Approved For Belease 2006/05/24 : CIA-RDP70-0021 2000900240046-5 OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO	:	Chief, General Services	
FROM	:	Chief, Records Management & Distribution Branch	
SUBJE	CT:	Weekly Report of Operations for the period ending 2 July 1953	
	Α.	Personnel On Duty Vacancies In Process	
		Office of Chief Rcds. Mgt. Section Rcds. Center Section Mail Control Section 25X 1 0 1 0 1 0 1 77 48	1
		1. No. on leave three days or more: Records Mgt. Section- 4 Mail Control Section- 3 Records Center Sec 1	
	•	2. No. on special detail out of office 1. How long? Records Mgt. Section- Records Center Section- Mail Control Section- 1	
		3. Where: One man in Transportation Division as full time courier.	
		4. No. pending resignation, transfer and/or reassignment: Records Management Section- Records Center - 0 Mail Control - 14	
		5. Specific cases on item 4 not in previous reports.	
		6. New applicants interviewed Recruited by Personnel	

Recruited by this office ______.

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		B.	Administration and Problems:	
		•	Records Management Section - A new analyst,	25X1
			reported for duty and returned from her	25X1
•			assignment with the President's Committee on International	20/(1
	٠ <u></u>	' هـ	Information Activities.	
25X1			met with	25X1
			for the Office of Communications, to discuss	_0,(,
25X1			some aspects of the records program as it affects his office.	
			Some points discussed were: the proper placement of the	
			position of Area Records Officer in the Office of Communi-	
			cations; the Office of Communications! part in the vital	
			materials program; and the CIA Records Center.	25X1
			on a separate cell in the Center for their records.	
			Additional discussions were held with vital materials representatives of several offices to review the necessity for	
			certain materials being stored in the Repository. Prelimin-	
			ary appraisals indicate that much of this material may be	•
			destroyed, thus providing additional storage space.	
25X1			from the DD/P component accompanied	
20/(1			the trip to the Repository.	
			Records Center Section - has now been	25X1
			vacated and is available. Plans for a layout that will meet	20/(1
			with I & S approval, are now being drafted. Meanwhile, the	
			Center is again making a selection of less active files that	
			can be moved from	25X1
			so that new accessions of more active records can be housed on shelving.	
		Ł		
			Preparation of a guide to the Records Center operation has begun. It is felt that much a guide addl by of make to the Records.	
			It is felt that such a guide will be of value to Area Records Officers and other interested persons in explaining the	
			facilities and services provided by this operation.	
			The Supplemental Distribution Unit has now received the first	
			FDD/U Reports. They are on trans-scon paper and can readily	
			be reproduced on the Ozalid machine.	
			Mail Control Section - A Top Secret Courier	25X1
			has been detailed to NSC for a two-week period beginning 29 June.	
			On 30 June, the Mail Control Section began servicing the Spring-	
			field Post Office for Logistics Office -	25X1
			The RI Staff began using rotary locks on their pouch material	
			transmittee to and from the Department of State.	

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APPENDIX B

Seek ending 2 July 1953

Microfilming Image Pilmed - Rotary Camera 1,328 13,000			This Week	Average Week lat 6 Months
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