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9 August 1963

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MEMORANDUM FOR:

SUBJECT : Document Division's Reporting Procedures

REFERENCE : Your Confidential memo dated 23 July;  
OCR Reporting Procedures

1. The Document Division has been studying its statistical record keeping for the past several months with an eye toward easing the work involved in producing statistics needed to satisfy Office reporting demands as well as administrative demands. In March 1963, the control slip system (described in 2. B below) was initiated as one step in this direction. No doubt further changes will be necessitated as new demands are received or as new responsibilities are assumed. The "special" dissemination function which the Document Division has recently absorbed will certainly produce more requirements for record keeping. However, since neither the records requirements nor the means of keeping the records for this operation have, as yet, been firmed up, "special" dissemination is not included in this report.

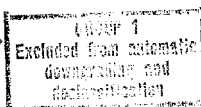
Document Division statistical records and reports are produced for either administrative (production norms, fitness reports, backlogs etc.) or for formal reporting of the Division's accomplishments (quarterly reports) or its needs (budget reports). In some cases, the records kept serve the dual purpose. To the extent that these records have in the past satisfied the demands placed on the Division, they must be considered adequate and worthwhile. This does not preclude, however, the constant need to find ways and means of producing as good, if not better, records with less man hours expended.

2. A. Dissemination Control Branch Records:

1. Branch Monthly Report - Branch Summary of operating statistics and man hours worked - Kept for Division monthly and quarterly reports.

Estimated 4 hours at GS-12 level.

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2. Disseminator's Daily Records. Kept for administrative purposes.

Estimated 15 hours/month at GS-9 level.

3. Dissemination Section Daily Report - Individual production, items on hand, items disseminated. Kept for administrative purposes.

Estimated 5 hours/month at GS-12 level.

4. Record of documents, received, disseminated, and distributed. Kept for inclusion in Division monthly and quarterly reports, and for administrative purposes.

Estimated 20 hours/month at GS-6 level.

5. Monthly Look Up and Reproduction Form - Kept in receipt unit for administrative purposes.

Estimated 2 hours/month at GS-5 level.

6. Daily Control Sheet - posting of document groups. Kept for administrative purposes, and for Division monthly and quarterly reports.

Estimated 20 hours/month at GS-7 level.

7. Regrading Statistics - Kept for administrative purposes.

Estimated 1 hour/month at GS-5 level.

8. Monthly Report for DD/DCB/Release - Kept for administrative purposes and for division monthly quarterly reports.

Estimated 1/2 hour/month at GS-5 level.

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9. **Field Passage Report - Recorded on "Field and Headquarters Exchange Record and Report" - Form #1522. Submitted monthly to Mr. [ ] [ ] DDP.**

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Estimated 3 hours/month at GS-5 level.

10. **\*Central Top Secret Control - Services Requested - Kept for administrative reasons.**

**\* Central Top Secret Control - Documents Received Record - kept for administrative purposes and inclusion in the monthly and quarterly reports.**

**\* Total of 6 hours/month at GS-5 level to keep daily report and 2 hours/month at GS-7 level to summarize daily records.**

**Analysis Branch Statistical Records**

1. **Branch Monthly Report - Branch Summary of operating statistics and man hours - kept for Division monthly and quarterly reports.**

Estimated 4 hours/month at GS-13 level.

2. **Man hour record summary - kept for inclusion in Division monthly and quarterly reports and for T&A.**

Estimated 4 hours/month at GS-6 level.

3. **Daily production sheet - kept for administrative purposes (fitness reports) and to provide records of title expansions.**

Estimated 10 hours/month at GS-9 level.

4. **Record sheet of documents batched by area. Kept for administrative purposes (i. e., flow control)**

Estimated 10 hours/month at GS-4 level.

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5. Record sheet of documents DARE nodexed by source. Kept for inclusion in Division monthly and quarterly reports.

Estimated 8 hours/month at GS-4 level.

6. Record sheet of documents Nodex-M batched by source. Kept for inclusion in Division monthly and quarterly reports.

Estimated 1 hour/month at GS-4 level.

7. Typing Unit keeps daily records, on a monthly form, of Nodex-M by coder and by source. Kept for monthly and quarterly reports.

Estimated 2 hours/month at GS-5 level.

8. Typing Unit has production statistics. Kept for administrative purposes and to provide total typed for monthly and quarterly reports.

Estimated 5 hours/month at GS-5 level.

9. IPI keeps record of total items indexed. For inclusion in Division monthly and quarterly reports.

Estimated 1 hour/month at GS-11 level.

B. Documents are counted as received, grouped, and control slips attached to each group. The control slip goes with each group of documents through dissemination and distribution. The control slip is initialed in dissemination and in distribution as work on the group of documents is completed. After distribution, the control slips are counted to provide production records for disseminators and distributors as well as to provide a record of work completed which subtracted from the receipt figure provides a record of work on hand.

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Items not indexed at the selection point are counted by source in the course of assigning a sequence number for "DARE" processing. These totals are subtracted from the receipt figure to provide a total of documents selected for indexing by source.

Man-hour figures are maintained by the Branch secretaries as an adjunct to the T&A record keeping - the section chiefs report time and attendance to the secretaries.

- C. Monthly Report - Division report kept for administrative purposes and for inclusion in the Quarterly Report.

Estimated 1 hour/month at GS-7 level.

Quarterly Report - Summary of the three monthly reports. Quarterly Report is submitted to the AD/CR.

Estimated 3 hours/quarterly at GS-7 level.

Budget Report - Information for OCR's budget estimates - this information is usually called for about three times a year.

Statistical portion only. Estimated 10 minutes per each call for summarizing Quarterly Reports.

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Chief, Document Division

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