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SECURITY INFORMATION

- Administrative Service
General Services Division
Machine Records Branch

The Machine Records Branch of Administrative Service (General Services Division) performs all of the vouchered and unvouchered accounting and statistical work of an administrative nature for the entire Agency.

A chronological account of its development is given below as perhaps the best means of showing the aid it has brought to the growing operations of CIA. Without some such systems, keeping track of money and statistical data would have involved a much larger staff and records that were cumbersome and less comprehensive.

December, 1947 Central Index Branch, established in the Office of Collection and Dissemination. The first project undertaken was to make a machine record of vouchered personnel on duty.

April, 1948 Further development of Personnel Records was undertaken.

May, 1948 Office of Collection and Dissemination was reorganized. Central Index Branch became the Machine Methods Branch. An Administrative Project Division* was set up as a component of the Branch to handle overt personnel projects and other accounting work of an administrative nature. Among other projects were: T/O information; Overt Applicant records; Security information, Military file (Reservists).

January, 1950 Until this time, machine records had been applied only to various aspects of vouchered personnel. Plans were made to set up punched card records of similar character covering unvouchered personnel.

September, 1950 Because of the sensitivity of covert personnel records, it was determined to establish a separate machine division under the administrative control of the Special Support Staff. The personnel was transferred from the Administration Projects Division which had been operating in "M" Building and had been sharing machines and equipment with another machine component. The new Division, independent of all other machine components was set up in "L" Building.

December, 1950 The unvouchered payroll was changed from a manual to a machine operation.

January, 1951 In the course of certain reorganizations in the Agency, Machine Records Branch became a unit of the Administrative Service Office. In the succeeding months of 1951, the Branch more than doubled in size both in personnel and machines as more and more records were found to be

*Note: Until the issuance of General Order No. 25, 21 September, 1949 the Branch was a higher unit than the Division. The order of precedence was thereby reversed.

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susceptible to the punched card systems. The Branch now gives a
variety of services to the following offices and other units: Per-
sonnel (overt and covert), Finance, Audit, Procurement (Materiel),
Training, General Services, Telephone, Courier and to certain aspects
of covert operations.

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