

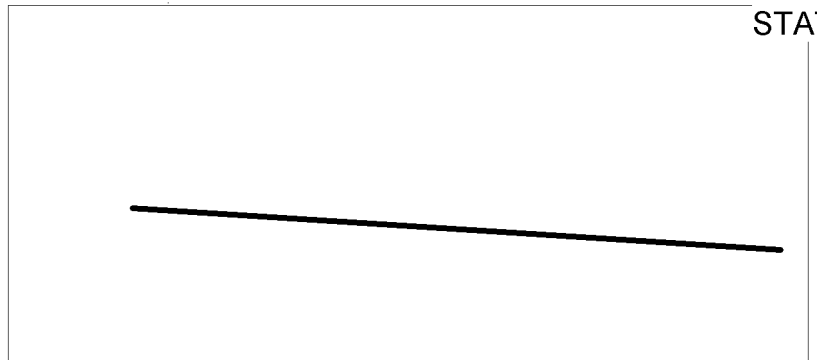
TRANSMITTAL SLIP		
15 Dec. 59 <small>(Date)</small>		
TO: Chief, General Services		
BUILDING	ROOM NO.	
REMARKS:		
FROM: SA/DD/A: RDH#		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8  
SEP 1946

16-65268-1 GPO

**PROGRESS REPORT  
FOR  
ADMINISTRATIVE SERVICE**

STAT



19 December 1952

STAT

Boyer accomplished

OFFICE OF GENERAL SERVICES

STAT



Building Maintenance.--Installation of air conditioning equipment in temporary buildings used by CIA costing approximately \$580,374. Renovation of all new space acquired. Acquisition of additional space in 5 buildings. Commitments exist to acquire 101,000 square feet of space in two additional buildings during 1953.

188,977

Reproduction.--The reproduction and printing of impressions and photographs support of all CIA produced intelligence and accumulation of intelligence records.

143,281,000

STAT  
STAT

Records Management.--The maintenance of vital materials program on a current basis by deposit at the special Repository at the [redacted] which now totals [redacted] documents and [redacted] linear feet of micro-filmed documents, for a grand total of [redacted]. The initiation of records management studies which will lead to improved reference, and filing procedures and methods and disposition of inactive intelligence material.

Machine Records.--The application of machine techniques to the maintenance of certain administrative records in the fields of finance, personnel and stock accounting incorporating the maintenance of vital administrative statistics leading to the general improvement in administrative management.

Transportation.--The processing of personnel to overseas destinations on temporary duty and permanent change of station and the shipment of pounds of supplies and equipment to overseas activities. This activity was transferred to the Procurement and Supply Office effective 11 August 1952.

ILLEGIB

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*total*  
CIA Reproductions Plant

\*  
\*  
\*  
0 9 3, 8 3 3 7 3  
8 5 3 5 8  
0 1 4, 8 3 3 6 3  
9, 9 0 4 9 0  
4 2 0, 3 7 8 3 3  
0 3 7, 6 4 8 8 3  
5 2 5, 6 0 0 0 8  
4, 2 9 7 2 1  
0 1 2, 4 7 2 2 7  
1 1 2 5, 8 2 2 5 6 \*

*total*

\*  
9 6 2 5 3  
7 9 2 9 6  
1, 4 2 4 2 0  
1, 6 2 6 7 0  
1, 2 7 8 0 3  
4 9 1 1 3  
5 1 6 9 5  
7 6 6 2 0  
6 5 8 6 5  
1, 4 4 4 9 4  
1, 2 5 4 9 9  
1, 2 5 4 9 9  
0 1 2 4 7 2 2 7 \*

*Address*

\*  
\*  
7 2 0 0 5  
2 0 8 7 4  
2 7 4 9 4  
3 9 1 8 8  
4 5 1 6 8  
4 6 6 3 4  
2 6 6 0 2  
2 9 1 3 9  
2 4 2 3 2  
3 1 3 7 3  
3 3 5 0 6  
3 3 5 0 6  
4 2 9 7 2 1 \*

*Number*

\*  
\*  
0 4 2 0 1 3 3 9  
0 4 1 4 9 5 0 6  
0 4 4 8 6 4 7 0  
0 4 7 9 3 1 5 2  
0 4 3 0 4 7 1 9  
0 4 4 0 4 9 9 0  
0 4 4 2 3 2 1 6  
0 4 0 0 3 1 9 7  
0 4 2 6 5 3 0 4  
0 4 9 9 2 5 7 7  
0 4 2 6 7 7 6 9  
0 4 2 6 7 7 6 9  
5 2 5 6 0 0 0 8 \*



