

CONFIDENTIAL

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QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

July - August - September 1964

I. VITAL RECORDS -

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1. Reviewed and approved revisions to the following Vital Records Deposit Schedules:
  - a. Office of Computer Services
  - b. Office of Budget, Program
  - c. FE Division, DD/P
2. Received and approved a new Vital Records Deposit Schedule for Collection Guidance Staff.
3. Presented Vital Records Workshop to the Records Management Seminar at National Archives.
4. Presented a Special Vital Records Workshop for 50 Middle-Management Officials of the National Security Agency.

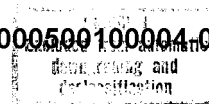
II. FORMS MANAGEMENT

Completed 51 new and 48 revised forms projects and eliminated 13 forms.

P. Hoagland

1. Presented 5 Forms Management Workshops to 49 Records Management Officers.
2. Completed 33 new and 31 revised forms.
3. Some of the significant forms projects completed were:
  - a. Prepared Form 2276, Performance Report for Medical Contract Personnel; This eliminates the processing of approximately 1,000 pieces of paper by physicians; eliminates repetition of data and expedites the payment for professional services.
  - b. Prepared Payroll Allotment for Voluntary Contributions.
  - c. Prepared Form 2307, Covert Name Checks; this is a 2 part NCR form which eliminates typing required by previous procedures.
  - d. Developed Form 2288, Physical Examination Work Sheet; this combines and eliminates 2 forms.
4. The Records Officer of OBI reports a savings of 700 man hours (about \$2000.) annually in their office and in Printing Services through the use of 2 NCR forms. These new forms eliminated 3 old forms and several memorandums previously required by the old procedure.

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[REDACTED]

1. Completed 18 new and 17 revised forms.
2. Revised the Continuation Sheet of Dispatch form to eliminate one copy, saving 150,000 copies annually. Monetary savings of \$6878. in printing and storage costs.

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[REDACTED]

4. Reactivated 2 Security Agreements forms as a result of revision in Office of Security regulations.
5. Revised one form and created 2 new forms for competitive evaluations in Office of Security.
6. Started survey of forms and related procedures in OCR.

### III. RECORDS DISPOSITION

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[REDACTED]

1. Received and approved revisions to the following Records Control Schedules:
  - a. Office of Finance - Disposition Instructions revised from 5 years to 1 year for one item.
  - b. Central Processing - Number of items on schedule reduced from 18 to 11 and retention of Travel Folders reduced from 4 years to 1 year.
  - c. Credit Union - Number of items reduced from 19 to 10.
  - d. Placement Branch, Office of Personnel.
  - e. OSI - Entire schedule updated covering 3345 cubic feet of records.
  - f. Personnel Operations Division, 3 branches.
  - g. Plans and Review Staff, Office of Personnel.

### IV. RECORDS MANAGEMENT SURVEY, OCR/AD & ADMIN STAFF

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[REDACTED]

1. Completed survey and submitted report. Immediate results from survey were: elimination of 16 cubic feet of obsolete records; establishment of a filing system; the release of 4 safes valued at \$2150., the use of in-expensive file folders with a savings of 24¢ on each folder and the training of office personnel in use of new system.

V. FILING EQUIPMENT AND SUPPLIES ✓

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- [REDACTED]
1. Arranged a new secure area for Office of Security with a savings of \$2523. in equipment and 82 square feet of floor space.
  2. Approved requisitions for new Shelf File installations in the Historical Staff, and Office of Communications.
  3. Approved requisitions for Special Mail and File Equipment for OCI, OSI, and Office of Communications.

VI. ARCHIVES AND RECORDS OPERATIONS ✓

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- [REDACTED]
1. The Net Holdings of records in Center at end of September amounted to 83,700 cubic feet; an increase of 1722 cubic feet since 30 June 1964.
  2. Serviced 28,782 requests for records stored at the Center.
  3. There were 52 visitors from Headquarters offices. Mrs. Hope Grace, Records Officer from the Bureau of the Budget was given a briefing on the operations at the Center. This was in accordance with arrangements approved by the Office of the DDS. Mrs. Grace obtained information which will be of assistance to her in planning a similar operation in the new office building that the Bureau of the Budget will occupy.
  4. Two members of the Records Center Staff - [REDACTED] are enrolled at American University for a course in Records Management.
  5. It was necessary for the Records Center to make 3 special trips after hours to deliver urgently needed records to Headquarters offices.

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VII. KENNEDY LIBRARY ✓

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- [REDACTED]
1. Transferred the following material to the Library:
    - a. Foreign Broadcast Information Service Daily Reports.
    - b. Photographs of President John F. Kennedy and Mr. Dulles and Mr. McCone.

VIII. MISCELLANEOUS

1. We have been requested to prepare a two day training program for presentation in January to a group of JOT's selected for the DDS Area.
2. I briefed members of the Agency Top Secret Code Word Committee on records management policies and procedures.
3. Several discussions were held with officials in NPIC to develop records management program for them.
4. Discussed a future records management survey of the Office of Public Affairs with Mr. Chretien.

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Chief, Records Administration Staff

2 Nov 1964  
Date