- (8) Improvement of Quality of Information Reports Production 25X1

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- (9) Revision of Security Officer Check List, Security Check Sheet and their coordination with Security Check Sheet Holder [redacted] 25X1
- (10) "Forms Management Orientation Seminar" [redacted] 25X1
- Cost study is still continuing. [redacted] C/PSD has asked me to give him statistics and cost data when completed. He is considering equipment modifications which would result in more specialty-type forms being printed internally. 25X1
- (11) Revision of Form 30, "Request for Approval of Form" [redacted] 25X1
- Being coordinated in Forms Management Branch.
- (12) Pseudo-Crypto Request Form [redacted] 25X1
- (13) Joint CS-JCS War Plan Form [redacted]
- (14) "TS Signature Record and Cover Sheet, Form 26" [redacted] 25X1
- (15) Report Forms for Soviet Russia Division-DD/P [redacted] 25X1
- (16) Report Forms - Office of the Comptroller [redacted] 25X1
- (17) Computer System Forms for RCA-501 [redacted] 25X1
- Meeting was held with the ADP Advisory Group, RCA representative and [redacted] to determine how many parts in a form set can be legibly printed on the high speed printer. [redacted] is supplying samples which we will test on the Navy's printer.
- (18) Survey of all forms under the Old Numbering System. [redacted] 25X1
- Four of the thirty remaining forms under this system have been declared obsolete thus far.
- (19) Slides and Prints of New Building Site [redacted] 25X1
- Obtaining those showing all changes since initial installation. These will be used [redacted] in his presentation to the AMA Seminar in New York. 25X1
- (20) American Management Association Workshop Seminar # 614-59 "Organization and Management of an Effective Records Retention Program" [redacted]

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were also discussed with staff members of the National Archives and Records Management Service, GSA, and an okay was obtained to use GSA Workshop materials and hand-outs.

(21) Forms Management Round Table [REDACTED]

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I was asked to sit in with fourteen people representing GSA, Navy, Commerce, FHA, Internal Revenue Service, Army, Interior, PHS, and Air Force. Twenty-one major problem areas in the forms management field, Government-wide, were developed in our first meeting. We will meet again 20 November to discuss other problems and possible solutions. The formation of a professional society of Forms Managers is under serious consideration.

3. News

(1) A total of \$695.00 has been received in pledges for the United Givers Fund. This represents 100% participation and is 9% over our quota. [REDACTED]

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(2) \$158.75 has been received for the Public Service Aid Society Campaign. [REDACTED]

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(3) [REDACTED] ARO - ORR was briefed on our Forms Management Program. [REDACTED]

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