# Letterpress

3 1 1 5 5  
 2 8 4 3 4  
 1, 4 1 3 1 5  
 4, 0 6 9 6 7  
 1, 6 4 8 2 0  
 1, 4 5 5 5 4  
 1, 4 2 8 1 0  
 0 1, 2, 8 0 0 5 4  
  
 2, 5 7 1 1 4  
 4, 9 1 2 9 8  
 3, 3 7 6 8 2  
 3, 3 7 6 8 0  
  
 0 3 7, 6 4 8 8 3 \*

# offset

0 2 9, 4 5 4 3 1  
 0 3 4 6 2 0 8 3  
 0 4 3, 2 3 6 5 5  
 0 3 9, 4 2 8 9 2  
 0 2 9, 1 3 3 1 0  
 0 4 2, 8 6 6 6 8  
 0 3 6, 0 4 4 5 1  
 0 2 3, 5 4 3 0 1  
 0 2 3, 6 7 0 7 8  
 0 4 0, 4 1 0 4 4  
 0 2 3, 4 8 3 6 0  
 0 2 3, 4 8 3 6 0  
  
 4 2, 0, 3 7, 8 3 3 \*

# Microfilm

7 4 9 8 7  
 1, 0 9 0 0 3  
 9 8 2 7 6  
 9 9 2 5 9  
 5 7 8 0 1  
 6 6 7 1 5  
 6 5 9 6 6  
 8 7 0 1 2  
 6 0 0 3 5  
 9 0 5 9 0  
 9 0 4 2 3  
 9 0 4 2 3  
  
 9, 9 0, 4 9 0 \*



# Printing & Reproduction

3/7 Repro. work for State Dept (?)

STAT

Time & Motion Study by

4/4 Reduction of Wringers

FI Repro. - Responsibility assumed  
by OES eff 10 Dec

OCT Repro. - 4 slots - eff. 9 Oct

OCT Repro.

STAT

Inspection of Plant by  
4 JCO on Duty in Feb 52

Records Management

Microfilm Team to FE in August 1952

Visit to

Nov 6 & 7

Agency File Index Manual - draft

Espec. Registry Survey  
RI + OSS archives surveys

(3/2) Vital Materials - First IBM inventory prepared in March 1952 - now Quarterly.

(5/2) Records Center space required + ext. of Records Center vault & metal shelving at [redacted] Approval Schedules Prepared Submitted to Nat'l Archives - Gen Sec. In Process of coordination in CIA - { Finance  
Fiscal  
Proc. & Supply

Eff. 1 Apr 52 - Central mail section made accountable for all agency postage stamps & stamp custodian

B m & U

Additional Parking Spaces - Rear I & J  
& reallocation eff. 7-21

Air conditioning - \$750,000

Detailed Inspection of Bldgs

OCT generator

1/26 TSS - Basements of North & Central  
& Attic of South

OCT, Finance & film vaults

REC

STAT 2/21 FBIS - [redacted] - Encroachment  
 STAT FBIS - [redacted] 500 acres \$192,500 for land  
 6/13 Construction to begin 1/1/53 - Sec. of Taking  
 to Justice 6-13-52

STAT [redacted] - Relocation of [redacted]  
 6/6 Auth. to proceed w/ acquisition 6-2  
 6/13 Formal contract for purchase Carey tract executed by  
 PBS - Berrow prop. in process of negotiation

STAT 6/13 4/20 [redacted]  
 site Jan. 21

New BIDG - Staff Study 4/29  
 6/6 PBS notified we were dropping in June

STAT [redacted] - to PRC 1/30

STAT 1/1 [redacted] - Arrangements made  
 w/PBS for reimb. detail of 1 architect & 1 civ.  
 engineer to CIA, Project to [redacted]  
 STAT [redacted] + AS to supervise const. & U  
 furnish technical liaison

STAT 7/1 [redacted]  
 STAT 7/2 [redacted]  
 7/25 [redacted]

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Machine Records

STAT

Vouchered Payroll [redacted] put on machines beginning 1 Feb. for Payday on 15 Feb. - Payroll to disbursing Office for preparation of checks

10/3 Recording of all badges issued also daily, weekly & monthly reports for T&S

3/9 Perpetual inventory, property accounting, etc.  
7/25 started punching nomenclature cards for stock acctg. (to be in records o/a 10-1)

4/11 Obligation allot. acctg. reg. by 7/1 by General Foster

Establishment of Disbursing Offices approx. 7/1

10/1/52 Bursing Machine - Estimated to save equiv. in man-hours of one full-time clerk.



