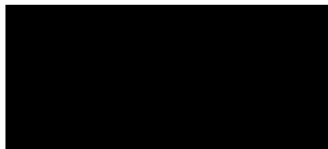


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1 February 1954

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MEMORANDUM FOR:



CLASSIFICATION: TS S C

1954 Memo, 4 Apr 77

Auth: DIA REG. 77/1983

THROUGH :

Date: 21/3/78 By: 024

SUBJECT :

Staff Study of Control and Records and File Procedures for Branch 1, IO.

Intervall Geyger

1. PROBLEM.

To study the existing techniques and procedures used for the control and filing of administrative and operational materials.

2. FACTS BEARING ON THE PROBLEM.

- a. An examination of the currently maintained files indicated that certain materials were considered to be of a semi-current nature and as such, were space consuming within the presently occupied inadequate quarters.
- b. Accordingly, provision was made for the storage of selected materials in an area removed from the immediate office but available when such materials are required.
- c. The files for the greater part were associated with individual responsibility in preference to being considered as branch materials and as such, were kept in the manner determined most suitable by the individual concerned.
- d. No specific assignments were made to individuals for the responsibility of maintenance of files and the pulling and replacing thereof.

3. DISCUSSION.

- a. It was expressed by the Chief and reiterated by branch personnel that certain of the techniques employed made the matter of location and selection of materials extremely difficult. It is the desire of the undersigned to make a matter of record the cooperative spirit and effort expended by branch personnel in the screening, identifying and relocating materials during the course of the study.
- b. The advisability of the maintenance within file folders of routing slips, buck slips, and unnecessary extra copies was agreed to be superfluous to the need.
- c. The continuation of filing documents of all publications received from outside sources will tend to increase the number of safes and

corresponding office area in the future. With the current survey being undertaken by the branch to ascertain what publications need to be disseminated through normal Agency facilities, it is anticipated that these publications may be retained in the future in single copy only.

4. RECOMMENDATIONS.

- a. That specific individuals be designated as responsible for the filing and refiling of all branch material and that requests for branch material be directed to such individuals.
- b. That the material screened and filed within the active-storage area be subject to a periodic check to ascertain whether or not some of it can be removed to permanent storage or be destroyed entirely.
- c. That the branch safes be numbered in numerical sequence and indexes prepared to indicate their contents in a manner similar to Tab A attached.
- d. It is recommended that as time permits, each individual file folder be reviewed to make certain that its contents are valid and essential.

[Redacted]
Management Examiner

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[Redacted]
Assistant Management Officer
(DD/P Area)

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Enclosure:
Tab A