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FILED : *Org. & Mgt.*

10 December 1953

MEMORANDUM FOR: Chief, Records Services Division *[Signature]*
Chief, Space, Maintenance and Facilities Division
Chief, Printing and Reproduction Division

SUBJECT : Distribution of Agency Regulations

1. The General Services Office is now receiving nine (9) copies of all published Agency Regulatory Issuances. In connection with the distribution and use of the Regulations, we are responsible for sufficient distribution to insure that supervisors at all levels are provided with such Regulatory materials as are useful and essential to the proper performance of their duties. However, distribution of sensitive and field Regulatory Issuances must be restricted to those having an actual need to know. Further, Regulatory Issuances which may be limited in their applicability and effect shall be restricted to those officials and components having a need to use them in the performance of their functions. This restriction is intended only to avoid unnecessary study, handling, and filing of Issuances which are of limited usefulness.

2. Most of the Regulations are distributed to all components of the Agency through Divisions. Distribution to Branches and Sections will be the responsibility of the Division Chief. Present distribution in the General Services Office on all Agency Regulatory Issuances is as follows:

Records Services Division - 3

- 1 - Division Chief
- 1 - Machine Records Branch
- 1 - Records Staff

Printing and Reproduction Division - 2

- 1 - Division Chief
- 1 - Printing and Reproduction Plant

Space, Maintenance and Facilities Division - 2

- 1 - Division Chief
- 1 - Division Staff and Telephone Branch

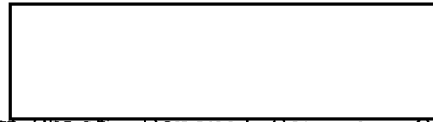
Office of the Chief, General Services - 2

- 1 - Office of the Chief
- 1 - For use of Administrative Officer, Security Officer, Printing Advisory Staff

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3. There may be occasions when additional copies of a particular Regulation are required. When this occurs, it is requested that you inform the Office of the Chief, General Services, who will obtain the required number of copies.



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Deputy Chief, General Services Office

Distribution:

- 1 - Chf., Rec.Serv.Div. ✓
- 1 - Chf., Sp., Maint. & Fac. Div.
- 1 - Chf., Prtg. & Repro. Div.

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ACCOMPLISHMENTS OF RECORDS MANAGEMENT AND

DISTRIBUTION BRANCH FOR FISCAL YEAR 1953

FILED: [Signature]
RETURN TO [Signature]
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

RECORDS MANAGEMENT

1. RECORDS RECEIVED BY THE PRESENT RECORDS CENTER REPRESENT THE EQUIVALENT OF 400 FILE CABINETS AT A COST OF \$94,000.

- a. The volume of records received from the inception of the Center to date is 3,200 cu. ft. and is equivalent to 400 cabinets valued at \$94,000.
- b. The Records Center received approximately 1,600 feet of records during the past year. This is equivalent to the volume of 200 legal size safe cabinets representing \$47,000 worth of equipment made available to the Agency during the past fiscal year.
- c. Arrangements were made during this period to receive and store the tape recordings created by the FEIS. Heretofore, these recordings had been transferred to the National Archives, but it appears more desirable to retain such material in our own records Center.
- d. A total of 200 cu. ft. of records were destroyed under authority of approved disposal schedules.
- e. There were 1,500 reference service requests on records in custody and 8,900 record items were furnished in response to these queries.

2. EXISTING AGENCY RECORDS CENTER FACILITIES ARE FILLED TO CAPACITY.

- a. For the past several months it has been necessary to move less active records to [redacted] Rosslyn in order to make space for files being currently transferred from operating units. 25X1
- b. The storage of records [redacted] is a highly unsatisfactory expedient. More than half the records are stacked in boxes six high on the floor. Any reference to material stored in this fashion is an expensive and inefficient operation. At [redacted] it has been necessary to utilize space on top of double decked file cabinets for records storage. 25X1

RETURN TO RECORDS CENTER
IMMEDIATELY AFTER USE
JOB 55-24 BOX 1

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3. THE NEED FOR ADEQUATE AGENCY RECORDS CENTER FACILITIES WAS ESTABLISHED AND PLANS FOR SETTING UP SUCH FACILITIES ARE IN PROCESS.

a. A Staff study dated 29 December 1952 proposing the establishment of a Records Center was approved.

b. There is presently in process, a Staff study recommending the authorization of either new construction or renovation of the [redacted] for use as a Records Center.

