

~~CONFIDENTIAL~~

Report for Week Ending 28 March 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the Insurance Records in the Office of Personnel has been completed.

Microfilming of Vital Materials in OSI continues. This project is approximately 60% complete.

General Information

25X1A9a Mr. [REDACTED], Management Staff, visited the repository last week. Mr.
25X1A9a [REDACTED] inspected the IBM card deposits and machinery.

25X1A9a [REDACTED], Area Records Officer for the Office of Security, has requested our assistance in revising and applying his records control schedule for the Physical Security Division. This Division has also asked assistance in installing a filing system and mail control system. Although a records disposition schedule was prepared approximately 1½ years ago it had never been applied and subsequently, the office was reorganized from a branch to a division with several functions being added.

25X1A9a
[REDACTED]