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AGENCY RECORDS MANAGEMENT PROGRAM
January - December 1957

PART II - Summary of Records Management Staff Activity

1. Correspondence Management

- a. Lectured on correspondence practices at four OTR Administrative Procedures Courses attended by a total of 120 persons.
- b. Collaborated with the Chief, Reading Improvement School, in developing plans for a study of the readability of memoranda in the DD/I area. Designed the inventory forms used to collect data on the volume, types and quality of correspondence.
- c. Evaluated the advantages of typewriter lift boxes designed to improve typists' posture, reduce fatigue, and increase efficiency. Promoted use of about 250 boxes through publication of the booklet "The Correct Angle."
- d. Developed an improved correspondence assembly reference tab and promoted its use. The new tab is one-fourth the size of the former one, attaches more securely, and is easier to handle.
- e. At the request of the Administrator, General Services Administration, nominated a staff member for participation in the development of a U. S. Government Correspondence Style Manual. This member chaired the Subcommittee on Reports, Staff Studies, and Minutes and Agenda of Meetings.

2. Reports Management

- a. Developed an improved injury reporting system and obtained agreement to its adoption by the Chief Nurse, the Chief, Casualty Affairs Branch, and the Safety Officer. The revised system provided the Safety Officer with data that is more timely and accurate, eliminated 40 hours from compiling each semi-annual report prepared by the Safety Officer, and eliminated a monthly report from the Medical Staff.
- b. Provided DD/S and DD/I components with staff guidance to carry out recommendations developed during the reports surveys in 1956. The following are typical results from reports management activity at Operating Office levels:
 - (1) ORR consolidated the number of its project status reports from five to two and improved their formats.

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(2) Office of the Comptroller reduced its Report of Confidential Funds from 105 to 35 pages and improved preparation procedures. The report is now available five days sooner at a savings of 150 man hours per month.

(3) The Office of Personnel changed the frequency of its statistical reports as follows:

Monthly to quarterly - 4 reports
Monthly to semi-annually - 1 report
Quarterly to semi-annually - 1 report

- c. Recommended cancellation of the requirements for negative reports on conflicts of interest and proposed rewording to place the reporting responsibility at the supervisory level.
- d. Developed a listing of Field reporting requirements for the use of the SSA/DD/S in studying the administrative burden of Field Stations.
- e. Drafted a handbook on reports management, for coordination and release early in 1958.

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3. Forms Management

a. Completed 1659 forms analysis projects, resulting in the approval of 303 new forms, 277 revised forms, and 858 reprinted forms. Discontinued 221 forms, bringing the total number of controlled forms in use in the Agency to 1,913. This was a net increase of only 82 over the total at the beginning of the year. The following are typical tangible contributions from these forms analysis projects:

- (1) Designed a label for Dictaphone belts obviating the purchase of special cards formerly costing \$3,750 a year.
- (2) Spearheaded major improvements in the design and construction of the Agency's dispatch forms and in the procedure for their use. Invitations for bids on the new forms have been sent out. World-wide use of these forms is expected in the Spring of 1958. Major benefits will be:
- (a) Significant reductions in dispatch preparation and handling time.
- (b) Reduction in manufacturing costs.

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- (c) Reduction in the volume of dispatches of two or more pages, and consequent savings in safe space.
- (d) Speed up of dispatch processing time.
- (3) Salvaged \$10,000 worth of NRC (no carbon required) forms obsoleted by cancellation of a DD/P project.
- b. Initiated a study of forms used by the Printing Services Division. To date, fifty uncontrolled forms have been surfaced. Other benefits include:
 - (1) Consolidated five forms into two and redesigned three others.
 - (2) Eliminated the need for two forms and substituted four Agency forms for four uncontrolled forms.
 - (3) Eliminated one procedure in the system for recording and reporting time and attendance.
 - (4) Destroyed 24 cu. ft. of inactive records.
- c. As prime evaluator of three employee suggestions, was instrumental in substantially improving forms and procedures in the Clandestine Services "Hot" information reporting system. On the basis of measured annual tangible savings of \$150,000 an award of \$8,500 was shared by four Agency employees. This award, the largest ever granted in CIA, was presented by Mr. Dulles in an impressive ceremony attended by three Civil Service Commissioners, a number of Agency officials, and two members of the Records Management Staff.
- d. Assisted the Supply Division/OL in developing a detailed report on the quantity, sterility, scope, lead time, and other factors affecting stocked forms. Supply Division records were corrected and substantial adjustments were made in many stock levels.
- e. Reviewed Headquarters and Field listings of stocked forms, and recommended to the Office of Logistics corrections of errors and questionable security practices.
- 4. File Standards and Equipment Utilization
 - a. Reviewed requirements for filing equipment and recommended action that prevented spending \$34,588 for equipment

