

SECRET
OBJECTIVES OF RECORDS MANAGEMENT PROGRAM FOR FISCAL YEAR 1955
AND ACCOMPLISHMENTS TO 1 DECEMBER 1954

OBJECTIVE	COMPLETED	IN PROCESS
25X1 1. Develop Handbooks of instructions, notices, regulations, and publicity material. 25X1	a. Handbook for Subject Filing, HS [redacted] b. Operating Guides, Reports Management. c. Analysis Guide, Reports Management d. Introduction to Reports Management pamphlet. e. Correspondence Style and Procedures, HS [redacted] f. Correspondence Management pamphlet g. Writing Improvement Guides: (1) "What is Readability?" (2) "Modern Writing Styles" h. Poster on Utilization of Forms i. Informational pamphlet - Forms Management	a. Handbook for Vital Materials b. Handbook for Mail Control c. Handbook for Microphotography d. Records Disposition Handbook e. Glossary of Administrative Terminology f. Forms Management Handbook g. Courier Receipt Procedure h. Agency Notices on Use of Standard Folders i. Agency Notice on Utilization of Correspondence File Cabinets j. Revised Records Management Regulation k. Dispatch Procedure l. "Streamlining Your Writing" (A series of 25 informational sheets, each dealing with a particular aspect of writing)
2. Publish index to Agency forms.	Preliminary review completed.	Approximately 60% complete.
3. Revise forms numbering system.	New system installed.	
4. Install Vital Materials inventory system.	New system installed.	
5. Survey Agency microfilming operations.	Equipment and current projects inventory completed.	Report of findings and recommendations.
6. Conduct records management surveys and develop records control schedules and disposition schedules.	a. FRID b. Signal Center - maintenance of cables for Vital Materials c. WR d. OSI e. ONE f. Sovmat Staff g. Audit Office h. FID	a. Office of Operations (Chief) b. Security Office c. Office of the General Counsel d. Office of Research & Reports e. DD/P area - NEA Div.; FE Division; [redacted] f. Cable Secretariat - cable receipting system. g. Reports Mgt. Programs - Office of Comptroller and Logistics h. Office of the Comptroller - records control schedules

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OBJECTIVE	COMPLETED	IN PROCESS
7. Prepare procedures and plans for transfer of Records Center.		<ul style="list-style-type: none"> a. Handbook for Center Operations b. Courier Service Requirements c. Telecommunications Service Requirements. d. Procurement of Hydraulic - Forklift e. Procurement of Shelving f. Recruitment of Personnel
8. Receive and service additional inactive records.	<ul style="list-style-type: none"> a. Received to 1 Dec. 1954 - 2,699 cu. ft., equivalent of 337 cabinets valued at \$80,206. b. Requests serviced to 1 Dec. - 42,039. 	<ul style="list-style-type: none"> a. Inactive records currently received at rate of approximately 2 4-drawer file cabinets each working day. b. References being made at rate of 396 per working day.
9. Continue development of steel covered desk trays to reduce safe file requirements.	Sample trays tested and approved for use.	Purchase of 1,200 for office use.
10. Complete the standardization of format and design of Foreign Intelligence Reporting form.	Preliminary form developed and installed on trial basis. Savings to date estimated at \$8,120 annually.	Further development to accomplish full objective of improved procedure and additional savings.
11. Develop correspondex showing the repetitive standard reports and requests required throughout Headquarters.		Approximately 60% complete.
12. Determine advisability of stocking only unwatermarked (sterile) stationery	Determined annual requirements for all types of Agency stationery.	Study still in process to determine feasibility.
13. Review requests for microfilm equipment and new microfilming projects.	Reviewed 21 requests for equipment and effected savings of \$1,500 by changes.	Reviewing current requests.
14. Develop and maintain schedules for current deposits of Vital Materials.	Schedules reviewed and completed where necessary.	Current deposits being made by all offices.
15. Process requests for new, revised, reprinted forms.	<ul style="list-style-type: none"> a. New forms 107 b. Revised forms 283 c. Reprinted forms 102 d. Other actions on forms 535 	Average of 6 requests per day.

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