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MEMORANDUM FOR: Chief, Administrative Staff, SR Division, SD/P

SUBJECT : Staff Study of Control And Records Procedures
For The Administrative Staff, SR Division.

1. PROBLEM.

To study existing techniques and procedures for the flow of administrative materials and make recommendations for establishment of a minimum system of controls and records required to support SR Division administrative matters, with a view toward determining:

- a. The appropriate type and number of controls, and
- b. To determine the workload currently required for the performance of such functions.

2. FACTS BEARING ON THE PROBLEM.

- a. An examination of the currently maintained files and records indicates that such materials have been controlled, logged, and filed on the basis of the individual responsible for their origination rather than by any major subject heading or classification.
- b. The control mechanisms and filing procedures currently being employed do not provide positive assurance of knowledgeability or of specific location in that control mechanisms are not all inclusive.
- c. The secretaries of the Chief and Deputy Chief share a combining responsibility for the processing of administrative materials throughout the staff and their total man hours average approximately 80 hours per month to perform these functions.
- d. Certain of the procedures examined during the course of this study are carry-over techniques from predecessors and are realized by the persons involved to be either duplicative or unessential as of current operations.
- e. The following controls, files and records of Administrative materials were found to be currently maintained by the Administrative Staff:
 - (1) Two file folders of dispatches separated by incoming and outgoing into chronological order by dates of dispatches.

- (2) One 3" x 5" index card file broken down by stations and by incoming and outgoing dispatches within stations, together with major subject classifications such as Logistics, Budget, etc.
- (3) An incoming and outgoing cable log prepared on Form No. 38-14, together with two file folders; one in chronological sequence by date containing on one side the confirmation copy returned by the message center, and on the other side duplicate file copies of the originating cable which are ultimately transferred to another file folder.
- (4) An administrative chronological file by date sequence maintained within a file folder with duplicate material either maintained in the master subject file or with specific copies filed within the personnel file folders of the individuals concerned. A cross reference file box of 3" x 5" index cards broken down by alphabetical sequence for the greater part, and by some subject categories is maintained for location purposes.
- (5) In addition to the file folders mentioned above and those maintained for each employee within the Division, there are maintained such files as are the generally accepted practice of subject record maintenance.
- (6) Three additional logs are maintained by the secretary to the Chief. These are: a Proposed Regulations Log, the SR Project Log, and a special log for ~~SECRET~~ cables.

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3. DISCUSSION.

- a. It has been expressed by the Deputy Chief and reiterated by the persons involved that certain of the techniques presently employed are carry overs and seem to be unessential. It is the desire of the undersigned to make a matter of record that personnel involved have been cognizant of these problems and have adopted certain modifications from time to time. One of the most important factors in the handling of administrative materials is the assurance, insofar as practicable, that all incoming and outgoing material has been identified and can be located. Even with the existence of some four logs, this is not provided for under the current system.
- b. The advisability of the maintenance in duplicate of both file copies and confirmation copies of cables was agreed to be superfluous to the need.
- c. The continuation of the Administrative Chronological File which is a duplicate of the materials filed in personnel file folders or subject files is considered unnecessary as is the cross reference 3" x 5" card

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file which, in general, does not perform any specific function which could not be fulfilled by another means.

4. RECOMMENDATIONS.

- a. That one consolidated incoming and outgoing log be established which would contain:

- (1) Cables
- (2) Proposed regulations
- (3) SR Projects
- (4) Administrative material*

* It is recommended that personnel materials of Administrative Staff origin not be included within this log but copies filed directly in the personnel folders if they are of specific nature or under a general classification within the subject file.

- (5) Because of the nature of the activities and its limited scope, it is recommended that the [redacted] material log be maintained as a separate entity. 25X1A2d1

- b. Incoming and outgoing dispatches should be contained in two folders, as heretofore, but the 3" x 5" card file should be rearranged by subject matter within the station and broken down by incoming and outgoing material. It is further recommended that this card file be designed to provide a facility for more than one specific action (See Tab A).
- c. It is recommended that an Administrative Chronological Tickler File be maintained by subject classification within due dates on those administrative matters requiring action and be created when the logging entry is made. (See Tab B.) These cards should be destroyed upon completion of action. This will permit the discontinuance of the currently maintained chronological sequence file and the cross reference 3" x 5" card file.
- d. It is recommended that the outgoing chronological file of cables be maintained in date sequence and that the duplicate chronological file copy be discontinued.

5. CONCLUSION.

The institution of the above recommendations should ease the problem

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of controlling and filing records within the Administrative Staff. No specific time savings can be estimated until sufficient actual experience resulting from implementation of the proposed recommendations.

[Redacted Signature]

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Management Examiner

[Redacted Signature]

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Assistant Management Officer, DE/A
(For Clandestine Services)

MIS/EMB/law (17 Dec. 1953)

cc - Signer's copy ✓

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