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SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR MARCH 1964

I. VITAL RECORDS -

25X1

1. Two Vital Records Workshops were presented to:

Deputy Divisions Chiefs and Staff Chiefs, Office of Research and Reports.

Records Management Seminar at National Archives and Records Service, GSA. Attended by 30 people representing government and industry.

II. FORMS MANAGEMENT

1. Completed 6 new and 10 revised forms.
2. Two "Response Evaluations Sheets" were revised for Collection Guidance Staff, DDI. These forms will provide participants in the Travel Folder Program with latest response to their requirements, and elicit evaluation, and will give guidance to collectors in the field.
3. Revised the "Supply Action Request" for Supply Division, OL. Used by technical offices to establish new stock items and/or changes which affect the item.
4. Reactivated "Target Installation Data" form for DD/P. This has been a controversial form for the past 3 years. We had been printing small supplies as needed but could not get any one office to assume the authority for the form until now.

1. Completed 8 new and 8 revised forms.
2. Designed an "Outgoing Message" form for Office of Communications to be used in all small field stations. This is in the test stage now, if it meets all requirements 3 message forms now in the system will be eliminated.
3. Revised a form for Central Processing Branch, OP to include the financial arrangements for TDY personnel. Previously the form served only PCS personnel.

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II. FORMS MANAGEMENT (CONTINUED)

- 25X1
- [REDACTED]
4. Designed 2 code sheets for the key punching information for the computer. ORR had been bootlegging 4 forms to get this information. With redesigning and realigning the information only 2 are needed.

III. RECORDS DISPOSITION

- 25X1
- [REDACTED]
1. Approved revisions on the OCR Schedule and Office of Finance Schedule.
 2. Met with the RMO/FI to discuss the revisions to their schedule.
 3. RMO/OCI has withdrawn a request to retire certain State Department reports used for reference. It was pointed out these reports are available in OCR and in State Department.
 4. Reviewed the OSA/DD&MT schedule and returned it to the RMO with changes.
 5. Met with Mr. L. R. Houston, General Counsel, to discuss taking exception to laws on records disposition in respect to Central Cover Staff case files. Suggested we find disposal authority under existing disposal jobs or draft a request for taking exception. He agreed National Archives should be in on the exceptions. Then met with representative of National Archives. His informal opinion - files not permanent, but depending on what other documentation of this activity exists it might be desirable to provide for retaining samples.

- 25X1
- [REDACTED]
1. Reviewed and approved a revision in [REDACTED] Personnel Division Schedule.
- 25X1

IV. PAPERWORK MANAGEMENT SURVEY, OCS/DD&MT

- 25X1
- [REDACTED]
1. A requisition for 43 2-drawer desk type safes was cut to 22 safes after a study of the records on hand were made. This resulted in a savings of \$6,069.

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IV. PAPERWORK MANAGEMENT SURVEY, OCS/DDS&T (CONTINUED)

- 25X1 [REDACTED]
2. The Vital Records are now being studied with emphasis on magnetic tapes and EAM cards.

V. FORMS WORKSHOP

- 25X1 [REDACTED]
1. This workshop will consist primarily of those items that are considered essential for a Records Officer to know in order to run an effective Forms Program in his component. Gathering of slides, material and etc., has begun.

VI. PAPERWORK MANAGEMENT SURVEY, OO/C

- 25X1 [REDACTED]
1. Preparing final report.

VII. FILING EQUIPMENT AND SUPPLIES

- 25X1 [REDACTED]
1. Reviewed and approved a request for a secure area for Admin Staff, Document Branch, ORR. This resulted in returning to stock two 4-drawer and three 2-drawer safes. Substitution of non-safe type filing equipment will result in approximately \$2,500.00 savings and will permit 20% additional filing space with no increase in floor space.
 2. Recommended approval of a request for a secure area for Special Register, OCR. Our inspection of this area revealed a filing equipment savings of \$72,620, a savings of 8½ man-hours per day (elimination of time involved opening and closing 155 safes), and a savings of over 300 square feet of floor space.
 3. Obtained 12 sections of surplus shelving for the Insurance Branch, OP for use in their new area in R&S building. This resulted in a \$600 savings on equipment and at the same time provided them the much needed filing space.

