

MANAGEMENT STAFF  
RECORDS MANAGEMENT STAFF

SUMMARY OF SIGNIFICANT ACCOMPLISHMENTS, Jan.-Dec. 1956

1. Good correspondence practices developed and promoted. Accomplished by lecturing at five OTR Administrative Procedure Courses; disseminating guides on effective writing and the use of form and pattern letters; and introducing the use of smudge proof hectograph masters, top secret hectography classification stickers, and plastic stencil covers.
2. DD/S components reporting workload reduced by 7,000 hours. Invented and appraised 226 types of administrative reports prepared or required; developed and submitted to Area Records Officers recommendations on 45 of these reports; and provided guidance for continuing office programs.
3. Reports management program introduced in DD/I Area. Provided staff guidance for inventory and appraisal of administrative reports, and developed recommendations on 32 of the 119 reports surveyed. These recommendations are now being acted upon.
4. Forms Management activity in 1956 increased 25% over 1955.
5. NCR (no carbon required) paper used to a greater extent. Twenty-five additional forms for a combined annual usage of over a million sets are now in use.
6. Further improvements in intelligence information reporting and dissemination systems to save an estimated \$150,000 annually. Sparked by three employee suggestions, the handling of "Hot" Information Reports was vastly improved. Elimination of follow-up Clandestine Services Reports to Preliminary Dissemination Report has already saved \$75,000 in six months in editing, typing, and proofing time.
7. Improved filing practices promoted. Accomplished by lecturing on the Agency Filing System at five OTR Administrative Procedures Courses; installing the system in the Office of the DD/I, the Office of Historical Intelligence Collections, Physical Security Division, Graphics Register, OCR, Special Register, OCR, and part of OCI; and presenting file training sessions to members of this staff.
8. Capital investment of \$13,750 for safe cabinets precluded. Cancelled requests for 39 safe cabinets as a result of a joint review of requisitions with the Office of Logistics and Area Records Officers.
9. Average annual expenditures for safe cabinets reduced from \$604,500 to \$144,750. The average number of safe cabinets procured in the years 1951 to 1954 inclusive was 1,925 as compared with 475 for the years 1955 and 1956. There is a direct correlation between this decrease and the greatly increased records retirement activity for the last two years.

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10. Initial Agency installation of open shelf filing approved for Biographic Register, OCR. This change will release 208 square feet of floor space, centralize operations in one filing area and provide at least two years expansion space.
11. Savings of \$900 realized and improved procedures put into effect in Procurement Division, Office of Logistics. Surveyed the Central File Room and returned to stock six of 31 file cabinets for savings of \$360; improved the chargeout system; established standards for uniform filing, eliminated the need for an annual requirement of \$540 worth of folders; and reduced the workload of the file clerk.
12. Application of records management techniques in the Physical Security Division, OS initiated. Installed the Agency Filing System; instituted a cutoff system in all files to facilitate future disposition of inactive records; destroyed or retired contents of nine safe cabinets; installed an improved mail control and routing system; and installed an improved system for recording the entrance and departure of special badge holders.
13. Office of Training assisted with records systems. Through consultation with the Area Records Officer provided for ordering proper guides for a card file; reduced <sup>to one,</sup> file space requirements for one series from three safe drawers; eliminated the need for typing lists of employees scheduled for training; and installed the mail control system developed by this staff. The mail control system provides improved control of mail in process; eliminates repetitive logging of the same item in the various divisions, and provides a means for following up on unanswered correspondence.
14. A Reduction of 32 per cent in the DD/P new building file space requirements recommended. Reviewed requests for file areas in the new building totaling 32,360 square feet and recommended a reduction of 10,340 square feet.
15. Furniture standards for the new building being developed. As a representative of the furniture committee for the new building, reviewed the equipment operating requirements of the administrative staff and the operations staff of OCR to establish requirements for setting up a model office unit.
16. Vital Materials Repository visited by 219 persons from 12 offices this year.
17. Immediate need for expansion of Vital Material Repository postponed. Surveyed the repository requirements and with the concurrence of the Office of Security recommended replacement of 4 drawer safe cabinets with 5 drawer standard cabinets. This change effected a 40 per cent saving in space and eliminated the need to expand facilities prior to July 1958.

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18. Efficient Vital Materials Repository operations contribute to success of Operation Alert 1956. Materials were provided in response to 1,132 out 1,162 requests. The 30 unfilled requests were for materials not deposited. Corrective action has been taken.
19. Records Disposition Surveys covered 1,882 items and 14,698 cu. ft. of records. (equivalent to 1,837 safe cabinets). Surveys are currently in process covering an additional 27,870 cu. ft. of records.
20. Records Control Schedules prepared for overseas stations for first time. The records of support activities at Okinawa and Saipan were inventoried, and records control schedules developed and applied.
21. Records Center received 11,741 cu.ft. of records, the equivalent of 1,465 safe cabinets valued at \$515,000. This activity resulted from the application of records control schedules and the deposit of finished intelligence materials. In addition, schedules were applied at the Center for the destruction of 4,017 cu. ft. of records.
22. Expansion of Records Center planned. Plans and specifications for construction of an additional 30,000 sq. ft. of storage space have been prepared. Bids will be called for this spring.
23. Professional qualifications of Staff members broadened. The qualifications of each staff analyst were broadened through one or more of the following activities:
  - a. Attendance at 14 meetings of four local professional societies.
  - b. Attendance at five seminars and conferences conducted by local and national professional organizations.
  - c. Trips to various public and private organizations utilizing advanced-type records systems and equipment.
  - d. Completion of the two week Institute on Records Management conducted by American University.

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