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QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF
1 April - 30 June 1966

I. RECORDS DISPOSITION

1. Reviewed and approved the following Records Control Schedules:
 - a. The first official schedule covering all records for the Office of Communications was complete; the schedule covers 4299 cubic feet of records.
 - b. Complete revision of schedule for OCR/DD; disposition instructions generally improved.
 - c. Three new schedules for two new organizational units of the Office of Finance and the GAO site audit records.
 - d. FI/D/DDP - added a new item to schedule.
 - e. Assistant Director/OCR - one item on schedule.
 - f. Compensation and Tax Division; schedule covers 252 cubic feet - of which only 1 cubic foot is permanent.
 - g. OCR - disagreed with proposal for permanent retention of Source cards; approved transfer from Library to Records Center with provision that OCR and RAS conduct joint survey to evaluate need for long term retention.
 - h. OCI - advised them on retention of records for LDX Communications Center and approved of item in schedule to cover them.
 - i. OCR - disagreed with proposed disposition instructions for Industrial Register records.
 - j. FID/DDP - revision of item concerning sensitive records held for CI and WE/DDP.
 - k. Discussed with DDP/RMO the types of program management records which should be retained and gave them written guides to follow.

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II. VITAL RECORDS

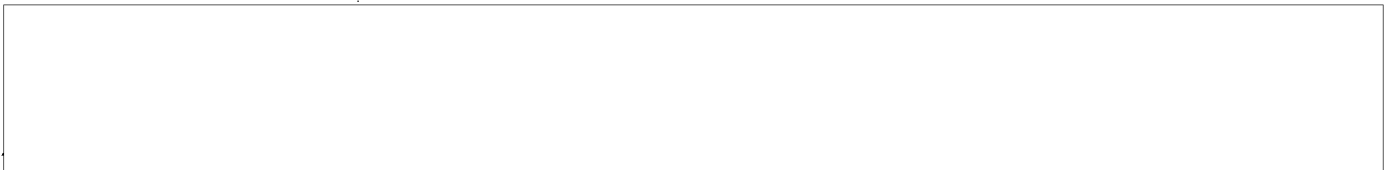
1. Approved Vital Record Deposit Schedules for WH/DDP; Monetary Division/OF; Special Program Staff/Commo; Personnel Operations Division.
2. Presented a Vital Workshop at the National Archives to selected Federal Officials, as a part of the GSA Records Management Seminar.

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III. NATIONAL ARCHIVES LIAISON

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IV. RECORDS CENTER OPERATIONS

1. Receipts 3,587 cubic feet; eliminated 2,611 cubic feet; net growth 976 cubic feet. On 30 June there were 87,705 cubic feet in the Records Center.
2. Reference service was furnished for 32,415 items; an average of 514 per work day.
3. 101 persons from Headquarters offices visited the Records Center; these included one group of 29 Career Trainees and one group of 25 from DDP.
4. The Office of Security completed an inspection of the physical security aspects of the Records Center and submitted a report on their survey to the DDS.

V. TRAINING AND PERSONNEL

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1. Messrs [redacted] attended the International Conference of Archivists at the State Department in May and the testimonial luncheon sponsored for them by the Federal Records Officers.

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2. Messrs [redacted] attended the Conference of the Association of Records Executives and Administrators at Atlantic City in June.

3. I attended the Fifth Annual Conference of Federal Records Officers at Boiling Springs, Pa., on 1-3 June 1966.

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4. [redacted] and several Agency records officers attended the Source Data Automation Symposium sponsored by the GSA.

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5. [redacted] a new member of the RAS, completed the Paperwork Management course at American University and received a grade of "B". In addition, [redacted] completed specialized training at GSA and elsewhere covering Forms Analysis and Design; NCR special exhibit on carbonless paper; DDP "Walnut" briefing; and an orientation of Government Printing Office; additional specialized training will be scheduled for [redacted] later; it will be interspersed with on-the-job assignments to help familiarize him with all phases of records management.

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VI. OFFICE OF RECORD SURVEY

A joint survey is being made with Agency Records Officers to identify the official agency records by organizational element and to establish "official file stations." The survey has started in the DDS area.

VII. DISPOSITION OF FINANCIAL RECORDS

STAT. Held discussions with Office of General Counsel, to determine proper approach to the disposition of Agency financial records. The Office of the General Counsel proposes to make an approach to the Congressional Committee that handles the Agency appropriations.

VIII. FILING SYSTEMS, EQUIPMENT AND SUPPLIES

1. Arranged for Acme Visible Co., to demonstrate an Electrofile Selector to ten TSD officials to help solve a filing problem for them.
2. Arranged for representatives of Lundia, Myers and Swain to demonstrate a new concept in records storage, called "Full Space". This is a Swedish invention used in European countries for 30 years but relatively new in the United States. This equipment rolls on metal rails on the floor and since the sections can be rolled together "accordion fashion" considerable floor space is saved.

