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FILED : *Report*
Monthly

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300280012-4

RECORDS TO

RECORDS
Report for month ending 31 January 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH
3 DIVISIONI. PLANNED PROJECTS

25X1

1. [] does not acknowledge the role of reports and correspondence management in the Agency Records Management Program. To achieve recognition we propose to develop a regulation which will give in general terms the scope of these programs and the methods of accomplishing their objectives. This proposal will be presented in a staff study for the DD/A's approval.

2. Recognizing that there will be some delay in getting this regulation published, we further propose the issuance of a CIA Notice on correspondence management. Such a notice will inform our people of the time required to conduct a correspondence survey. That is, approximately sixty days are needed for an accurate sampling of an office's correspondence. Alerting them to this time factor will expedite program installation.

II. PROJECTS IN PROGRESS

1. CIA Correspondence Handbook - Although 19 January was the deadline for submission of comments on the handbook, some offices apparently have not completed their review. The latest inquiry on the handbook was received 26 January.

2. Office of the Comptroller Reports Management Program - Additional copies of the program guide were furnished the Comptroller's Office to expedite review. Conversation with [] on the 29th of January disclosed that the review should be completed very shortly. He again expressed enthusiasm for the program and thanked us for our patience during this prolonged review period.

3. Writers' Guide -

a. Developed and submitted the staff study, "Improving the Writing Ability of Agency Personnel Through Published Guides."

b. Continued to develop additional sections and to improve others previously written. To date we have twenty sections ready for publication. As we progress and continue our research we are discovering the extensive role effective writing plays in many fields. We also anticipate discovering other areas as our correspondence management program accelerates. The need for a continuing program of providing our writers with guidance is being reaffirmed daily.

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4. Program Promotion

a. Prepared a copy of the Comptroller's reports management program guide for photo-offset reproduction. We propose to provide each Area Records Officer with a copy of the guide as an introduction to reports management.

b. Developed the flier, "Your Correspondence Management Program -- A Preview of Its Aims and Procedures."

c. Completed the brochure "An Introduction to Reports Management." Further work on this promotional medium will be withheld pending the outcome of distributing copies of the Comptroller's reports management program guide.

5. Area Program Status Report - Determined the needs of each Branch Chief for program status information. Developed a questionnaire and a memorandum for its transmittal to area chiefs, and

25X1 submitted this material to [redacted]

III. COMPLETED ASSIGNMENTS

1. Discussed space needs with each Branch Chief and developed a proposed office layout from their comments. Submitted this plan to [redacted]

2. Reviewed the proposed CIA Glossary of Intelligence Terminology and submitted comments to [redacted]

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3. Reviewed the proposed Disposition Handbook preparatory to submitting comments to [redacted]

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[redacted]

Chief, Reports and Correspondence Management Branch

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Report for the month ending 31 January 1954
from the RECORDS SYSTEMS BRANCH

A records volume and filing equipment inventory has been completed in FBID and inactive records from the central files of the Division have been transferred to the Records Center. Informal agreement has been reached with respect to the location of files and filing systems to be installed, and the analysts are now proceeding with the installation of a filing system for the Office of the Chief and the Administrative officer.

25X1 [redacted] of the Office of Communications has
25X1 been designated as the Area Records Officer, and replaces
25X1 [redacted] who has been assigned other duties:

25X1 [redacted] records analyst, has reported for duty
25X1 with this office. [redacted] has had considerable experience
in the field of microphotography and has been assigned to conduct a survey on microfilming operations for the Agency, similar to that conducted by GSA for all other Government agencies.

The status of the Logistics Office's Records Management Program was reviewed with the Area Records Officer. As a result of this meeting, an understanding was reached with respect to action to be taken to correct certain Program deficiencies which were brought out in the review.

The Security Office has approved for use as a log, Form 35-1 (Routing and Control Slip) which is used as the mail control form in the mail control procedure being developed by this office. for issuance as a handbook.

The present status and the principles of the proposed standard Agency filing system were presented at a session of the Clerical Institute, conducted for the DD/A component of the Agency.

25X1 [redacted] was designated as the Area Records Officer for the Office of Training and spent several hours with representatives of this Division developing an adaption of the filing system for use in the Office of Training.

