

Chief, Management Staff

14 October 1954

Chief, Records Management Division

Weekly Report - Week Ending 13 October 1954

1. Progress is being made on over-all plans for moving the Records Center to the new location.

Agreement has been reached with the Logistics Office for daily courier service to the new location, and for two supplemental trips per week to handle large accumulations of records which cannot be accommodated by the courier service.

25X1 has also agreed to make the services of his daily courier service to headquarters available to us. This will provide two regular trips every day between headquarters and the new location. This service should be sufficient to meet the normal needs of all headquarters offices for Records Center material.

2. Inactive records were received from three offices amounting to the equivalent of ten four drawer safe type cabinets.



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Report for Week Ending 13 October 1954
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

| | |
|-----------------------|--------------------------------|
| Comptroller | 9 Cubic Feet (4 separate jobs) |
| Personnel | 7 " " (2 " ") |
| OCD | 4 " " |
| Sub-total | 20 Cubic Feet |
| Finished Intelligence | 60 " " |
| Total | 80 Cubic Feet |

Total Accessions to date - 298.

General

25X1 [] is drafting proposed operating procedures for the Center. A chapter on accessioning has been submitted to [] and the Chief of the Center for comment. 25X1

Space lay out plans are being drawn up for the new building and all shelving is being numbered. This is a first step in developing a plan that will insure control of records as they are moved.

A series of reports are being prepared on the staff work accomplished in coordinating the move of the Center.

Clarification is needed in respect to what role the Records Center is to play in the segregation and forwarding of VM documents for various offices. [] is working with the Center on this problem. 25X1

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Report for Week Ending 13 October 1954 from
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

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

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 19% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 87% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification
and Filing of Correspondence Records, [REDACTED]

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

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

No change from previous report. Project is approximately 61% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is now approximately 60% complete.

Microfilming of vital materials in the Personnel Office is continuing. This project is approximately 50% complete.

Project 4-96 - Vital Materials Handbook

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

General Information

Comments have been received from all offices on proposed Notice [REDACTED]
"Standardization of Heavy Duty File Folder." A cursory examination of
these comments reveals that DD/P is the only component having substantial
objections. A meeting with representatives from the DD/P area will be
scheduled soon to resolve these differences.

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Form No. 36-29 has been received and forwarded to the Repository. This
form will be used for the first time for the quarter ending September
1954 to list the vital materials deposits and withdrawals activity of
each office. The form will also be used for listing the annual
inventory of each office.

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Report for Week Ending 13 October 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

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

- a. Reports Management - No change in program status. Project is 20% complete.
- b. Correspondence Management - Progress continues on the correspondex to be tested in the Logistics Office. See summary under "General Information."

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

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

Project 4-98 - Correspondence Handbook

Final typed copy was reviewed jointly by [redacted] and the secretaries to the DCI and DDCI. The Handbook was found completely acceptable to the secretaries. DDP/Admin is now reviewing the copy for wording of the "exception clause" in the Foreword. [redacted] of that staff also asked that the Handbook be left for general review, not in anticipation of recommending changes, but to get reaction as to the need for a Clandestine Services correspondence handbook.

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General Information

- a. Headquarters Correspondex of Administrative Reports and Requests - Format of the model for testing in Logistics Office has been agreed upon. The index will be composed of two parts: (1) a battery of visible index cards and (2) sample memorandums, pattern paragraphs, or reports keyed to the appropriate index cards. The index card has been designed and copies for the test model are expected this week.

Flexible use of the correspondex by any Headquarters component will be possible. Either the card index or format samples can be expanded to meet individual needs. Also, the card index can be maintained in either low cost vertical files if references are not too frequent, or on visible index panels if otherwise.

- b. Employee Suggestions

(1) No. 1093, Signing Inter-office Memorandums With Name and Telephone Number of Signing Official - Completed the written evaluation.



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[redacted] will also be tested. Although these masters each cost about 1/3¢ more than those of the Coronet Company, the supplier guarantees 100% more impressions (150), and longer shelf life (2 years). The cost and quality of Azograph reproduction are also being considered in our evaluation.

c. Program Promotion - Because of a reorganization, another meeting with OTR/Admin personnel is scheduled 15 October to discuss reports and correspondence management programs in the Office of Training.

d. Training Literature - Completed the pamphlet "Analyzing Requirements for Administrative and Management Reports," including a pencil-sketched cover.

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[redacted]
Chief, Reports & Correspondence
Management Branch

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Report for Week Ending 13 October 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No change from previous report. Project 47% complete.

Project 4-86 - Forms Index

No change from previous report. Project 78% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project 4% complete.

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

Status is substantially the same as in previous report.

Study of

No change from previous report.

Hoover Commission

All interviews have been completed. Reports on State and Justice Departments have been submitted to the Commission. Analysis of reports and statistics from bureaus and services of the Agriculture Department are nearly completed. The report on this Department will be completed and submitted to the Commission this week as will the final government-wide report. A follow-up will be made next week to discuss reports with State, Justice and Agriculture officials. A detailed summary of findings will be included in a subsequent progress report.

Summary of Individual Actions

| | No. of Requisitions | No. of Copies |
|------------------------|---------------------|---------------|
| New | 7 | 42,900 |
| Revised | 9 | 151,400 |
| Reprints | 4 | 34,500 |
| Overprints | 1 | 4,000 |
| Other Government Forms | - | - |
| Total | 21 | 232,800 |
| Redesignated | 9 | |

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Report for Week Ending 13 October 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

Concurrence and approval was received from the Security Office on several items of the schedule. This approval will cover all past and future items of this particular series of records. The disposal schedule for this Office has been forwarded for appraisal to the National Archives. Project is 99% complete.

Project 4-78 - Office of General Counsel

The installation and training of personnel in the use of the developed file plans are continuing.

Project 4-97 - Records Disposition Handbook

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

Project 4-116 - Security Office

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

Project 5-2 - Office of National Estimates

The disposal schedule has been forwarded for appraisal to the National Archives. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 135 describable items covering an estimated 1257 linear feet of records have been listed. Project is continuing and is approximately 13% complete.

Project 5-40 - Office of Chief of Operations

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

General Information

25X1 Information was supplied [redacted] for his use in the preparation of a staff study on the methods used in the destruction of classified waste in the Agency. The information was obtained by contacting all Area Records Officers.

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