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REPORTS
(weekly)
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

18 November 1954

Chief, Records Management Division

Weekly Report - Week Ending 17 November 1954

1. Arrangements were made with [redacted] of the DD/A's office to review the filing system which we installed for them approximately a year ago. This review will consist of adding additional subjects where necessary and training the new persons concerned with the operation of these files.

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2. A request has been received from the Office of the Special Assistant to the Director for Planning and Coordination to install the Agency filing system in that office when their move to the South Building has been completed.

3. The Office of Research and Reports has requested us to release [redacted] records analyst, to them to fill the position of Area Records Officer. This will be done effective 6 December 1954.

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4. A descriptive flier explaining the use of the correspondence assembly reference tab was issued to Area Records Officers and Building Supply Officers. This tab has been adopted as the result of an employee suggestion and it is believed it will be of assistance to persons in assembling correspondence.

5. Inactive records were received from three Agency offices amounting to the equivalent of approximately 7 file cabinets.

6. The progress made in the inventorying and appraising of records in ORR to date indicates that 88% of the material now in office space in ORR can be transferred to the Records Center. Based on the records inventoried to date this would amount to the equivalent of 259 file cabinets. We have completed about one-third of this project. Consequently, potential savings appear to be very significant and substantial.

[redacted]

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Report for Week Ending 17 November 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-78 - Office of General Counsel

A new Records Clerk has been obtained for this Office. The analyst is now in the process of training the clerk in the use of the file plan. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

The Handbook is now being coordinated for concurrence and any comments are to be submitted to Regulations Control Staff by 3 December 1954. Project is 80% complete.

Project 4-116 - Security Office

No change from previous report. Project is continuing and is 85% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 202 describable items covering an estimated 2353 linear feet of records have been listed. Project is continuing and is approximately 27% complete.

Schedules have been completed in final form for one area in the office and will be submitted to the Area Chief for formal approval within the week.

Attachment A is a copy of the detailed progress report submitted to the Administrative Officer, ORR for his information.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.

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General Information

A letter was received from the Assistant Chief of Staff, G-2 via OCD requesting the return of captured Japanese Ordnance documents to the Far East Command. These documents have been transferred to the National Archives and this office will negotiate for the return of the material to the Army.

Several comments were made on the proposed Destruction of Classified or Controlled Material, transmitted to this Office for concurrence and comments. The regulation as written, conflicted with functions of the Records Disposition Branch. Discussion were held with the authors and the discrepancies as noted in the Concurrence Sheet will be given their full consideration.

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Attachment A

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Records Disposition Survey Report

ORR Offices Inventoried:

AD
Sp. Asst.
EXO
ST/A
ST/I
ST/PC
CH/C
EIC/S
D/E
D/T
D/B

File Equipment Occupied by Records Inventoried:

179 4 dr. legal safe
59 5 dr. card safe
9 2 dr. legal safe
90 Bookshelves
38 Map Cases (5 dr.)
6 Map Cases (Verticle)
8 Kardex Safes
20 4 dr. legal cabinets
20 7 dr. card cabinets
2 10 dr. card cabinets
245 2 dr. card cabinets
1 Supply cabinet (Bar Lock)
6 3 dr. cabinet (Bar Lock)

683

202 separate series of records totaling 2353 linear feet have been inventoried and entered on Records Control Schedules.

21% or 495 linear feet of records have been appraised as having permanent value and tentative plans made for their retirement to the Records Center.

67% or 1576 linear feet of records have been appraised as having temporary value and tentative plans made for their destruction while maintained in current files space or after retirement to the Records Center.

12% or 282 linear feet of records have been listed on schedules for an indefinite retention as disposition criteria for the proper evaluation of these files will depend on their future development and use.

Project is approximately 33% complete by volume (based on an estimated total of 1000 cabinets).

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Report For Week Ending 17 November 1954
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

O C D	29 Cubic Feet
O R R	5 " "
Personnel	<u>4</u> " "
Sub-total	38 Cubic Feet
Finished Intelligence	<u>15</u> " "
Total	53 Cubic Feet

Total Accessions to date - 342.

81
6.6

Reference

An analysis of reference service furnished on information reports during the last 3 months reveals that 229 individuals from various offices have placed requests.

Disposal

Initiated Notification of Disposal Action for six jobs.

Disposed of 6 cubic feet of record material of the General Services Office.

General

Control numbers have now been placed on more than 1/3 of the records storage boxes.