4. ADMINISTRATION OF THE RECORDS MANAGEMENT PROGRAM WILL BE ACCOMPLISHED BY AREA RECORDS OFFICERS ON THE STAFFS OF THE RESPECTIVE OFFICES WITH TECHNICAL ASSISTANCE AND GUIDANCE FROM THE RECORDS MANAGEMENT AND DISTRIBUTION BRANCH.

All offices have been requested to establish Area Records Officer jobs within their present ceiling. Ten full-time Area Records Officers and seven part-time Area Records Officers have been appointed by offices and divisions. All offices appear to recognize a need for the Program and have indicated willingness to cooperate. Additional appointments are anticipated but are being delayed by various organizational considerations and changes.

5. A RECORDS MANAGEMENT TRAINING PROGRAM WAS CONDUCTED FOR AREA RECORDS OFFICERS.

In cooperation with the Office of Training, a training program was developed and conducted. It consisted of sixteen classroom hours of lectures and discussions by experts in the field from outside the Agency and members of our own staff. The program was conducted over a period of four weeks with two two-hour sessions each week. The total attendance amounted to 632 with an average of 79 for each session.

6. A CONTINUING RECORDS MANAGEMENT PROGRAM IS IN OPERATION.

To augment the Training Program described in Item 4 above, a series of bulletins is being issued containing guide instructions for undertaking each phase of the program; special classes to teach the more technical phases of the program are being held; and on-the-job training is being given the Area Records Officers.

7. A CIA RECORDS OFFICER WAS DESIGNATED TO SERVE IN A LIAISON CAPACITY WITH THE GENERAL SERVICES ADMINISTRATION ON ALL MATTERS INVOLVING RECORDS PROBLEMS, REFERENCE SERVICE AND FILING EQUIPMENT.

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This designation was made in conformance with regulations issued by the General Services Administration.

- 8. AGENCY CLEARANCES HAVE BEEN REQUESTED FOR TWO INDIVIDUALS PROMINENT IN THE RECORDS MANAGEMENT FIELD WHOSE SERVICES WILL BE NEEDED AS CONSULTANTS.



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- 9. A DEPUTY ARCHIVIST ON THE STAFF OF THE NATIONAL ARCHIVES OF THE GENERAL SERVICES ADMINISTRATION WAS GIVEN AGENCY CLEARANCE TO WORK WITH THIS OFFICE IN ESTABLISHING DISPOSITION SCHEDULES FOR AGENCY RECORDS.

- a. This action will permit the National Archives representative to come into the Agency to review proposed disposition schedules, samples of the related records and to prepare his appraisal. This procedure was cleared with the Office of Inspection and Security and will eliminate the need for sending samples of records out of the Agency in order to obtain the necessary approval of the disposition schedules.
- b. The preparation of schedules is a requirement of the General Services Administration Regulation, Title 3, covering Federal records which provides that each Federal agency shall compile a records control schedule for all major groups of records in its custody having importance in terms of content, bulk of space equipment occupied; such records control schedules to be completed by 30 June 1954.

- 10. RESPONSIBILITY FOR CORRESPONDENCE MANAGEMENT WAS TRANSFERRED FROM THE ORGANIZATION AND METHODS SERVICES TO THE RECORDS MANAGEMENT AND DISTRIBUTION BRANCH.

This action was taken to bring together functions which are generally recognized as being related to records management.

- 11. RESPONSIBILITY FOR FORMS MANAGEMENT WAS TRANSFERRED FROM THE ORGANIZATION AND METHODS SERVICES TO THE RECORDS MANAGEMENT AND DISTRIBUTION BRANCH.

This change was also made for the purpose of bringing together functions generally considered related to the records management program.

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12. A STANDARD FILING SYSTEM FOR THE AGENCY HAS BEEN DEVELOPED.

A draft of the handbook for the filing system has been distributed for comment throughout the Agency. Working level clearances have been obtained from most offices and it is anticipated that the Manual will be issued shortly after the beginning of the fiscal year.

13. A STANDARD CORRESPONDENCE CONTROL SYSTEM HAS BEEN DEVELOPED AND DISTRIBUTED FOR CLEARANCE.

This system will be helpful in offices where a control on correspondence is needed. Procedure for the system will be issued in handbook form.

14. A NOTICE PROPOSING THE STANDARDIZATION OF LETTER AND LEGAL SIZE CABINETS WAS PREPARED AND IS NOW BEING CIRCULATED FOR THE CONCURRENCE OF ALL OFFICES.