Vital Materials

Microfilming of the OSI Chemistry Division Master Abstract Card File was started 21 January. This file, amounting to approximately 50,000 cards, will be filmed in its entirety. In the future, additions to this file will be deposited by direct method (IBM card).

The quarterly filming of vital materials in the Personnel Office was completed.

Starting with the first of the year, the Logistics Office will deposit copies of contracts for vital material purposes instead of requiring periodic filming of their contract file.

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Mail Control

The Mail Control Section is experiencing some difficulty in supplying special service between the Machine Records Branch and the Finance Branch in connection with processing the payroll. A special vehicle assigned for this specific job was recently withdrawn by the Motor Pool.

A reduction of 12.4% in overtime requirements in the Mail Control Section was found to be practicable after a further review of current needs made during the month.



Chief, Records Systems Branch

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SECURITY INFORMATION

MONTHLY REPORT - MAIL CONTROL SECTION

January 1954

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. <u>INCOMING MAIL:</u>		
(a) Delivery by Post Office	21,485	147,490
(b) Picked up from Post Office by courier	2,844	15,802
(c) Picked up from City by courier	3,334	28,060
(d) Letters:	4,021	35,743
Reviewed		
Recorded		
(e) Undeliverable (held in Mail Room)	75	281
2. <u>OUTGOING MAIL:</u>		
(a) Picked up by Post Office	14,447	104,269
(b) Deposited in Post Office by courier	7,748	76,681
(c) City Deliveries	4,269	36,191
(d) Penalty Indicia Used		
(1) CIA	2,172	16,049
(2) FBIS	7,365	39,790
(3) SSU	0	16
(e) Postage Expended	\$3,231.37	\$23,438.18
3. <u>COURIER SERVICE:</u>		
(a) Scheduled Trips	1,226	7,376
(b) Special Trips - Within Agency	251	1,751
(1) Delivered by foot	85	577
(2) Delivered by vehicle	166	1,174
(c) Other Agencies	83	755
(d) Trips outside area	4	43
(1) Total time	27 hrs. 40 min.	587 hrs. 3 min.
4. <u>FILE ACTIVITY:</u>		
(a) Checking courier receipts	20	159
(1) Total time	7 hrs. 30 min.	57 hrs. 40 min.
(b) Requests for Administrative Files	2	43
(1) Requests filled	2	33
(2) Requests unfilled	0	10
5. <u>Recruitment:</u>		
(a) Couriers	1	12
(b) Mail Clerks	2	4
(c) Messengers	2	6
(d) Truck Drivers	0	6
6. <u>SEPARATIONS:</u>		
(a) Couriers	1	15
(b) Mail Clerks	1	3
(c) Messengers	0	3
(d) Truck Drivers	0	0

* The figures in this column will revert to 0 at the beginning of each fiscal year.
** adjusted figure

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Report for Month Ending 31 January 1954 from
FORMS MANAGEMENT BRANCH

I. Project Summary

Projects initiated in 1953	19
Projects initiated in January 1954	<u>4</u>
Total Projects to date	23
Projects completed in 1953	7
Projects completed in January 1954	<u>2</u>
Total Projects completed to date	9
Projects suspended indefinitely	<u>2</u>
Total Projects disposed of to date	11
Remaining active projects	12

II. Completed Projects

1. The phased master plan for an Agency-wide forms management program has been approved by the Chief, General Services with minor modifications and limitations as reported on 28 January 1954.

2. Review of the [redacted] Records 25X1
Disposition was completed. Suggested modifications were furnished the Chief, Records Services Division.

III. Suspended Projects

1. The project to eliminate a duplicate set of functional files maintained by O & M has been indefinitely suspended in view of the forthcoming organizational changes.

2. Because of objections raised by the Chief of General Services the plan for renumbering Agency forms in a straight numerical sequence has been suspended pending development of additional data supporting such a change.

IV. Current and Continuing Projects

1. Project #2 - Preparation of final type forms copy by Forms Management Branch - Status - Awaiting report from Chief, Printing and Reproduction Division relative to man hours expended in production of copy.

25X1 2. Project #6 - Handling Classified Forms - Status - Awaiting review and authentication of [redacted] by the Regulations Control Staff and the DD/A respectively.