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- b. Converted 65 files as follows to the Agency's standard subject-numeric filing system:

OSI	17
ORR	32
OCI	2
OCR	9
Personnel	<u>5</u>
Total	65

This total brought the number of files converted to 157 out of a potential of 365. Eleven files installed previously were audited.

- c. Planned and supervised the installation of open shelf files in the Biographic Register. One hundred and seventeen 5 drawer filing cabinets were released for use elsewhere, for a net saving of over \$5,000 in equipment costs. In addition, the two file units of BR, formerly on separate floors, were brought together in one room and space was provided for expansion of files during the next two years.
- d. Initiated the following shelf filing projects which are well underway:
- (1) Finance Division, Office of Comptroller - Plans for a trial installation are complete. Shelving is being procured for 300 linear feet of vouchers.
 - (2) Office of Communications Vault - Recommendations accepted; equipment is on order. Usable filing space will be doubled.
 - (3) Office of Communications Material Support Library - Recommendations accepted; equipment is on order. Eighteen 5 drawer cabinets will be released for a net savings of \$800, and 30% expansion will be gained in 40% less total floor space.
 - (4) ORR Map Library - Floor plan forwarded to GSA for approval of floor loading. If approved, plan will provide for 50% expansion of the files and release of equipment for a net saving of \$4,000.
 - (5) Medical Staff - Recommendations accepted; detailed specifications being developed. Fifty percent saving in floor space, a 65% increase in filing space, and a savings of \$1,800 in equipment costs are expected.

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e. Completed records systems surveys in the following components:

Office of Comptroller Machine Records Division - Recommended converting from safe-type to non-safe equipment for a potential saving of \$30,000. Awaiting formal approval by the Office of Security.

Office of Communications Engineering Division - Use of recommended rotary-type mechanized filing equipment will reduce by 30% space required for filing equipment, and will speed up reference and filing operations.

OCR/Machine Division - Installed the subject-numeric filing system and trained personnel in its use. Retired ten cu. ft. of material and destroyed eight cu. ft. Replaced individual personnel folders with Form OF4b's, Employee Record Card.

Office of Logistics Stock Management Section - Installed the subject-numeric filing system and established a central reference file. Destroyed 29 cu. ft. of records and retired 6 cu. ft., thus releasing four filing cabinets to stock. Rearranged the office layout.

5. Document Processing and Control

- a. Developed an improved chain envelope and compatible Courier's Receipt and Log Record which will combine logging, receipting, and addressing operations, and prevent wastage of envelopes. Minimum annual savings of \$90,000 in labor and material costs are expected.
- b. Improved document sorting and handling in EE Division, DD/P, Office of Logistics Registry, Office of National Estimates, and OCR Cable Center by promoting efficient sorting equipment and procedures.

6. Vital Materials

- a. Improved facilities in the vault and effected substantial savings in space and equipment through the following actions:
 - (1) Replaced tabulating card safes with Safe-T-Stack equipment for savings of \$7,700.
 - (2) Exchanged 21 four drawer safes for the same number of five drawer cabinets for savings of \$7,200 and better space utilization. Arrangements have been completed for the release of 21 additional 4 drawer safes and four 8 drawer tabulating card safes. These safes will be replaced with less expensive 5 drawer file cabinets.