Transportation

STAT

4/28

[Redacted]

survey

STAT

[Redacted]

left Wash. 8-4

4/1 Travel Procedure prepared for dist. to admin. activities of all offices

4/1 Advance Booking Arrangements  
Indigenous Personnel

7/18 Min Survey of Trans. Div.

STAT

4/11

[Redacted]

- Non-sensitive items sent by air 4-6 Due to arrive at dest. 4-16  
7,900 lbs.

STAT

Recommendation of [Redacted] cars.

re assigned

Radios in assigned cars

Improvements Shuttle Service

Travel & Shipping to P+S eff 8-11-52  
Garage to P+S eff. 11-10-52

STAT

Space

STAT	7/25	16,000 sq ft add. space	Alcott Hall
		4,000 sq. ft. add. space	[Redacted]
STAT	7/21	2,300 sq. ft. add. space	Alcott Hall
			[Redacted]

Remjo T

I Bldg - totally available 18 Jan.  
 Pers. moved L to I  
 Fiscal " 2 to I to I  
 Mach Rec. J to I  
 OSS Archive, 2 to I to R+S

R+S Bldg - Renovated for TRNG

Riverside Stadium - completion date was  
 to be shortly after 4-1  
 moving to start o/a 3-1

3/1 ~~3/1~~  
4/1

25X1



EXCERPT

From memorandum to the DD/A from Chief, Administrative Services,  
Subject: Progress Report for Administrative Services, dated 3 November  
1951.

Reproduction Division. The Reproduction Division, as of the date indicated, was housed in three separate locations and completely separated from its source of supplies, namely, the [redacted] Warehouse. The space limitations of the three locations were such that expansion was impossible, which was necessary to meet expanding requirements of the Agency. Also, CIA was dependent upon a segment of the Government Printing Office for the printing of classified material, and it had been determined that it would be desirable to consolidate all reproduction and printing in a single location with sufficient expansion possibilities to meet all future reproduction and printing requirements of the Agency. 25X1

25X1

For the purpose of accomplishing these things, in September of 1950 a building had been leased for this purpose in [redacted] consisting of a total of 53,845 square feet of space. A portion of the space had to be constructed by the owner of the property to meet the CIA requirements. The installation of all of the plumbing, electrical, air-conditioning and heating facilities was necessary since the building was primarily a warehouse. This construction was undertaken in December of 1950 at an ultimate cost of \$198,888. Starting in December of 1950 negotiations were begun with the Bureau of the Budget, the Joint Committee on Printing and the Government Printing Office for the transfer of the Government Printing Office plant located in South Building on the premises of CIA, and due to the fact that CIA was confronted with great resistance, although an offer had been made by CIA to handle the requirements of the Atomic Energy Commission, State Department and other defense agencies in the CIA consolidated plant, the efforts of two individuals in the Government Printing Office were successful in blocking this action. However, with the approval of the Bureau of the Budget and the Joint Committee on Printing, CIA procured letterpress and photo-engraving equipment which was necessary to do that portion of the printing work which it was felt the Government Printing Office could not accomplish, particularly with reference to [redacted] material. The decision was also reached due to the fact that in connection with psychological warfare OPC had requested the training of 50

25X1

SECRET

[Redacted]

[Redacted]

25X1

plant which is equipped with the most modern equipment and very shortly will be completely staffed.

In the field of Printing and Reproduction there are three particular programs that should receive attention in the ensuing months.

Recommendations will be made to the DD/A for a study as to whether it might be more economical and more efficient to produce the NIS in the CIA Printing and Reproduction plant with improved security. There is adequate space in the present plant for this purpose.

The problem in the field of reproduction has always been and continues to be proper management control of the work requested to be done by the plant. Experience shows that this work will continue to increase, as the tendency in all activities in CIA is to expand their operations. Management studies should be made of the work being produced by the plant leading to determinations of policy as to the volume of material and the variety of reports which will be prepared and disseminated by CIA. At present there is no control and since these matters do involve policy it is necessary that the decisions be made outside of Administrative Services.

25X1

The Printing and Reproduction Division of Administrative Services is now in a position to train personnel required in support of the [Redacted] The further development of such a program appears to be necessary and, in addition to training personnel, would render beneficial service in assisting in reproduction work.

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