This will provide an opportunity for the Agency to save a considerable sum of money in the future procurement of filing equipment because it eliminates non-standard items and permits the procurement of large quantities of equipment at substantial discounts.

15. A NOTICE PROVIDING FOR THE STANDARDIZATION OF LETTER AND LEGAL SIZE FILING SUPPLIES HAS BEEN PREPARED AND IS BEING CIRCULATED FOR THE CONCURRENCE OF ALL OFFICES.

The standardization of supplies is recommended because it permits economies in procurement and procurement procedures; simplifies stocking and warehouse problems; assures uniformity of supplies used in the same file, resulting in a much neater and more business-like appearance; and eliminates the use of either unnecessarily expensive items or items too cheap and flimsy to afford the service desired. The recommended standard supplies were selected as the best for correspondence files by experts of a number of Government agencies who have had many years of experience in this field.

16. FOUR PERSONS WERE TRAINED AS MICROPHOTOGRAPHERS AND SENT ON A SPECIAL ASSIGNMENT TO THE FAR EAST FOR A PERIOD OF SIX MONTHS.

This team has returned to duty at headquarters and a letter of commendation on the work they accomplished has been received.

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17. DISPOSITION SCHEDULES FOR ALL OF THE RECORDS OF TWO MAJOR OFFICES HAVE BEEN PREPARED AND OTHERS ARE IN PROCESS.

- a. Disposition schedules have been prepared and approved for the General Services Office and the Logistics Office.
- b. A tentative disposition schedule has been prepared on all records of the Office of the Comptroller except the Finance Division and has been forwarded for the consideration and approval of that office.
- c. A disposition schedule has been prepared and approved for the administrative records of the FRID field stations.
- d. The Cable Secretariat was requested and agreed to revise their regulations to provide for the disposition of copies of cables in accordance with standard disposition procedures.

18. RECORDS MANAGEMENT SURVEYS WERE COMPLETED IN SEVERAL OFFICES

- a. A Records Management survey, limited to systems and disposition, was completed in the Logistics Office and all recommendations were approved and have been installed.
- b. A Records Management survey was made in the Office of the Director. However, approval of the recommendations is still pending although part of the recommendations have been adopted in the Office of the DD/A.
- c. As a separate project in the Office of the Director, a survey was made in the Office of the Historical Staff. As a result, a specially adapted development of the proposed Agency filing system was installed with recommended controls on news items received for circulating and filing.
- d. A survey covering systems and disposition is currently being conducted in the Office of Operations.

19. A NUMBER OF OFFICES ARE MAKING PROGRESS IN THE INSTALLATION OF THE RECORDS MANAGEMENT PROGRAM.

- a. General Services Office - Disposition schedule prepared and approved. Transfer of inactive material is being delayed pending establishment of a new Records Center. Installation of standard filing system and mail control is being delayed pending the relocation and consolidation of the various divisions of the Office.

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- b. Logistics Office - An Area Records Officer has been appointed. The standard mail control and filing system has been adopted and installed for all administrative files and material. A disposition schedule for all records of the Office has been prepared.
- c. Office of the Director - The Agency filing system has been installed in the Office of the Deputy Director.
- d. Office of Research and Reports - An Area Records Officer has been appointed. The Agency filing system has been installed in the administrative offices. A survey of one division has been conducted but the recommendations are still pending.
- e. Office of Communications - An Area Records Officer has been appointed but no actual progress has yet been made.
- f. Office of Scientific Intelligence - An Area Records Officer has been appointed and is currently surveying the records situation but has not yet made any specific recommendations.
- g. Office of the Comptroller - An Area Records Officer has been appointed and is working with the Records Management and Distribution Branch in obtaining the clearance and approval of the disposition schedule prepared by this office. Our staff is also assisting this Area Records Officer to determine the recommendations to be made with respect to installing the new filing and mail control system.

20. ALL OFFICES ARE NOW PARTICIPATING IN AN ACTIVE VITAL MATERIALS PROGRAM.

All offices have been requested to review their previous listings of vital records to determine whether additions or deletions should be made. Several offices have completed their review and a number of changes have been made.