[redacted] LO/TD, is now preparing a staff study on the move of the Center [redacted] The detailed planning stage has now been reached, and meetings will be held during the next ten days with [redacted]

[redacted]

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Report for Week Ending 17 November 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

25X1 [redacted] DD/P, has agreed to eliminate the printed instructions from the back of the yellow-stripe run-off sheets. This will save \$1,584 annually. This will, when adopted, bring the total annual savings on this project to date to \$5,528. We are attempting to sell the discontinuance of the yellow-stripe run-off sheet entirely. If this proposal can be adopted, a further annual saving of \$2,592 can be realized.

Project 4-86 - Forms Index

Verification of data and record posting continues. Project is now 78.8% complete.

Project 4-95 - Forms Management Handbook

No change. Project is 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

25X1 Recent discussions with [redacted] Chief, Printing and Reproduction Plant, LO, have resulted in our decision to prepare a staff study on Forms Management Branch's proposal, it now being apparent that nothing further can be accomplished by an informal approach.

Forms Management Poster

25X1 The quality of printing on this poster was below standard; after discussions with [redacted] and other Printing and Reproduction Division representatives, it was decided to reject the poster as unsuitable and reprint. The new printing will use 3 colors instead of 2.

General Information:

An Ozalid machine, Bambino model, is being tested to determine applicability to our specialized requirements for facsimile copies of form drafts, etc. Other branches of the Division are encouraged to use this machine whenever possible rather than typing extra copies, etc. and to advise the Forms Management Branch as to how well the machine meets their needs.

Summary of Individual Actions:

	<u>No. of Req.</u>	<u>No. of Copies</u>
New	3	8,000
Rerun	6	70,100
Revision	3	2,800
Other	4	50,900
	<u>16</u>	<u>131,800</u>

2 Redesignated

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Report for Week Ending 17 November 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

25X1 a. Reports Management - Discussed the proposed program with [redacted] Acting Chief, LO Administrative Staff. As an incentive to promoting the program, almost full-time assistance from our staff was offered. [redacted] stated that the Chief, Administrative Staff, will be on leave until 29 November. Although our offer of assistance makes possible launching the program, such action will have to await his return. 25X1

Further discussion reaffirmed our belief that, to be successful, reports management must be sold from the top downward. Logistics Office is a case in point. The Chief of Logistics recognizes the value of reports management and desires a program. However, he is reluctant to launch one until the DD/A has issued a policy statement as to whether reports management will be applied throughout the DD/A area, and if so, whether it will be administered at the DD/A level or at Office levels. In short, the Chief of Logistics does not wish to expend a lot of manpower on a program which later may not fit into the DD/A's plans.

b. Correspondence Management - Rough drafts of the approximately 100 correspondex cards are complete. We originally proposed to have the review of these drafts coordinated informally by the Area Records Officers of the offices of primary concern. However, experiences in the Offices of Training and Security indicate that formal coordination through Chiefs of Administrative Staffs will be more profitable. This may delay the process a few weeks, but we will be assured that the correspondex has the formal approval of all cognizant components.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

No change in project status pending review of the Handbook by the Chief, Management Staff. Project is 95% complete.

General Information

a. Glossary of Administrative Terminology - 298 terms have been extracted from regulatory material and card indexed. This completes the fact finding phase of the project. Project is 50% complete.

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b. Employee Suggestion 979, Correspondence Assembly Reference Tab - The flier describing this tab was furnished Area Records Officers and Building Supply Officers for distribution to clerical personnel.

c. Guides to Effective Writing - The pamphlets, "What is Readability," and "Modern Writing Styles," were discussed with [redacted] Chief of OTR Plans and Research Staff. He proposed submitting the pamphlets to the Director of Training for review, with the recommendation that they be distributed to "middle management" supervisors as attachments to Training Bulletins.

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Report for Week Ending 17 November 1954 from
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 27% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 88% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, HB 40-150

No change from previous report. Project is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 65% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. This project is approximately 65% complete.

The semi annual microfilming of accretions in the Security Office is continuing. Project is approximately 20% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials Requirements

Study was returned by [redacted] who concurred except on two minor points.

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General Information

[redacted] Cable Secretary, prepared and forwarded to this office a batch of dummy cables with receipts for use in studying and developing possible improvements in the present system of receipting for cables.

The files in the Office of the DD/A were reviewed, and a list of the subject headings with necessary changes has been prepared. This list of headings is now being reviewed by the DD/A Staff, following which the folders for the new year will be prepared and installed.

A request has been received from the Office of the Special Assistant to the Director for Planning and Coordination to install the Agency filing system in that office. Action will not begin on this project until after they move to South building, at which time additional personnel will be included in the office with a corresponding increase in the size of the files.

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 Records Analyst assigned to this Branch has been selected by ORR to serve as their Area Records Officer. It is anticipated that this transfer will be effected within the next 30 days.



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