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- (3) Reduced the retention period for the IAC Cable Collection and thus reduced by about 50% the space needed for its storage.
 - (4) Arranged for OCR/IR to withdraw its tabulating cards and all but one series of microfilm. This action involved 469,000 tab cards and 3,708 reels of film.
- b. Arranged for 382 visits to the site by key Agency personnel concerned with VM operations. These visits did not include those made during Operation Alert. Members of the Records Management Staff made 62 regularly scheduled or special trips to the Repository.
 - c. During 1957, 737 cu. ft. of Vital Materials were deposited and 442 cu. ft. withdrawn or destroyed.
 - d. Assisted Operating Offices in developing one new and five revised vital materials deposit schedules.
 - e. Coordinated 50 vital materials microfilming projects in ten offices, resulting in the production of 915 reels.
 - f. Took part in the Operation Alert exercise, during which the Chief, Records Management Staff, briefed DD/S and DD/I officials on the Vital Materials Program, and on an individual basis discussed their problems with them.

7. Records Disposition

- a. Conducted records disposition surveys in three offices and developed records control schedules on 27,409 cu. ft. of records. Audited existing schedules covering 25,629 cu. ft. of records in six offices, and reviewed three new schedules (developed by Area Records Officers) which covered 10,232 cu. ft. The total of 63,270 cu. ft. of records covered by these schedules exceeds by 48,572 cu. ft. the volume involved in scheduling, auditing, and reviewing activity in 1956. Area Records Officers contributed significantly to this increased activity.
- b. Conducted a special survey of the Acquisition Branch, OCR Library Division. Retired 826 cu. ft. of records and destroyed an additional 244 cu. ft. This action eliminated the need for 52 pieces of filing equipment and 165 feet of metal and wood shelving, making available 1,080 sq. ft. of floor space for another section of the Library.

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- c. Received for the first time from Operating Offices reports on the volume of records destroyed in office areas. These reports reflected the destruction of 5,772 cu. ft. of records which, if retained in 4 drawer safes, would have required 721 additional pieces of equipment costing \$308,588.

8. Interagency Transfers of Records

- a. Coordinated the transfer of 80 cu. ft. of State Department records to the Agency for intelligence exploitation.
- b. Arranged for the transfer of 70 cu. ft. of meteorological records to the Air Weather Service, USAF.

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9. Records Center

- a. Application of Records Control Schedules accomplished the transfer of 10,601 cu. ft. of records from Office space and equipment to the Center. Application of schedules at the Center resulted in the destruction of 4,698 cu. ft. of records, an increase of 681 cu. ft. over the volume destroyed in 1956.
- b. The total Records Center receipts of 10,601 cu. ft. of records was equivalent to 1,325 safe cabinets which would have cost \$567,100 and required 10,601 sq. ft. of floor space.
- c. Headquarters offices were provided service on 10,078 requests for information and records material.
- d. Expansion of the Records Center from 42,000 cu. ft. of records capacity to 100,000 cu. ft. was approved and construction is underway. Completion of the addition is expected in April or May 1958.

10. Miscellaneous Activity

- a. Evaluated 90 employee suggestions, 15 more than last year.
- b. Staff Development and Training.
 - (1) One member attended the three-day American Management Association seminar on reports management.
 - (2) One member attended the three-day American Management Association seminar on forms management.

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- (3) One member completed the five day IBM familiarization course in Endicott, N. Y.
- (4) Two members attended the two day National Records Management Council annual seminar.
- (5) Three members completed the two week Institute on Records Management conducted by American University. Nine Area Records Officers also completed the course.
- (6) Two members completed the four week Institute on the Preservation and Administration of Archives, given by American University.
- (7) Various staff members attended 14 monthly meetings of the O&M Luncheon Group and the Interagency Records Administration Conference, and other meetings of professional management societies.

c. Staff Changes

On board beginning of 1957 21

Losses:



Total Losses 6

Gains:



Total Gains 5

Net Loss 1

On board at end of 1957 20

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