21. EFFORTS ARE CONTINUING TO MAKE THE VITAL MATERIALS PROGRAM MORE SECURE AND EFFICIENT.

- a. Tighter security measures have been established in effecting the transfer of Vital Materials to the Repository. An armed courier now escorts each trip to the Repository and each item, as recorded on the transfer slip, is checked and receipted for immediately upon arrival at the Repository.
- b. Offices depositing vital materials on microfilm were requested to determine the feasibility of reducing the volume of microfilm already deposited, and in the future to deposit originals

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or paper copies as extensively as practicable. This request was made because of the slowness and difficulty anticipated in working with microfilm in the event of an emergency. To date, the need for recurrent microfilming of three records has been eliminated and additional changes are anticipated.

- c. Some improvement has been effected in the proper identification of vital materials by continually working with the office representatives to assure that adequate descriptions and references are given for material being deposited.
- d. This office is working with the Area Records Officers in establishing control schedules enumerating the file series, media of deposit and frequency of deposit, of all vital materials within the respective offices. These schedules will be used by the Area Records Officers and the Vital Materials Officers to assure that deposits are made currently. As of this time, such schedules have been completed for three offices and the remainder are still in process.

22. IMPROVEMENTS WERE MADE IN THE STOCKING AND SERVICING OF REQUESTS FOR SUPPLEMENTAL DISTRIBUTION.

- a. The volume of materials carried in stock for supplemental distribution now amounts to approximately 4,000 cu. ft. Certain activities in this operation have increased significantly in the last two quarters over that of the first half of the fiscal year. The number of information report master copies received for storage as stock has increased 76% while requests for supplemental distribution on the reports are up 51%. About 90% of these requests are serviced by furnishing reproductions made by means of an Ozalid machine or the Copy Fix process. The method used is dependent on the type of master copy in our files.
- b. All requests for stock supplemental distribution items are now being processed within eight working hours. Previously, there was a time lag of several days, part of which was made necessary by having to forward used multilith mats to the Printing and Reproduction Division in order to supply copies for supplemental distribution.
- c. Since 1 October 1952, servicing of reports has been improved by securing an Ozalid master for each issuance. In this manner, a complete set of information reports is being developed from which copies can be made by the most efficient method of reproduction for this type of operation. This method also permits satisfactory control over the continued

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expansion of information report distribution stock. This is achieved by the substitution of the Ozalid master for the multilith mat and five copies that were formerly received. Since last December, space equivalent to nine legal size cabinets has already been saved.

- d. In order to expedite reference service on 300 cu. ft. of multilith copies of older reports, the physical rearrangement of the files was set up as a project and the task completed during the third quarter. This work involved putting the paper in proper numerical order and the insertion of file dividers. The reports are now filed upright in standard equipment and are searched with ease. As time permits, the same work is being done on 176 cu. ft. of oversized multilith mats that have been deteriorating due to frequent handling in undersize equipment.
- e. Supplemental distribution of the finished Intelligence reports increased by 48% during the last quarter of the year. In the same period, additional distribution of regulations increased by 20% while initial distribution rose 233%.

MAIL CONTROL

23. A NUMBER OF IMPROVEMENTS WERE MADE IN THE WAYS OF HANDLING AGENCY MAIL.

- a. A courier post has been established in Room 1005 "I" Building to service Buildings "I", "J", "K" and "L".
- b. Loading platforms have been constructed at both "I" and "J" Buildings.
- c. A driveway has been built at "I" Building, adjacent to the loading platform.
- d. The messenger post at "Quarters I" Building has been converted into a vault area.
- e. Two specially built trucks have been provided to facilitate the handling of Agency mail.
- f. A connecting ramp has been constructed between "Quarters I" and "Recreation and Services" Buildings. This enables the messengers who are stationed at "Quarters I" to service both of these buildings.

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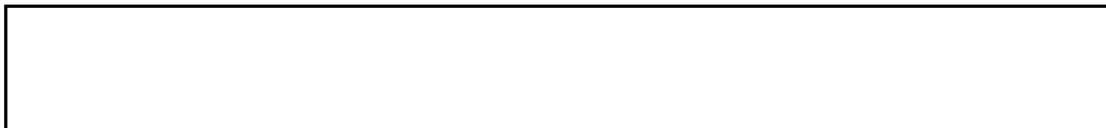
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- g. The rooms occupied by the Mail Control Section in "Q" Building have been greatly improved by the addition of new linoleum, fluorescent lighting and window air conditioners.

24. COURIER SERVICE HAS BEEN IMPROVED.

- a. A new system for the delivery of mail within "I", "J", "K", and "L" Buildings has been established. Mail picked up from and destined for delivery within these buildings is now sorted and dispatched in the new "I" Building Mail Room instead of in the Central Mail Room in "Q" Building. This has speeded up the service considerably for these buildings.