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3. Project #7 - Initial publicity for Forms Management Program (Memo FM-1) and dissemination of Air Force publicity handouts - Status - Memo FM-1 is awaiting approval by Chief, General Services Office. Initial distribution of the DAF Management Summary Sheet and the OOAMA Management Bulletin has commenced.
4. Project #8 - Vu-Graph and 35mm slides for training use - Status - Production by Printing and Reproduction Plant scheduled for completion 17 February 1954.
5. Project #12 - Contact and Liaison with Area Records Officer - Status - This is a continuing project. Area Records Officers of OSI, FBID/OO, and TSS/Registry were contacted for the first time during the past month. AFM9-1 Forms Management has been distributed to all Area Records Officers. Intensification of contact activity is anticipated in February.
6. Project #13 - FI Information Reports - Status - Awaiting press proof copy of proposed consolidated form and sample State Department masters for additional testing by the OPI.
7. Project #14 - Study of Stocked Forms Supply System - Status - Numerous fruitful discussions have been held with Logistics personnel during the month. Considerable progress has been made in developing simplified procedures. Working relationships have been improved. A successful conference with all building supply officers, storekeepers, warehouse men and other Logistics personnel was concluded 29 January 1954 which should lead to renewed and more vigorous attempts to edit requisitions, conserve stocks, prevent inflated requisitions, etc. Additional discussions pointed at perfecting a system for initial distribution of stocked forms are scheduled. A proposed notice No. 25X1 [redacted] has been developed and forwarded through channels for approval and authentication. This notice which is scheduled for distribution to all employees is intended to promote cost consciousness in everyone and assist in conservation of supplies of blank forms.
- 25X1 8. Project #16 - [redacted] - Status - Awaiting approval of General Counsel and such additional coordination throughout the Agency as may be required.
- 25X1 9. Project #17 - Forms Index - Status - Suspended pending completion of [redacted] term of jury duty. Discussions with Area Records Officers and Logistics personnel indicate the need for this item is very acute. 25X1
- 25X1 10. Project #20 - Recruitment of [redacted] Status - Having been approved by [redacted] papers are being processed for security clearances and routine investigation.

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11. Project #21 - Employee Suggestion #690 - Status - Suggestion had been improperly routed; it was rerouted to OCD. After study by that office has been completed return to this office for final recommendation is anticipated.

12. Project #22 - Clearance for Civilian Contractors - Status - A list of individuals and firms cleared for discussion and/or contract purposes has been obtained and placed on file. Action is being taken to clear additional firms and individuals.

V. Summary of Individual Actions

1. Requisitions processed.

No. of requisitions		Copies
* New	14	38,900
Revisions	21	231,700
Reprints	40	311,000
Totals	<u>75</u>	<u>581,600</u>

*Includes one reactivation.

2. Forms obsoleted - 3

3. Average requisition for month - 7,715 copies

4. Net increase in agency forms - 11

5. Total number of controlled forms in use as of 31 January 1954 - 964

25X1

[Redacted Signature Box]

Chief, Forms Management Branch

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Report of the RECORDS CENTER BRANCH for the month of January 1954

The workload in accessioning and reference service activities remained about the same as last month. However, initial distribution of administrative issuances more than doubled. More than 52,000 items were distributed as compared with the 23,000 of the previous month. Reproduction of information reports totaled 12,715 pages in contrast to the 8514 pages of last month.

All NIS material being returned by the Air Force has been received and processed. Approximately 500 cubic feet of material was received.

A memorandum has been received from [redacted] 25X1
FBID, listing several types of publications that will be forwarded to the Records Center in the near future. These publications will be held and issued on supplemental distribution upon request of that office.

Methods of regrading documents presently held for supplemental distribution and classified "Restricted" have been discussed and approved by the GSO Classification Control Officer. The Classification Control Officer of OCD has advised that the Records Center will be placed on the mailing list for the "Regrading Bulletin" that will be published from time to time. These Bulletins will be cited as the authority for any classification changes.

