

CIA INTERNAL USE ONLY

RECORDS MANAGEMENT PROJECT STATUS - 1 May 1961 to January 1962

<u>Title of Project</u>	<u>Assigned To</u>	<u>Status</u>	<u>Remarks</u>
1. Procedures Survey Security Records Division		Completed	STAT
2. Preparation of Procedure Charts and other Data for ADP on Security Records Division		6/16/61	
		Completed	
		7/18/61	
3. Audit Records Control Schedule, ORR		Completed	5/18/61
4. Audit Records Control Schedule, Contact Division		Completed	10/61
5. Preparation of Records Control Schedule, PIC		Suspended	
6. Equipment, Message Center, Contact Division		Completed	9/61
7. Review File System, Immunization Branch, Medical Office		Completed	5/61
8. Establish Disposition Standard for Cables, OCI		Completed	6/9/61
9. Shelf File Installation, OCI		Completed	10/61 STAT
10. Records Management Survey and Records Control Schedule TSD/DDP		Completed	6/5/61
11. Shelf File System, Office of DDI		Completed	7/17/61
12. Shelf File System, OBI		Completed	6/28/61
13. Shelf File System, ONE		Completed	
14. Shelf File System, Geographic Division/ORR		Completed	
15. Shelf File System, Reading Panel, ORR		Completed	
16. Shelf File System, Cartographic Division, ORR		Completed	

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	17. Filing System and Equipment, OBI	<input type="checkbox"/>	Completed	STAT
	18. Shelf File System, EE/DDP		Suspended	
	19. Revise Vital Records Schedule OO/FDD			
	20. Revise Vital Records Schedule ONE		Completed	
	21. Revise Vital Records Schedule Office of Security			Started - 1/22/62
	22. Shelf File System Signal Center Commo		Completed	
	23. Filing System and Equipment, OBI		Completed	STAT
	24. Filing System and Filing Equipment, Badge File O/S	<input type="checkbox"/>	Completed	5/31/61
STAT	25. Records Control Schedule <input type="checkbox"/> DDP		Completed	1/9/62
STAT	26. Records Control Schedule <input type="checkbox"/> Contact Office			} Draft Schedule prepared and sent for comment
STAT	27. Records Control Schedule <input type="checkbox"/> Contact Office			
STAT	28. Shelf File System, <input type="checkbox"/> Commo		Completed	11/30/61
	29. Shelf File System, SR/DDP		Completed	Expansion of Existing 6/12/61 System
	30. Shelf File System, Security Records Division		Completed	Expansion of Existing System
	31. Shelf File System, FDD		Completed	12/1/61
	32. Shelf File System, Executive Registry		Completed	
	33. Shelf File System, ORR		Completed	
	34. Shelf File System, War Plans Staff/DDP		Cancelled	

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				STAT
	35. Shelf File System, NE Division/DDP	[]	Completed	
STAT	36. Shelf File System, [] Contact Office		Completed	10/16/61
	37. Special Correspondence Storage Equipment, Central Cover Staff		Completed	6/12/61
STAT	38. Shelf File System, [] Contact Office		Completed	Expansion as a Result of Move and New Functions
	39. Shelf File System, EE Division/DDP		Completed	
	40. Shelf File System, Cable Secretariat		Completed	1/3/62
	41. Shelf File System, CI Staff/DDP		Completed	8/21/61
	42. Shelf File System, [] DDP		Completed	8/21/61
	43. Shelf File System, Commo TTT			Waiting for Decision from Commo
	44. Filing System and Equipment, Office of Personnel		Completed	
	45. Records Inventory IO Division/DDP	[]	Completed	STAT
	46. Disposal of De-Nazification Records		Completed	7/27/61
	47. Disposal of OSS Fiscal Records		Completed	
	48. Identification of Obsolete Documents []	[]	Completed	7/5/61
STAT	49. Survey of 525 Bootleg Forms/DDP		Discontinued	6/8/61
	50. Study of Forms Used Overseas		Suspended	

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51. New Security Check Sheet Holder		Completed	STAT
52. Filing System and Equipment, Personnel Branch/Commo		Completed	
53. Revision of Overnight Storage Tray		Completed	
54. Revision of Intelligence Information Report Form		Suspended	
55. Revision of Interoffice Mail Envelope		Suspended	
56. Review of Dispatch Procedure Handbook		Suspended	
57. Audit Records Control Schedule, OBI	Unassigned		Planned to Begin 15 February 1962
58. Audit Records Control Schedule, Security			
59. Audit Records Control Schedule, Commo			
60. Audit Records Control Schedule, OTR			See Item 88
61. Review of Logging Requirements Under EO 10501		STAT	See Item 112
62. Prepare Records Control Schedules for Office of Security	Unassigned		Transfer to C/S
63. Prepare Records Control Schedules for 14 DDP Divisions and Staffs	Unassigned		See Items 45, 70, 71, 90
64. Prepare Records Control Schedules for all Overseas Stations, except 			
65. <u>Potential Shelf File Installations for the following Contact Offices:</u> 			See Item 104
66. Audit Vital Records Schedules for 8 Headquarters Offices			See Items 98 through 103 CA Staff 9/5/61
67. Install Subject-Numeric Filing Systems for Approximately 15 Headquarters Offices			