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- c. The service for reproduction material to and from the plant at [redacted] was reorganized to provide six daily trips which are coordinated with the six daily trips of the regular mail trucks going to all buildings in this general area. This increased the number of trips from four to six and permits the same service for reproduction material that is being given to other intra-Agency mail. The change also resulted in reducing the number of vehicles used from four to three and permitted reassignment of one man.
- d. The office of FI/RI/RD has transferred to the Mail Control Section, two of their scheduled courier runs. These runs consist of an early morning pickup and delivery of pouch material from the RI Staff Pouch Room to Comdr. Spruance of OHI and a two trip per day delivery from ID/P to the Administration Building.
- e. Armed courier service for after-hours delivery of classified material to the residences of key personnel is now being provided. Two couriers are available for this service during the time needed. One of the couriers is designated as the "ON DUTY" courier with working hours between 5 P. M. and such time as he is released from duty by the CIA Watch Officer; the other as "STAND BY" courier at home between the hours of 5 P. M. and 7 P. M.
- f. A pickup and delivery run previously operated exclusively for and by the Logistics Office was reassigned to the Mail Control Section. As a result, it has been possible to make better use of the vehicle and driver by incorporating other stops in this run.

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- e. Posters depicting the correct way in which to address mail have been distributed to Branch Registries throughout the Agency.
- h. Three couriers have been assigned to the Office of Current Intelligence to perform such courier duties as may be required.

PERSONNEL

25. AN INCREASE OF FOURTEEN POSITIONS WITHIN THE AUTHORIZED PERSONNEL CEILING WAS REQUESTED AND APPROVED.



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- b. The mail operations and the Records Management Program were seriously handicapped not only by an inadequate T/O but also because of inadequacies in the recruitment program. This situation has now been improved considerably by a revised T/O and an improvement in recruitment.
- c. Much of our difficulty in recruitment has been the extended time needed for clearances. In many instances, individuals who have indicated a desire for employment with the Agency have subsequently taken advantage of other opportunities before they could be requested to enter on duty with CIA.

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Reports

MACHINE RECORDS BRANCH

ACCOMPLISHMENTS FOR FISCAL YEAR 1953

The following is a record of the principal accomplishments for the fiscal year 1953:

1. OBTAINED A MECHANICAL DEVICE (BURSTER-IMPRINTER) TO SEPARATE CONTINUOUS FAN-FOLD TABULATING PAPER AND IMPRINT THE REQUIRED SECURITY CLASSIFICATION ON THE TABULATED REPORTS IN ONE OPERATION.

This eliminated approximately 4,680 man hours of clerical work at an estimated annual savings of \$7,500. In addition it expedited the release of reports.

2. DEVELOPED A PROCEDURE WHEREBY THE PRINCIPAL QUALIFICATIONS OF APPLICANTS FOR AGENCY POSITIONS CAN BE CODED AND LISTED FOR EVERY DAY REFERENCE BY PERSONNEL PLACEMENT OFFICERS:

This procedure provided an estimated annual savings of \$6,000.00 in clerical and machine time formerly required by this Branch to prepare special and repetitive reports for the Personnel Offices. These registers are now prepared every two months instead of daily as previously required.

3. DEVELOPED PROCEDURE SIMILAR TO THAT DESCRIBED IN 2 ABOVE FOR EMPLOYEE QUALIFICATIONS.

This procedure provided an estimated annual savings of \$7,500.00 in clerical and machine time to prepare special and repetitive reports for the Personnel Office. These registers are now prepared every two months instead of daily as previously required.

4. TRANSFERRED THE KEY-PUNCHING OF CARDS FOR DAILY OBLIGATION AND EXPENSE VOUCHERS FROM THE FINANCE DIVISION TO MACHINE RECORDS BRANCH AND THEREBY REDUCED THE ANNUAL RENTAL OF EQUIPMENT \$900.00 AND SAVED ONE KEY-PUNCH OPERATOR POSITION FOR THE FINANCE DIVISION AT ANNUAL SAVINGS OF \$3,175.00.

5. PROCURED SPECIAL CONTINUOUS TABULATING MACHINE PAPER WITH PRE-PUNCHED BINDING HOLES FOR USE WITH SPECIAL BINDERS TO FILE REPORTS PREPARED FOR OFFICES.