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[redacted]
Chief, Records Center Branch

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RECORDS CENTER BRANCH Statistical Report

<u>Part I Record Holdings (cu. ft.)</u>	<u>Reporting Period</u> January 1954	<u>Fiscal Year</u> To Date
A. Records Accessioned	266	1583
B. Records Disposed of at Center	0	21
C. Records Holdings	4936	
D. Distribution Material Holdings	<u>6618</u>	
E. Total Holdings	11554	
<u>Part II Reference Service on Records in Storage</u>		
A. Requests	220	1129
B. Items Furnished	566	3194
<u>Part III Inter-Agency Reference Service</u>		
A. Requests	4	
<u>Part IV Shelving Space Utilization (cu. ft.)</u>		
A. Total Capacity	18948	
B. For Present Holdings	11554	
C. Available	7394	
<u>Part V Supplemental Distribution</u>		
A. Items Received for Distribution		
1. Intelligence Reports		
a. Initial Receipt	4767	
b. Returns	13004	
2. Information Reports	3212	
3. Administrative Issuances	<u>5637</u>	
	TOTAL	26620

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Reporting Period Fiscal Year
January 1954 To Date

B. Request

1. Intelligence Reports	153
2. Information Reports	380
3. Adm. Issuances	<u>50</u>
TOTAL	580

C. Items Furnished

1. Intelligence Reports	2144
2. Information Reports	1657 ✓
3. Adm. Issuances	<u>1608</u>
TOTAL	5409 ✓

D. Reproduction Services (no. of pages)

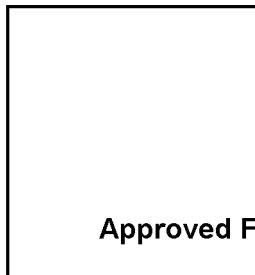
1. Ozalid Process	12161
2. Photo Copy Process	554
3. Ditto Process	<u> </u>
TOTAL	12715

Part VI Initial Distribution

A. Items Furnished

1. Regulations	5283
2. Notices	36192
3. Other	<u>11212</u>
TOTAL	52687

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(In Cubic Feet)

19000
 Total Capacity
 (18948)

18000

17000

16000

15000

14000

13000

12000

11000
 Total Utilized
 (10993)

10000

9000

8000

25X1

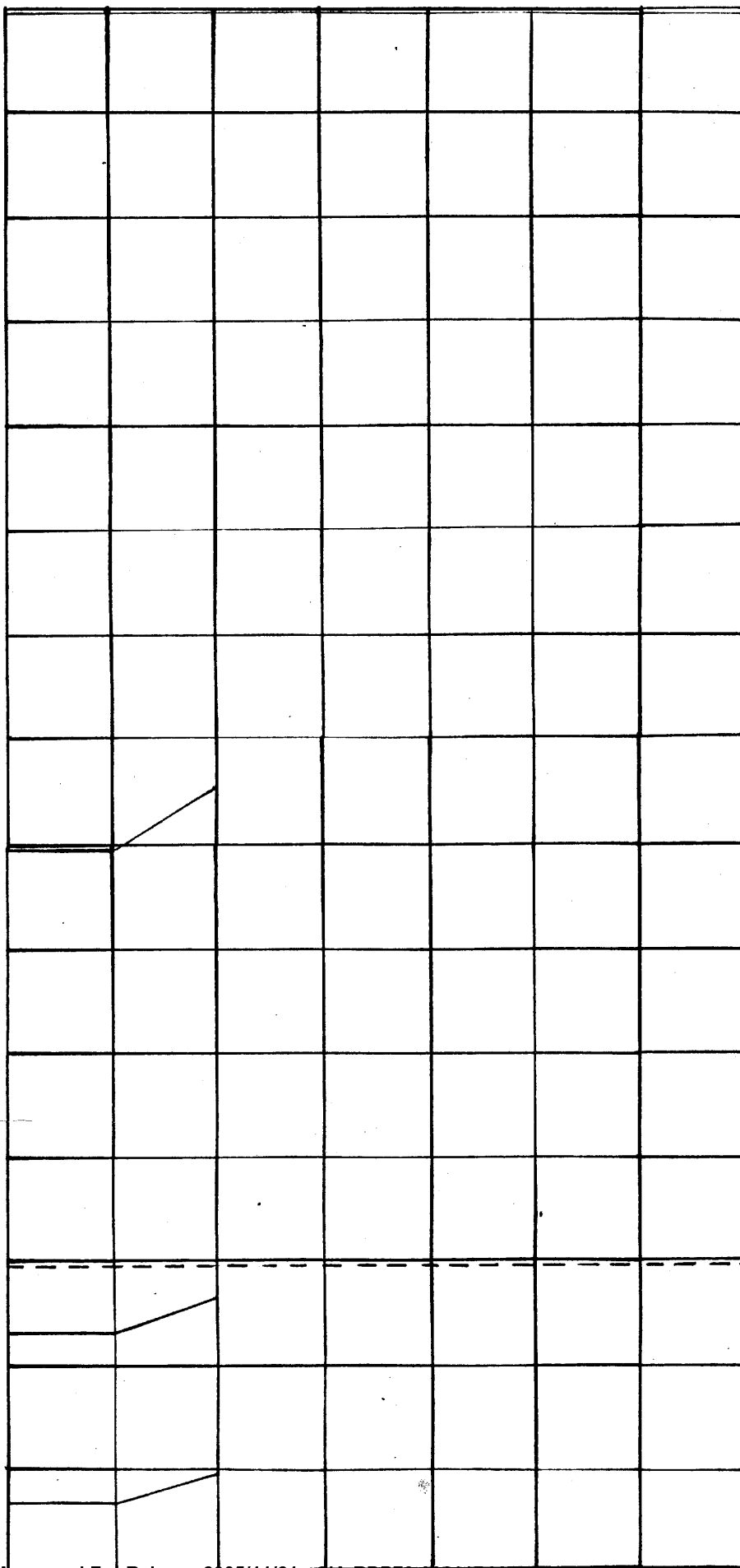
7000
 Capacity
 (6948)

