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3 April 1958

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

1. The following reports are attached:
 - A. Documents and Non-CIA Cables Received.
 - B. Statistical Report for March 1958.
2. The total number of documents received during the month increased by 7,635 over the previous month. The average daily receipts for March (21 working days) increased by 363 documents. 275 overtime hours were spent in moving the increased flow through the Analysis and Processing Branches. The number of Non-CIA Cables received and processed was average. The Release Section used 115 overtime hours during the month.
3. All CIA reports and most of the other Agencies' reports were completely processed through the "distribution" and "typing" stages on schedule. The control records show that all copies of 86% of the documents received were distributed to designated offices within three working days of receipt and that 74% of the processing copies of batched and "Nodexed" documents were completely processed through the "typing" or final step within five work-days of receipt. The balance of the documents in each category was processed through in one - two additional work days.
4. The total number of non-productive hours (3,327) represents a decrease of 1,302 from the previous month; 16% of total available man-hours as compared to 25% lost for all reasons in February. This is accounted for primarily by the absences in February due to the snow storm.
5. The Processing Branch reproduced 10,334 pages during the month. This workload consisted of (a) [redacted] countries and the Department of State and (b) Memoranda of Conversations from the Department of State, each accounting for about 50%, and required the full time of one employee.

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Chief, Document Division

Attachments:

As stated above.

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[redacted]:lmc

cc: Analysis Branch
Processing Branch
Special Control Branch

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