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John R. McGinnis
Forms
on 4/13/62
9 April 1962
Fill Forms
including obsolete

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revision of Supply Catalog on Agency Forms

1. Frequent use of our Forms Supply Catalog (FSC Group 75 - General (7) - Class 7530) prompts me to suggest up-dating the catalog and consolidating ~~the~~ the stock and non-stock sections for easier and quicker reference.

2. This proposed consolidation can take place very easily with the addition of an "OPI Column" in the Stocked Forms Section. That column will then make this section useful Agency-wide, rather than merely in the Office of Logistics. Each Agency Records Officer should consider and refer to forms of other offices when coordinating and redesigning or consolidating his own office forms. At present every Records Officer must make an extra call to Logistics or Forms Management to find the OPI on many forms in question. This delays every effort to reduce phone traffic and the total number of duplicate forms in existence.

3. Such a consolidation of the two sections would provide a list of every Agency form in consecutive order thus eliminating the need to look in two places concerning a form. Personally, I've done this too many times. I regret that dozens of other Records Officers must go thru the same useless delay. No great change is needed. Those forms with a stock number are stock forms; those without are obviously non-stock.

4. The sections in the front and the back of the catalog are three more places to be checked to answer a question on some old forms. It seems to me that we need one complete list from number 1 up to 1900 (or whatever the top number is today). Such a list would be a complete, up-to-date roster of all active and obsolete forms thus providing the entire Agency with an authoritative document for disposing of thousands of cubic feet of obsolete, useless forms that are cluttering

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hundreds of desks, safes, and shelves. Clerks and professionals are hesitant to dispose of "official looking" forms and are not able to search thru several cross references to determine whether or not they are obsolete. Most certainly the existing sections on obsolete or revised forms should be reviewed, up-dated, and inaccurate entries removed.

5. It also seems that the page VI caution concerning Offset Masters should be expanded to instruct Supply Room personnel to "never issue such masters over three years old" and also to grant them authority to destroy such old items without any further referral.

6. Since Area Records Officers are expected to assume more responsibility for forms, the instructions should include an explanation of the OPI numbers code and an OPI should be listed for every form.

7. Without intending this to happen, the foregoing seems to have grown to a sizable recommendation. I'm sure that many others will echo these ideas and probably they have been presented before. I have no criticism of the catalog. I merely notice, thru my own frequent use, a reference activity being done Agency-wide that could be greatly reduced by a different format. Simultaneously the new format would have a tremendous secondary benefit in every Agency office without exception. It would provide a vehicle for every clerk to clean out many obsolete forms without taking the time of office officials or records professionals or of calling Logistics or of merely returning junk paper to the Building Supply for them to check and take proper action.

8. The proposal has sufficient potential benefit for the Agency to more than justify the effort the catalog revision would require. I do hope you and your forms Staff agree with this idea. If I can help in accomplishing this, please call on me.



Records Management Officer
Office of Security

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>			SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<i>Ch / Rec hgt Staff</i> <i>Rm 604, 1016 16 St</i>		
2			
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
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<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
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<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks:			
<i>Lon - This sounds like a</i> <i>timeover, and would not detract</i> <i>a thing. (Recommendation: DO IT!)</i> <i>Jim.</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
ADMIN STAFF/OCR Rm 2-E-61 Ext <input type="text"/>			
<input type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL
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