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Chief, Management Staff

23 September 1959

Chief, Records Management Staff

Weekly Report for Week Ending 23 September 1959

1. Contributions

a. Tangible

- (1) Six offices transferred 269 cu. ft. of inactive records to the Records Center.
- (2) The Center destroyed 124 cu. ft. of records, leaving a balance of 611 cu. ft. to be burned.
- (3) Completed four new and seven revised forms; obsoleted eight forms.
- (4) Two cu. ft. of obsolete records destroyed in Records Disposition Branch.

b. Intangible

- (1) Shelf filing equipment installed in OCR. Project complete.
- (2) Filing System being installed by FMS personnel. Project complete.
- (3) Evaluated an Employee Suggestion.

2. Assignments - Active

a. Forms

- (1) Fourteen new and thirteen revised forms.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.

DD/P has returned our study. Basic policy questions remain unresolved.

- (4) Improved management of Stocked Forms.

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- (5) New Building Project.
- (6) Expediting Printing of Information Reports.
- (7) Courier Receipt and Log Record and Agency Multi-purpose Envelope.
- (8) Improvement of Quality of Information Reports.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Contact Division
- (3) Office of Security
- (4) OGR. See 1 b (1).
- (5) OTR.

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- (7) Communications/PTT Staff.
- (8) GRR/Mag Library.

c. Filing Systems

- (1) FBID. See 1 b (2).
- (2) Medical Staff.
- (3) SR/DD/P

Plans submitted to Chief, CP/SA for approval.

- (4) Watch Office.
- (5) General Counsel.

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Started installing a Subject-Numeric System.

d. Records Control Schedules

- (1) Executive Registry.
- (2) FI Staff.
- (3) New Building Site.

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a. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes.

(2) DD/P Support Records.

(3) Precursor Agency Records.

(4) Entrance-on-Duty and Refresher Training Workshop in Filing.

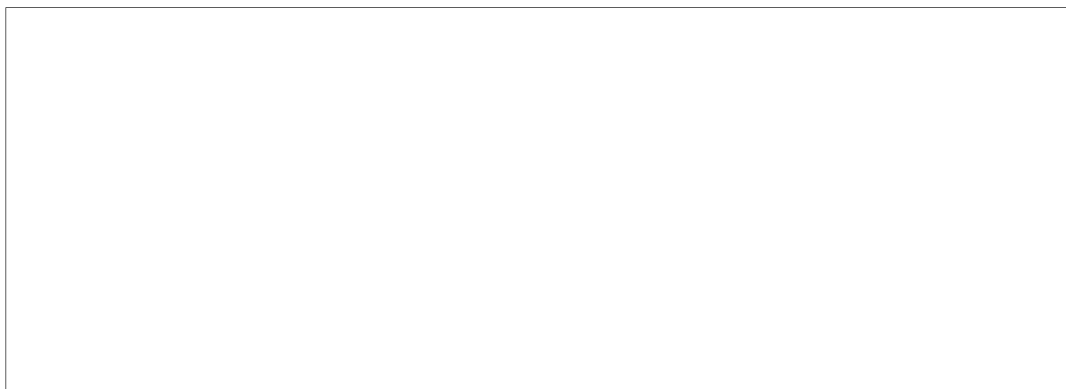
Working with OER instructors who will participate with RMS in giving the Workshops.

(5) Demonstrator File on Subject-Matter Systems.

(6) Physical Consolidation of VM and Records Center.

Project being held in abeyance pending receipt of written concurrence from Security.

3. Notes



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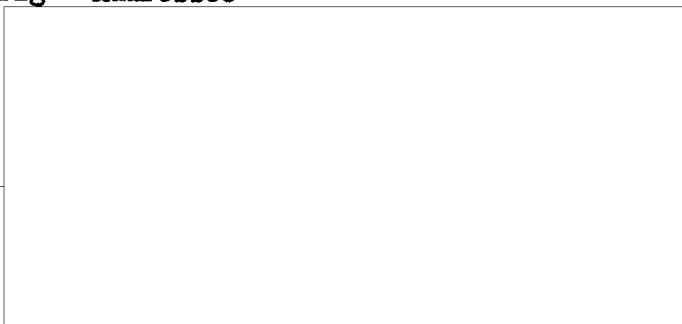


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