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6 May 1958

MEMORANDUM FOR: Assistant Director, CR
VIA : Administrative Staff, CR
SUBJECT : April Activity Report for Document Division.

1. The following reports are attached:
 - A. Documents and Non-CIA Cables Received.
 - B. Statistical Report for April 1958.
2. During April, 90% of the documents received were disseminated and distributed within three days of receipt; 81% of the selected documents were indexed within four days; and 80% of the documents to be recorded were typed within five days. The balance of the documents (low priority items) in each category were identified as delinquent and sent through the various processing steps on a "catch-up" schedule one to two days later. All non-CIA cables were currently processed. Of the 267 overtime hours worked in the Division during the month, 48 were spent in typing source cards and 219 in processing non-CIA cables.
3. Non-productive hours accounted for 14% of the total hours available as compared to 16% in March and 25% in February.

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[Redacted]
Chief, Document Division

Attachments:
As stated above.

cc: Analysis Branch
Processing Branch
Special Control Branch

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[Redacted] lmc

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