The exhibit was held in the Magazine Building and 89 agency personnel saw it. One installation has been completed in NPIC and 2 others are in process in Communications and DDS&T. RID is also seriously considering this equipment to house the "201" files.

3. Made arrangements for representatives of NPIC, OCR and OTR to see a new type shelf file with sliding doors. These 3 organizations have ordered this type of equipment which provide more space, improve security over conventional shelf files and will improve office appearance.
4. Arranged for the demonstration of a shredding machine to help solve a records disposal problem in ORD/DDS&T.
5. Representatives of Logistics and OBI saw a demonstration of a new lettering typewriter for use on drawings.
6. Reviewed and approved 58 separate requirements for specialty type filing equipment. This equipment will result in more efficient use of file space, more efficient filing and finding of records and an over-all reduction in the expenditures for filing equipment.
7. One requisition for 8 safes from WE/DDP was cancelled after we requested justification from them; this represented the avoidance of spending \$4296.

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VIII. FILING SYSTEMS, EQUIPMENT AND SUPPLIES (continued)

8. As a result of discussions with the Chief, Logistics Services Division and the Executive Officer of Logistics a tighter control on the purchase of safes and other types of filing equipment will be accomplished. One immediate result was the cancellation of a purchase order by the Executive Officer for Logistics for 18 safes and 6 filing cabinets costing \$10,020.

9. Three filing equipment manufacturers, (Diebold, Mosler and Supreme Steel) have loaned us specialty filing equipment for a limited time to show to Agency Records Officers. The exhibit equipment is located in Room 702 of the Magazine Building.

10. Saved the Agency approximately \$1000 by using excess shelving stored by Office of Logistics.

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11. We did not concur in a requisition for a Power Shelf File submitted by the Office of Security. The proposed equipment would cost \$7193 or \$1.50 per filing inch as contrasted to equipment costing 28 cents per filing inch that we suggested; a net savings of \$5860.

12. We disagreed with an OCR requirement for 20 Card File Cabinets for the Biographic Register because they have not retired their inactive records; this non-concurrence action of ours avoided the expenditure of \$3100.

IX. SURVEYS

1. TSD/DDP requested us to undertake a paperwork management survey. It began on 17 May and will be concerned with all phases of records management. A process chart showing the steps required to complete action requests has been finished and submitted with suggestions for improvement of procedures.

2. Dr. Tietjen requested me to see if an unsophisticated management information system can be developed which will readily tell him what agency personnel is subject to limited overseas assignments from a physical impairment viewpoint. As soon as Dr. Tietjen can resolve a basic policy viewpoint with DDP I will proceed with the study.

I have already obtained basic data from the Addressograph Company and have gotten some valuable information from the State Department Medical Officer and his Staff.

X. FORMS MANAGEMENT

1. Completed the necessary actions for 43 new, and 68 revised forms which will result in the production of 1,373,899 pieces of paper.
2. Twenty-four official forms were eliminated and 245,000 copies were destroyed.
3. Worked with the Legislative Counsel in the development of a new form - Employee Confidential Statement of Employment and Financial Interest -- which is a part of a new regulation.

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X. FORMS MANAGEMENT (continued)

4. Designed a new 5 part form for Communications to process Periodic Step Increases for overseas personnel; this will replace memorandums. There is a possibility that DDP can use this too.
5. Revised 6 forms for Office of Finance for new fiscal year requirements.
6. Approved the proofs, material samples and advance copies for 43 forms printed by commercial printers or the GPO.
7. Revised the Intelligence Information Cable and Continuation Sheet for lateral field cables.
8. Designed a Collection Action Routing Sheet for Collection Guidance Staff.
9. Designed 3 new forms for Collection Guidance Staff.
10. Designed 4 new forms for TSD.
11. Designed 2 memorandum type forms for Office of Personnel to use in the Retirement and Disability System; reduced memos from 2 pages to one by using smaller type and rewording.
12. Completed the revision of 3 forms used by Office of Security for Safe Repairs and Safe Combinations.
13. Disapproved Forms 53, 1A and 1A-1 received from commercial printer because of their failure to follow specifications; cost of forms \$3330.
14. Personal History Statement improperly printed by GPO; part of form had to cut off to eliminate "GPO" identification. Had the Chief, PSD advise the GPO in writing that they must follow our specifications.
15. Designed a form for Office of Logistics to make a survey of Agency typewriters; DDP has objected to the survey.
16. Testing of 7 forms for Optical Character Recognition to be used in the "Chives" project completed.
17. Completed the Cryptograph Inventory Form for Commo.
18. a new member of the Staff, completed one new and two revised forms; these were his first productive efforts in the forms program.

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