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Reports (weekly)
FILED
RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

29 July 1954

Chief, Records Management Division

Weekly Report - Week Ending 28 July 1954

1. The Chief, Real Estate and Construction Division, advises that satisfactory progress is being made toward the construction of the new Records Center. Excavation work has been completed, forms for footings are being made and will be put into place this week.

2. Specific plans are being made in connection with necessary details for the transfer of the Records Center operations [redacted] A meeting was held on 28 July with [redacted] Assistant Chief for Operations, [redacted] Acting Chief, Transportation Division, and [redacted] Deputy Chief of Supply Division, to begin the formulation of plans for those phases of the transfer dealing with transportation, supply, laborers and related items. Meetings are planned for the coming week with the Security Office and the Personnel Office.

3. As a result of the coordination of requisitions for microfilming equipment between the Printing and Reproduction Division and this office, a saving of \$500 was possible during the past week on one requisition.

[redacted]

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Report for Week Ending 28 July 1954 from
Records Disposition Branch

Project 4-77 - Office of Scientific Intelligence

The records control schedule has been approved by 12 of the 14 organizational elements. Project is 99% complete.

Project 4-78 - Office of the General Counsel

It is anticipated that approval of the survey will be completed this week. Project is 99% complete.

Project 4-79 - Foreign Broadcast Information Division

Awaiting the return of the approved disposal schedule from National Archives and the Congress. Project is 94% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is 25% complete.

Project 4-113 - Foreign Documents Division

Awaiting the return of the approved disposal schedule from National Archives and the Congress. Project is 94% complete.

Project 4-116 - Security Office

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

Project 4-122 - Office of Chief of Operations and Sovmat Staff

Awaiting return of the disposal schedule from National Archives and the Congress. Approval for the records control schedule of the Office of the Chief of Operations is expected this week. Project is 90% complete.

General Information

1. The Chief, Liaison Division, OCD has no objection to the transfer of a complete set of NIS Preliminary Gazetteers to the National Archives. Arrangements will be made by this office for the physical transfer of the subject material.

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2. [redacted] TSCO, OCD has several suggestions regarding declassification of records before their retirement to the Records Center. This office is now in the process of discussing the suggestions with [redacted]

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3. Work has started on the disposition plan for the Office of National Estimates. Form 30-27 has been submitted for assignment of a project number.



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Report For Week Ending 27 July 1954
RECORDS CENTER BRANCH

Accessioning

Two GSA laborers have been procured and, under close supervision, are presently shelving the 534 cubic feet of War Production Board records received from the Federal Records Center in Alexandria. Prior to being set on the shelf each box is being vacuumed and cleaned.

During this week the following accessions were made:

| | | | |
|-------------|----|-------|------|
| Logistics | 13 | cubic | feet |
| OO | 28 | " | " |
| Comptroller | 9 | " | " |
| DD/P | 8 | " | " |
| ORR | 8 | " | " |
| OSI | 2 | " | " |
| Total | 68 | cubic | feet |

Total accessions to date - 217.

Disposal

Disposed of 15 cubic feet of record material from the Office of Operations, Contact Division.

General

Since the Center will be in operation at this location for only a few more months, it has been decided to use the existing pad locks for securing area gates during working hours. It is hoped that this system will be practical for the interim period and that it will not be necessary to spend money for a new lock system.



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Report for Week Ending 28 July 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

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

a. Reports Management - No change from previous report. []
who will administer the program, will return from annual leave 2
August. Project is 20% complete.

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b. Correspondence Management - Completed the review of reading files
of the Supply Division. Extracts were made of approximately 50
letters and memorandums having possible pattern correspondence appli-
cation. Requirements for reports were recorded for future reference
in connection with the Logistics Office Reports Management Program. 91%

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

No change from previous report. 23%

Project 4-98 - Correspondence Handbook

The final typed copy of the Handbook is being reviewed by the
secretaries to the DCI, DDCI, DD/A, DD/P and DD/I. Their review
is expected to be completed this week.

Further discussion on distributing the Handbook and orienting
employees to the revised style standards was held with the Chief,
Clerical Training Branch, CTR. A plan will be developed for
approval of [] and the Director of Training. Project is
90% complete.

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General Information

a. The prospectus "An Introduction to Correspondence Management"
is being revised to delete any reference to the publishing of guides
to effective writing. Completion of this pamphlet will be expedited
so that it can be distributed prior to the proposed seminar on
Correspondence Management.

b. Work was begun on the correspondex covering standard requests and
reports submitted throughout Headquarters. Material for this visual
aid resulted from our review of Logistics Office Correspondence, and
discussions with personnel in ORR and OSI, where some thought has been
given to pattern correspondence. We propose to coordinate the content
of the pattern memorandums in the correspondex with the offices of
primary concern, namely the Office of Personnel and the Security Office.
We will work through the respective ARO.

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c. Nine pattern letters of the Personnel Office were reworked, eliminating 25% of excess verbiage. These same letters were formerly reduced by 45% through the use of a flier developed by this Branch. However, the flier was rejected.



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Report for Week Ending 28 July 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

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

Project 4-79 - Records Management Survey, FBID

No change from previous report. Project approximately 92% complete.

Project 4-80 - Agency-wide Microphotography Survey

Project is continuing and is approximately 10% complete.

During the past week, the notice authorizing the survey was printed and will be released today. As indicated in the notice, the Area Records Officers will play a major part in coordinating the survey in each office and, as a consequence, a meeting has been scheduled with all Area Records Officers to explain their part in the survey. Certain additional information will also be distributed as an aid to the Area Records Officers in explaining the purpose of the survey and the manner in which the information is to be used.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 86% complete.

