

C-O-N-F-I-D-E-N-T-I-A-L

TAB B

Suggs. No. 889, 2258 & 58-325

Chief, Central Processing Branch,  
Records and Services Division,  
Office of Personnel

20 November 1958

Chief, Records Management Staff, Management Staff

Storage of Papers for Personnel Departing Overseas

1. Since 1954 there have been numerous suggestions on establishing an Agency repository for storing personal and quasi-personal papers of personnel departing for overseas stations. Analyses of these suggestions have shown that the problem was twofold: (1) Safe storage of vital personal unclassified papers such as wills, marriage certificates, mortgages and insurance policies; and (2) safe storage of classified and unclassified papers of a personal or quasi-personal nature which the employee will need to reestablish himself at headquarters.

2. Part one of the problem has been solved by the establishment in Casualty Affairs Branch of a repository for copies of vital personal papers. However, part two has never been fully resolved mainly because of differing opinions on the need for such a repository, and difficulty in pinpointing responsibility for its establishment.

3. Actually, as I see it, there shouldn't be any problem. There is a secure inexpensive repository for these inactive records—the Agency Records Center. Also, the screening of personal papers to determine whether the Agency has an obligation to store them can and should be done jointly by the employee and his Administrative, Personnel, or Records Officer as part of processing the employee for his overseas assignment. If it is determined that there are papers that should be stored for the employee, depending on their volume, arrangements can be made by the Operating Office to either transfer them to the Records Center officially, or hold them officially in office space.

4. I would appreciate your including this information in your briefing program for employees about to depart for overseas duty. I will also pass this information on to Operating Office Records Officers by sending them a copy of this memorandum.

25X1A

4 November 1958

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MEMORANDUM FOR: Assistant to DD/I (Administration)

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ATTENTION : ██████████  
THROUGH : Acting Assistant Director for Central Reference  
SUBJECT : Suggestion to Facilitate Processing of Radio  
Frequency Record (RFR)

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1. Attached is a job description for Intelligence Analyst (Communications), GS-12, which was requested by the Incentive Awards Committee in connection with ██████████ suggestion. It should be pointed out that the job descriptions do not vary between the Analysis Section and the Special Projects Section. This was arranged at the time of a recent reorganization so that personnel could be interchanged freely between the two sections. The job description does not mention RFR by name.

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2. At the time ██████████ came up with this suggestion, he had been assigned to check out a machine listing of unmatched supplement cards against the master RFR in order to determine just why they were unmatched, and to select the master RFR cards which were intended to be changed by the supplement. He was given this assignment for two reasons: (1) to get the job done and (2) to familiarize himself with the procedures involved, since it was anticipated that he, as a member of the Special Projects Section, would be the one who would monitor these operations. Therefore, RFR did become his official business. However, due to the fact that his idea had not been thought of before by his superiors or by others, it was considered beyond his normal duty since he had been given a more or less routine assignment to carry out in connection with the RFR. This matter could be argued either way. The saving to be effected would be dependent upon the grade of the person assigned to check the unmatched supplement cards but it would not be a GS-12, probably a GS-5.

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3. The cost of the IFRB listings which will be involved in this type of processing was quoted to us by ██████████ per quarter, and the order has been forwarded through our Library and the ██████████ on the basis of ██████████ for a full fiscal year.

/s/  
██████████  
Chief, Special Register  
Office of Central Reference

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