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VIII. ARCHIVES & RECORDS CENTER OPERATIONS

- 25X1
- [REDACTED]
1. The Archives and Records Center had a decrease in the total holdings for the month of 227 cubic feet. This was due to disposition action taken on 1,439 cubic feet as opposed to only 1,212 cubic feet accessioned.
 2. There were 11,971 reference items furnished to various requestors. Some of the more significant requests filled were:

Two requests totaling 978 Intelligence documents were forwarded to the National Security Agency.

78 Intelligence documents forwarded to the Defense Intelligence Agency.

395 Intelligence reports forwarded to a foreign government.

253 Foreign Document Division reports forwarded to the Army War College.

3. There were 40 visitors from 13 headquarters offices. In addition 30 members of the Management Training class were given a briefing and tour of the Center.
4. [REDACTED] attended the March meeting of the Interagency Records Administration Conference. Representative Arnold Olsen of Montana was the guest speaker. His subject was "The Federal Paperwork Jungle".

IX. KENNEDY LIBRARY

- 25X1
- [REDACTED]
1. A significant volume of Agency materials have been transferred to Mr. Herman Kahn, Assistant Archivist for Presidential Libraries for inclusion in the Kennedy Memorial Library. Included in the Materials were 628 Foreign Broadcast Information Reports, Copies of several speeches made by Mr. Dulles, ^{and} a magnetic tape recording of the remarks made by President Kennedy when he visited the Agency Headquarters on 28 November 1961. All of these materials were selected by various agency offices and by the agency General Counsel, Mr. Houston.
 2. Additional records have been identified for transfer but are not available now; some must be microfilmed before transfer.

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IX. KENNEDY LIBRARY (CONTINUED)

- 25X1 [redacted]
3. Mr. Houston, General Counsel, is making arrangements for the recording of interviews with Mr. McCone and General Carter and has advised Attorney General Kennedy and Assistant Secretary of State Fredrick G. Dutton about this.
 4. In accordance with the request from Mr. Kahn I obtained compilations of Executive orders and Statutes pertaining to CIA from the General Counsel and sent them to the Truman and Eisenhower Libraries.

X. MISCELLANEOUS

- 25X1 1. On-The-Job training in Records Administration was given to Mrs. [redacted] the new ARO/FBID, by members of this staff.
- 25X1 2. [redacted] visited the Social Security Headquarters at Catonsville, Maryland.
3. Members of the staff and various Records Officers attended the monthly Inter Agency Records Administration Conference at National Archives. Representative Arnold Olsen of Montana spoke on "The Federal Paperwork Jungle."
4. Three members of the staff attended the NOMA office equipment show at the Sheraton Park Hotel. Although the exhibit was limited in size it did contain many items of interest to the Records field.

25X1 [redacted]
Chief, Records Administration Staff

14 APR 1964

Date

25X1 DDS/RAO/FMB [redacted] (10 April '64)

Distribution:

Orig - addressee

1 - Circulated to Members of Records Administration Staff

1 - RAO File

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RAO Copy

TRANSMITTAL SLIP		DATE 14 April 1964
TO <input type="text"/> Exec. Off. to the DD/S		
ROOM NO. 7D-24	BUILDING Headquarters	
REMARKS: Vernon: In accordance with your suggestion, our next report will be for the Quarter ending 30 June 1964. This report contains several significant items such as: (a) Savings of approximately \$82,000. in filing equipment. (b) The records eliminated at the Records Center exceeded those received by 227 cu.ft. (c) Significant Agency documents have been transferred to the Assistant Archivist for Presidential Libraries for inclusion in the Kennedy Memorial Library. <i>/s/</i>		
FROM <input type="text"/> Chief, Records Administration Staff		
ROOM NO. 604	BUILDING 1016 16th St.	EXTENSION <input type="text"/>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445 (47)