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*Reports*

Chief, Administrative Services Division

10 January 1951

Acting Head, Records Control Unit

Activities of the former Records Management Branch

1. The forms attached give a report on the projects of the former Records Management Branch, CIA Library Division, OCD, which were completed during December 1950, or which were continued into the successor organization, the Records Control Unit, Administrative Services Division.

2. The activities of the Branch included, in addition to those described on the forms as Projects, many varied services some of which are listed below:

a. At the request of [redacted] ONE, the Branch gave advice to [redacted] Office of the National Committee for a Free Europe, on the establishment of filing systems for the Committee.

25X1  
25X1

b. Coordinated the transfer, preservation and use of recordings of foreign broadcasts with Dr. Dallas D. Irvine, Chief, Audio-Visual Records Division of the National Archives. Dr. Irvine praised the work of CIA in setting up criteria and procedures for the selection of such historic documents at the time of their creation, and desired that CIA personnel be given permission for a talk at some future date before the Inter-agency Records Administration Conference. No commitments were made.

c. Requested National Bureau of Standards to make residual hypo content tests of microfilm samples to assure permanency as required by law.

d. Advised OSO, [redacted] on the procurement of microfilm equipment.

25X1

e. Approved microfilming of Communications records amounting to 324 cubic feet. The original records will be destroyed after congressional approval has been received.

f. Prepared an estimate of costs for storage of records in office space and in storage areas. It was discovered that the average cost of storage of records in CIA office space amounts to \$5.31 per cubic foot per year. In CIA storage space the cost averages \$.53 per cubic foot per year.

g. Submitted one disposal schedule and one disposal list to the National Archives to obtain Congressional approval for disposal.

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Approved **RECORDS MANAGEMENT BRANCH** RDP70-00211R000300290010-5  
PROJECT REPORT

As of 31 December, 1950

PROJECT	ASSIGNEE	INITIATION DATE	TARGET DATE	PERCENT COMPLETE	REMARKS
25X153. Requirements of [redacted] a. Contact A/D's and Staff Chiefs or their designated Records Officers	[redacted]		31 Jan 51	20%	OO, OPC, OCD, OSC, OSI, and the former ORE contacted. With reorganizations it will be necessary to contact some activities again.
b. Training of microfilm personnel		11 Dec			To be undertaken when necessary projects are established.
25X154. Requirements of [redacted] a. Training	[redacted]				
(1) Lectures for orientation of records personnel GS 1-5 (2) Training of records personnel GS 7 and up		22 Mar			Program suspended. To be established.
b. Inventory of files	Entire Staff RMB				
(1) Received and coded			21 Sep	100%	
(2) IBM Cards punched			20 Oct	100%	
(3) Verification of IBM Inventory Lists			20 Oct	100%	
(4) Coordinate CIA Records Inventories	Entire Staff RMB		1 Feb 51		
c. Evaluation of Records Series	Entire Staff RMB	1 Nov	Continuing		50% of inventories have been evaluated.
d. Disposal Schedule	Entire Staff RMB	1 Nov	Continuing		Disposition determined of 5% of file series inventoried.
e. Disposal Lists	Entire Staff RMB	1 Nov	Continuing		Description prepared for eight record series.
f. Disposition of Records	Entire Staff RMB		Continuing		
(1) Destruction					
(2) Transfer					
(3) Microfilming					
(4) Preparation of draft for administrative authority for disposition of file series including use of forms 60-52 "Request for Authority to Dispose of Records" and Form 60-80 "Documents Disposal Report", Revised. (5) Draft of revised form 60-80, Documents Disposal Report.				100%	Thru 31 Dec., 380,743 frames have been filmed for the reduction of records. Of 316 reels exposed, 258 were returned to office filming records, while 58 reels had not been returned from Reproduction.
				100%	

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December, 1950

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PROJECT	ASSIGNEE	INITIATION DATE	TARGET DATE	PERCENT COMPLETE	REMARKS
55. Vital Records Microfilming a. Film received by RMB b. Film sent to Reproduction c. Film returned from Reproduction d. Film reviewed e. Film sent to Repository	Entire Staff RMB	26 Jul			Of the CIA overt components 95% of the initial micro-filming is complete. A total of 1,190,599 frames have been filmed. a. 544 reels received thru 31 Dec 50 b. Same as above c. 533 reels received d. 516 reels reviewed. e. 86 reels sent to Repository
58. Review of COAPS Files	[ ]	20 Oct	15 Nov	25X1 75%	Work suspended due to reorganization
59. Review of ORE/EE Files	[ ]	30 Oct	30 Nov	25X1 25%	" " " " " "
60. Review of ORE/Map Div Files	[ ]	12 Nov		50%	" " " " " "
61. Establishment of Standards for Micro-filming Wqrk to include: a. Microfilming equipment and supplies b. Reduction ratios c. Quality and quantity of camera operators' output d. Acceptable film processing e. Labelling and indexing of files f. Storage and use of exposed film	Entire Staff RMB [ ]	1 Nov 11 Dec			Preliminary study begun by [ ] suspended awaiting entrance [ ] on duty. Study to result in Agency-wide instructions on establishing and operating microfilming projects.
62. Documents Regrading Procedure a. Draft of CIA Notice b. Regrading Request Forms c. Regrading Notice Forms	[ ]			100% 100% 100%	Suspended pending outcome of reorganization
63. Establishment of Documents Regrading File	[ ]		1 Jan 51	75%	Project delayed by reassignment of [ ]
64. Publication of Consolidated Documents Regrading Notice	Entire Staff RMB		31 Jan 51		
65. Development of procedure for Control of Inter-Agency loans of records	[ ]	1 Nov	15 Dec	100%	
66. Search for sensitive records of NURC	[ ]	17 Nov		75%	Search reveals need for inter-agency coordination of these records and for establishment of controls within CIA.
67. Request for clearance for use of CIA Records at National Archives	[ ]	29 Dec	30 Dec		Clearance desired.

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