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Chief, Management Staff

19 August 1959

Chief, Records Management Staff

Weekly Report for Week Ending 12 August 1959

1. Contributionsa. Tangible

- (1) Seven offices transferred 448 cu. ft. of inactive records to the Center.
- (2) The Records Center destroyed 33 cu. ft. of records, leaving a balance of 753 to be burned.
- (3) Completed five new and two revised forms.
- (4) Assisted the Medical Office in establishing three files and in conjunction with this assignment destroyed one cubic foot of records.

b. Intangible

- (1) Made arrangements with OTR to use the new Travel Order form in their Clerical Training Program.

2. Assignments - Activea. Forms

- (1) Eleven new and 11 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms. | Corrected difficulty in getting copies of forms to overseas offices.
- (5) Uniform Information Report.
- (6) New Building Project.
- (7) Expediting Printing of Information Reports.

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✓(8) Revision of Courier Receipt and Log Record, Form No. 240.

✓(9) Improvement of Quality of Information Reports Production.

b. Shelf Filing

✓(1) Office of Personnel.

✓(2) Contact Division

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✓(3) Office of Security.

✓(4) OTR. | Secure area being constructed.

✓(5) OTR.

c. Filing Systems

(1) FBIS ✓

(2) Medical Staff. ✓ Sec. 1.a.(4).

(3) File System Clerical Recruitment Branch/OP. ✓

d. Records Control Schedules

(1) Executive Registry (Revised). ✓

(2) FI Staff (New). ✓

(3) New Building Site. ✓ (New)

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(5) CS Records Disposition Schedule/Field. Proposed schedule reviewed and comments for revision made

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e. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes. ✓

(2) DD/P Support Records. ✓

(3) Predecessor Agency Records. / Typing of Inventory in process.

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

(5) Demonstrator File on Subject-Matter System. ✓

(6) DD/P Trainees. ✓

(7) Survey of Unused Safes (New Project).

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f. Vital Records

(1) Assisting Area Records Officer in development of Vital Records Deposit Schedule.

(2) A Vital Records Deposit Schedule for special material developed with ARO/CHE.

3. News

a. ✓ There has been a substantial increase in the number of visitors to the Records Center and the Vital Records Repository. Many of the visitors are preparing for OPERATION ALERT beginning 24 August 1959.

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Distribution:

Orig - Addressee

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Mgt/S/RMS/ [] :fjm (19 August '59)

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