

**SECRET**

**ACCOMPLISHMENTS**

**Jan - Dec 1959**

**RECORDS CONTROL SCHEDULES**

1. Audited records disposition programs and revised schedules for;

Executive Registry  
 Foreign Documents Division  
 Medical Staff  
 General Counsel

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2. Revised schedules for:

FI Staff, DD/P  
 Office of Central Reference  
 Office of Scientific Intelligence  
 Office of DD/P

3. Surveyed and prepared schedules for:

OS Support Staffs  
 Special Planning Asst. DD/S

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**FILING SYSTEMS**

1. Subject-Numeric System installed in:

Personnel	2
SPA-IDS	1
MS	3
OSI	1

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2. Installed 3 case file systems in OS/MS Staffs
3. Converted logging systems in Medical Staff and ONE from books to 3 x 5 mail control forms.
4. Prepared and published an unclassified version of the Filing Handbook for use as a training aid by Interim Assignment Branch, OP.
5. Conducted 3 filing workshops covering installation and operation of the Agency's Subject-Numeric System. Over 126 employees from 31 offices attended.
6. SR/DEF  
 Acting on a request for assistance in improving working space and filing system a survey was conducted, floor plans prepared and approval

of recommendations received. Revamping of the file system provided additional working and filing space and released two card safes for return to stock.

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**SHELF FILING**

**1. OCB/IR/FE/REA**

Replaced 33 4 dr. safes valued at \$14,500 with shelving valued at \$8,800. A 50% savings in floor space and a 44% increase in file space was realized.

**2. OO/Contact Division**

[Redacted]

Shelving installation released filing equipment valued at \$10,500, increased floor space 25% and filing space 30%.

[Redacted]

Completion of shelving installation will save 50% in floor space and increase filing space 40%.

**3. Office of Training**

**a. Intelligence School**

Secure area selected for shelving installation and approved by OTR did not meet the necessary security requirements. Project dropped.

**b. Assessment and Evaluation Staff**

Installation of shelving in a secure area resulted in the release of 27 units of filing equipment, a 30% savings in floor space and a 17% increase in filing space.

**c. Operations School/Headquarters Training**

Converted files in a secure area from cabinets to shelving resulting in a 30% saving in floor space and a 20% increase in file space.

**4. Security**

[Redacted]

Shelving installation released 35 units of equipment valued at \$5,932, increased floor space 55% and file space 33%.

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5. ES/DEP/ [ ]

a. Shelving installation released equipment valued at \$2,568 and provided 60% more floor space and a 30% increase in file space.

b. ES/ [ ]

Replaced broken wooden shelves with metal shelving for increased file space and improved filing method.

6. Office of Communications/TTF Staff

Shelving installation will house average and oversized material and centralise all files in a secure area.

7. TSS/ID

Developed floor plans for shelving in a secure area as a test installation. Approved and ordered.

#### EQUIPMENT

1. OO/FED

Recommended replacing 7-3 x 5 card safes, \$3,031. with 7-3 x 5 card cabinets, \$735 in a secure area. Acceptance of this suggestion resulted in a 20% increase in file space, 30% savings in floor space, and enabled them to condense the files into one area.

2. Office of Logistics

A request from OL/ED indicated an immediate need for Herring-Hall-Marvin safes for overseas use. Recommended survey of Headquarters be conducted before procurement action was initiated. Results of survey revealed over 100 Herring-Hall-Marvin safes available to be replaced with Remington Rand type on an even exchange basis. Replacement has begun and when completed a savings of \$50,000 is anticipated.

3. OP/RED

Recommended against purchase of \$7,000 worth of special filing equipment. Equipment was not purchased.

4. OL/ED/Cataloging Branch

Prevented purchase of \$2,000 worth of card filing equipment by assembling units of stock items into filing stations.

5. Survey of unused safes resulted in turn in of 18 safes, 1 Kardex, 1 Map Case and cancellation of requisitions for 2 new safes. Replacement value of this equipment is \$9,380.

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6. Prepared estimate of equipment needs at Emergency Relocation Center. This was presented to the Emergency Planning Officer.

#### VITAL MATERIALS

1. Vital Materials Deposit Schedules were revised in three (3) offices.
2. Prepared and forwarded a paper to the Chairman, DD/I Vital Materials Committee with recommendations for improving the DD/I Intelligence collection and maintenance of same.
3. Arranged for the assigning of responsibilities in DD/I Offices for the depositing of Vital Materials containing Special and Restricted Data Classifications. This action corrected a deficiency which previously existed.

#### OPERATION ALERT

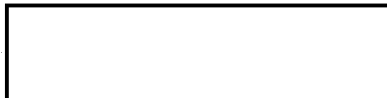
1. There were 251 requests (DD/I 156 and DD/S 95) during the Operation.

DD/S and DD/P relocation personnel reviewed their deposits.

124 persons (DD/P 92; DD/S 20; DD/I 12; NSC/Planning Board Assistants 10) toured the Vault, tab machine room reference library, microfilm room and Records Center.

#### SPECIAL PROJECTS

1. Prepared an Inventory of more than 5,000 cu. ft. of predecessor agency records in the RI/Archives and evaluated the records in terms of permanent and temporary retention for the Chief, RID.
2. Surveyed service calls processed by the Records Center over a six month period and presented findings to Area Records Officers. This resulted in noticeable reduction of emergency priority requests.



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