In a telephone follow-up with the manufacturers, we were informed that the trays on order were completed and presently in the paint department but could not be delivered for another week. At our request, the vendor did deliver 2 boxes today in order that they might be displayed to the Area Records Officers attending the meeting scheduled for the explanation of the Agency microfilm survey.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - HB 50-150

No change from previous report. Project approximately 97% complete.

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

No change from previous report. Project approximately 27% complete.

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Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. Project approximately 49% complete.

Because of the electrical difficulties previously reported and still unrepaired, we are continuing to operate with one camera instead of the two scheduled for this operation.

Project 4-96 - Vital Materials Handbook

No progress this week. Project approximately 11% complete.

General Information:

The Printing and Reproduction regulation, which is presently being circulated for official coordination, provides for approval by the Management Staff of all requisitions for microfilming services and equipment. The Printing and Reproduction Division has already begun to comply with this regulation and in the past week two requisitions for equipment were received, both of which required action on the part of this office.

In the first case, a reader costing approximately \$800 was ordered and after discussing the problem with the requesting office, it was agreed that one costing approximately \$300 would better suit their needs. The requisition was changed accordingly.

In the second instance, a Case Officer from one of the foreign divisions was forwarding a requisition for a camera for overseas shipment without sufficient information for the Procurement Officer to write the order. After a discussion with the Case Officer, it was possible for our analyst to complete the specifications. At the present time, our effectiveness in connection with overseas microfilming requirements is limited to the extent indicated in the case described above. However, plans are currently being developed to provide for a greater degree of participation which we believe will result not only in more effective results from overseas filming but economies to the Agency.

In the past year it developed that the Remington Rand safe, previously considered standard for this Agency, was not as secure as desired. As a result, members of the Security Office, in meetings with an inter-Agency council, developed new specifications which were placed out on

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bid. A Records Management representative was not invited to attend this meeting. Several companies developed safes in accordance with the modifications specified and these were tested by the Bureau of Standards. As a result, it is our understanding that Remington Rand was the low bidder but was not yet ready to go into production. Consequently, an order for 300 four-drawer safes and 25 two-drawer safes was placed with the Herring-Hall-Marvin Safe Co. The first of these safes have been delivered and complaints from the users have already been received. In revising the safes to meet the new security requirements, the guide rods were eliminated and a stop was installed to protect the locking mechanism at the top of each drawer opening. This stop prevents the use of center cut, pressboard folders and the standard guides prescribed for use throughout the Agency. Also, clearance is too limited to permit usage of the security desk trays currently being developed under Project No. 4-81. The vendor, the Security Office and the Logistics Office have been advised of these complaints. No procurement of similar safes will be approved by this office until changes permitting satisfactory use of the safes can be made.



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Report for Week Ending 28 July 1954 From
FORMS MANAGEMENT BRANCH

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Project 4-85 - FI Information Reports

Costs for the two versions being tested have been established at 35¢ @ for the dual master and 20¢ @ for the combination set. If field tests prove successful and quantity orders are placed the prices should drop to 20¢ and 15¢ @ respectively.

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[redacted] has been unable to issue instructions relative to field testing due to pressure of more urgent business.

Project 46% complete.

Project 4-86 - Forms Index

Index is now in Bindery of the Reproduction Plant. Project 72% complete.

Project 4-95 - Forms Management Handbook

Form No. 30-11 has been revised and redesignated as Form No. 30. New form is much more comprehensive and makes provision for obtaining considerable additional data, especially with respect to specifications. Project 2 3/4% complete.

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

No change from previous report. Project 10% complete.

Forms Management Posters

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[redacted] has approved three proposed posters. Discussions have been held with [redacted] Personnel Office relative to posting on official Agency bulletin boards. Posters will also be adapted to Vue-Graph and 35 mm slides.

Study of Stocked Forms Supply System

The Security Office endorsed our policy relative to sterilization of forms insofar as it applies to the need for deletion of form numbers from Agency forms used overseas. It was agreed as a matter of general policy that form numbers do not detract from proper security, however many cases will have to be settled on an individual basis depending mainly on cover of using organizations.

Study of OO Information Reports

Awaiting printer's proofs.

NCR Paper

A price quotation of \$55.00 per thousand has been obtained from the

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D. N. Owens Company for 6 part, continuous tab paper. A box of 6 part samples will be furnished by this concern for testing sometime this week.

Emergency Planning

Floor plans showing air raid evacuation routes from 1st and 2nd floors of [] were printed and distributed. [] fire drill continues to be suspended pending erection of the fence around the building and installation of equipment on the 1st floor. The Security Office has been advised and concurs.

Forms Management Seminar

Planning for seminar continues. Materials for presentation and handouts are being developed.

General Information

A revised official Dispatch Form has been developed for Commo. and is being considered by DD/P. The new form will save considerable time in preparation and in use of second sheets.

An employee suggestion for a standardized charge-out card for 3 x 5 files has been expanded from RI/DDP to Agency-wide application. An Agency notice has been drafted to implement its use.

Summary of Individual Forms Activities

| | <u>No. of Requisitions</u> | <u>No. of Copies</u> |
|--------------------|----------------------------|----------------------|
| New | 4 | 13,301 |
| Revisions | 13 | 129,000 |
| Reprints | <u>2</u> | <u>1,300</u> |
| | 19 | 143,601 |
| Redesignated Forms | 13 | |



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