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Director of Security

3 November 1958

Chief, Security Records Division

Security Records Division
Progress Report

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1. The Security Records Division was activated on Monday, 13 October 1958. At that time this Division assumed control of all personnel in both file rooms and reassigned these personnel to various Sections in the three new Branches of the Division. Generally, personnel were reassigned to duties commensurate with the duties they had already been performing.

2. Personnel for the Research and Analysis Branch have already been selected and some of them are already assigned to the Division. However, other personnel who have been selected for this Branch have not as yet been transferred into the Division. Their transfer to the Division will be dependent to some extent on replacements for men in their present assignments. In this regard, coordination is being carried on among the various Division Chiefs and the Chief, Administration and Training Staff.

3. With regard to space allotments, it has been determined that there is not enough room in the file room area for the divisional office and space for this office is being obtained at Room [redacted] which room is presently occupied by personnel of the Research Section, Personnel Security Division. It is anticipated that the divisional office will move into this new space sometime during this month. In the meantime, plans are being formulated now for the regrouping of personnel by Sections and Branches in the file room area. A plan, along with a request, is being submitted to Administration and Training Staff in the near future for support in this move. According to best estimates this move will take place in about two weeks.

4. The general approach to the change-over in the administration of both file rooms has been to try to effect the changes without any interruption of the flow of work or any decrease in the efficiency of operation. Therefore, certain functional groupings are being held up at the present time in order to assure that all phases of the operation will be considered.

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5. Until this week daily conferences have been held each morning with the Branch Chiefs in order to coordinate their efforts in consolidation, to receive reports on their progress and to plan for the targets to be accomplished for each day. Beginning this week these conferences are being decreased to three a week; on Monday, Wednesday and Friday mornings. A program has been announced for the Branches to conduct their individual weekly conferences and plans are being made to institute semi-annual divisional conferences with a regular agenda tailored to the needs of the Division.

6. Frequent liaison is being maintained with the Chiefs of the Personnel Security Division and the Security Support Division as well as with the various Staff Chiefs in order to meet current problems as they arise in the consolidation of the file rooms.

7. In addition to the statistical reports which will be submitted by the Division on a monthly basis with regard to processing time, etc. of clearance type cases, it is planned to submit a monthly narrative type report, such as this one, in order that you may be kept fully informed of the overall progress of this Division. Such report will be submitted during the first week of every month.


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