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STAT

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68. Map Storage Equipment for <input type="text"/> Contact Office	<input type="text"/>	Completed	STAT
69. Special Type Shelf File Equipment for CCI Charts		Completed	
70. Records Inventory - Africa Div/DDP		Completed	7/20/61
71. Prepare Records Control Schedule - Africa Div/DDP		Suspended	
72. Revision of Vital Records Schedule, Medical		Completed	8/4/61
73. Prepare Workshop on Agency Vital Records Program			
74. Prepare Workshop on Agency Mail Operations			STAT
75. Shelf File System IO/DDP	<input type="text"/>	Completed	9/61
76. Shelf File Commo Signal Center, New Bldg.		Completed	10/18/61
77. Shelf File for X-Rays and Medical Charts, etc.		Completed	10/1/61
78.		Duplicate of 41	
79. Combine Vital Record Copy of JPRS and Obtain Missing Items from FDD (RECORD CTR PROJECT)	<input type="text"/>	Completed	8/31/61
80. Conduct Records Inventory, prepare VM & Records Control Schedule and install Agency Subject-Numeric File System in AC/DCI		Completed	10/23/61 STAT
81. Historical Staff, Shelf File		Completed	10/31/61
82. Historical Staff, Card File		Cancelled	
83. Assist General Counsel to Retire Records and Combine Branch Files		Completed	

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84. Additional Shelf Files for DDI		Completed	STAT
85. Shelf Files for Mail Room, OGI		Completed	
86. Equipment Survey for OGI Watch Office		Completed	
87. Listing by Office all Shelf Filing Installations		Completed	
88. Review OTR Records Control Schedule			
89. Prepare Records Disposition Workshop			
90. Review WH Records Control Schedule Cost Records		Completed and Returned for Revision	
91. Reduction of Retention Period for FSN/OI		Forward to National Archives for Congressional Approval	
92. Review proposed "Guide for Records Retirement"			STAT
93. Follow Up with Navy on increased workload in OGI due to Navy requests for State Documents			
94. Prepare Records Control Schedule, Chicago Contact Office		Draft Sent to	 11/24 /61
95. Shelf File Installation- Research Division, OGI		Suspended	STAT
96. Sorting Equipment Research Division, OGI		Completed	
97. Expansion of Shelf File Installation RI/OIG		Completed	12/11/61
98. Audit Vital Records Deposit Schedules, TSD		12/20/61	Completed
99. Audit Vital Records Deposit Schedule, FBI		1/2/62	Completed
100. Audit Vital Records Deposit Schedule, OO/C		11/15/61	Completed

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101. Partial Revision of Vital Records Deposit Schedule, TSD		Completed 12/ 19/61	
102. Revision of Vital Records Deposit Schedule for 7 Divisions of CA Staff		Completed 10/20/61	STAT
103. Audit of Records Control Schedule for Printing Services Division, C/L		Completed 1/15/62	
104. Shelf File System, Contact Office		In Process	
105. Additional Shelf File for DBI		Equipment on Order	
106. Additional Shelf File for CBI		In Process	
107. Disposition of 110 cuft of Records for Senior Research Staff/DDI		Completed 1/19/62	
108. Disposition of 125 cuft of Records, Biographic Register		Completed 1/16/62	
109. Application of NCR Paper to lateral Cable Forms 1303 & 1304		In Process	STAT
110. Forms Management Activity - Actions Completed	<u>Assigned To</u>	<u>Remarks</u>	
		Completed	STAT
<u>New</u> 72		Completed	
<u>Revised</u> 119		Completed	
		<u>Eliminated</u> 15	
111. Current Forms Management Activity			
a. New Form - Political Action Code Sheet, OCR		In Process	
b. Combine 8 Bootleg Namecheck Forms, DDP into one official form		In Process	

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Revised as of 20 March '62


<u>Title of Project</u>	<u>Assigned To</u>	<u>Remarks</u>
111. Current Forms Management Activity (continued)		
c. Revision of Form 595	<input type="checkbox"/>	STAT In Process
d. Revision of Form 1638		In Process
e. Revision of Forms 140 & 1666		In Process CANCELLED
f. Revision of ⁵ Forms for Computer Operations, Comptroller		In Process Waiting Bid
g. Revision of Form 610		In Process CANCELLED
h. New Form - Contract Steno Service, O/S	<input type="checkbox"/>	STAT In Process COMPLETED
i. Revision of Requisition and Shipping Documents and Related Procedures, O/L		
j. New Form for Commo.		COMPLETED 2/26/62
k. New Form for Logistics		COMPLETED 2/26/62
112. Survey Courier Procedures and Logging Requirements		
113. Shelf File Project, NFIC	<input type="checkbox"/>	STAT
114. Shelf File Project Real Estate & Construction Div		Has Submitted
115. OO/FDD Shelf File		In Process
116. Shelf File Office of Security		In Process
117. Motorized Shelf File, Commo Registry		In Process
118. Review Revision of Rec. Control Schedule OCI		COMPLETED 2/1/62

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Revised as of 20 March 1968

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119. Sorting Equipment for RID/DDP		In process	
120. Revise Correspondence Handbook			STAT
121. Revise Vital Record Microfilming Schedule			
122. Current Forms Management Activity - --Total In Process - 16, as follows:			
a. Office of Security -6 in use in Monitoring Secured Areas and Vaults in Headquarters Bldg. with the New Simplex Electronic Time Clock			
b. Office of Security -1-Biographic Data for use in sent to Headquarters for printing from Paper Mats. Will eliminate typing & retyping now being done at Headquarters			
c. Office of Security - 1 Case Control Card			
d. Office of Security - 1 Reference Slip; 4 part snap-out set; 4th part with be a charge out, thus eliminating re-typing of a charge out file.			
e. DDP - 1 - will eliminate 8 bootleg forms.			
f. ORR -1 - Equipment Breakdown			
g. Logistics - Contract Inspection Report			
h. OBI - NIS Production Schedule			
i. Records Center - Notification of Disposition Action			
j. Commo - 2 Lateral Cable			

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123. Survey of FBID Publications Dissemination			STAT
124. Survey of Agency Courier System and Procedures.			