Supplemental Distri-
 bution Utilized
 (6323)

5000

Records Utilized
 (4670)

4000



Report for month of January 1954 from MACHINE RECORDS BRANCH

Administrative:

The turnover in Machine Records Branch has been greater than usual since the last reporting period. Three resignations [redacted] and one transfer, [redacted] were effective during the month of January. In contrast only one employee, [redacted] entered on duty. Because of this shortage of personnel, there has been a great increase in the number of overtime hours worked. In December, 362 hours were worked; in January, 553 hours were worked. A reassignment program is being put into effect to try to relieve this personnel shortage in certain sections.

A number of unfavorable conditions in this area of Curie Hall has been brought to the attention of the proper authorities and steps are being taken to correct them. Among these are the high voltage condition that is being handled by GSA and PEPCO. The lack of sufficient heat during cold weather is being checked by PBA engineers. The barriers in the halls that greatly hinder the moving of machines and carts have also been reported.

A training program for Machine Records Branch personnel is being studied. Its purpose is to furnish qualification data on personnel for promotion and reassignment. If properly carried out, this program should prove beneficial to the Branch.

Operational: Special Projects

Since 4 January 1954, Machine Records Branch is being furnished daily employee production reports from Printing and Reproduction Division. These reports are the source of information that is being transferred to punch cards, and from the punch cards, recurring monthly reports and statistics will be furnished Printing and Reproduction Division on a weekly basis.

The Position Control Listings were furnished to Personnel Office about 20 January. Their reaction and comments on the appearance of the report and the information it contained were very favorable.

The completion date for the T/C operation for the DD/P group was extended to 2 February because of the changes received by this Branch after the 27th of January.

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Fiscal

The W-2's were completed and distributed about January 20. Due to difficulties in balancing control totals of employee earnings and deductions, it was decided that in the future the balancing operation would be done on a pay period basis rather than quarterly.

Logistics

The physical inventory of Family Group 5 (Communication and Photographic Equipment) is in progress and inventory data is being furnished Machine Records Branch on a daily basis. This data is being processed as received. The completion date for inventory processing and reports has been established as 1 March 1954.

Personnel Section

The status file for use by insurance actuaries was completed. For details of this project, see the weekly report for January 13.

Preliminary concurrence has been reached with Planning, Research, and Development Staff, Personnel Office, to include as a regular portion of the monthly recurring security reports, a consolidated report which can be better utilized, in lieu of the three separate reports now disseminated. This project gives a clearer picture of security in process "gains" and/or "losses" for each month.

25X1



Chief, Machine Records Branch