This will save an estimated 12 man hours per week formerly required to separate continuous paper for binding. In addition we can release reports quicker.

6. RECRUITED AND PUT IN PROCESS 104 APPLICATIONS FOR POSITIONS IN THIS BRANCH.

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Due to inability to obtain the required personnel through normal channels it was necessary to perform this additional function which required an estimated 40 man days.

7. INSTITUTED A TRAINING PROGRAM FOR ALL TABULATING EQUIPMENT OPERATORS.

Arrangements were made with the local office of IBM through Office of Training to provide technical training in all types of tabulating equipment for our personnel. This was done at no cost to the Agency. To date 64 persons have completed these courses.

8. INSTITUTED A MANAGEMENT TRAINING PROGRAM FOR SUPERVISORY PERSONNEL.

Made arrangements with the IBM Co. and the Office Training whereby supervisory personnel are given a special course in the management of a tabulating machine installation. This course is conducted at Endicott, New York and the only cost to the Agency is for transportation. To date 8 persons have completed this course.

9. THE UTILIZATION OF ALL EQUIPMENT HAS BEEN INCREASED FROM 46% ON July 1, 1952 to 63% as of 1 June 1953. UTILIZATION OF SPECIAL AND HIGH COST EQUIPMENT HAS INCREASED FROM 61% to 74%.

This has been accomplished by close supervision, better planning of work, rearrangement of physical layout, and discontinuance of equipment.

10. REDUCED THE ANNUAL RENTAL OF ALL TABULATING EQUIPMENT BY \$13,754.00.

This was possible through the release of equipment which was capable of doing limited work and obtaining more modern and flexible equipment which became available for the first time during this fiscal year and by discontinuing equipment obtained for special projects which did not materialize.

11. DEVELOPED REQUIREMENTS FOR AN ELECTRICAL ACCOUNTING MACHINE INSTALLATION AT AN OVER SEAS BASE IN FAR EAST AND MADE ARRANGEMENTS TO OBTAIN THE NECESSARY EQUIPMENT.

Due to the sensitive nature of this project it was necessary to make special arrangements with the IBM Co. for the procurement of the equipment. This required the establishment of the highest priority with the IBM Co. and arrangements whereby newly manufactured equipment was taken off the assembly line and specially packed and shipped.

12. RECRUITED AND FURNISHED SIX TRAINED TABULATING EQUIPMENT OPERATORS AND SUPERVISORS FOR SPECIAL ELECTRICAL ACCOUNTING MACHINE INSTALLATION IN FAR EAST.

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At the request of FE we recruited, trained and furnished the personnel necessary for this installation.

13. COMPLETED THE CONVERSION OF VOUCHERED PAY ROLL PROCEDURES FROM MANUAL TO MECHANICAL METHODS.

In addition to providing an estimated annual savings of \$31,200.00 in the preparation of pay rolls alone, it is now possible to prepare many statistical and analytical reports from the basic payroll records, which was not possible under the former manual method.

14. PREPARE TIME AND ATTENDANCE REPORT AND PAYROLL CHANGE SLIP. FORM 34-42 MECHANICALLY.

This form is now prepared mechanically from the basic payroll punched cards. By this method these forms are now prepared in 6 hours per pay period as compared to 320 hours under the manual method at an annual estimated savings of \$13,000.00.

15. REVISION OF EXISTING AND ADDITION OF NEW PERSONNEL REPORTS AND PROCEDURES.

All existing personnel reports have been revised to include more pertinent information than previously shown.

New Personnel Reports are as follows: New Monthly Strength Report; Agency Gains and Losses Reports; Monthly Promotion Study; Agency Grade Distribution; Selected Deferment File.

16. CONVERSION OF STOCK CONTROL AND FINANCIAL AND ACCOUNTING CONTROL OF PROPERTY RECORDS FROM MANUAL TO MACHINE METHODS.

Stock Control Reports include: Stock on Hand; Stock Due In; Stock Due Out; Stock in Transit; Stock Received; Stock Issued; Inventory Adjustments; Unit Prices; Property on Loan to other Agencies; Issues Analysis; Catalog Listings.

Financial and Accounting Control of Property Accounting reports include: Receipts Register; Issues Register; Stock Status-Financial; Property on Loan;

17. NEW PROJECTS IN PROGRESS IN THE ALLOTMENT AND OBLIGATION SECTION ARE:

A more efficient method of processing and liquidating Obligations has been effected by the transfer of certain manual operations to machine methods.

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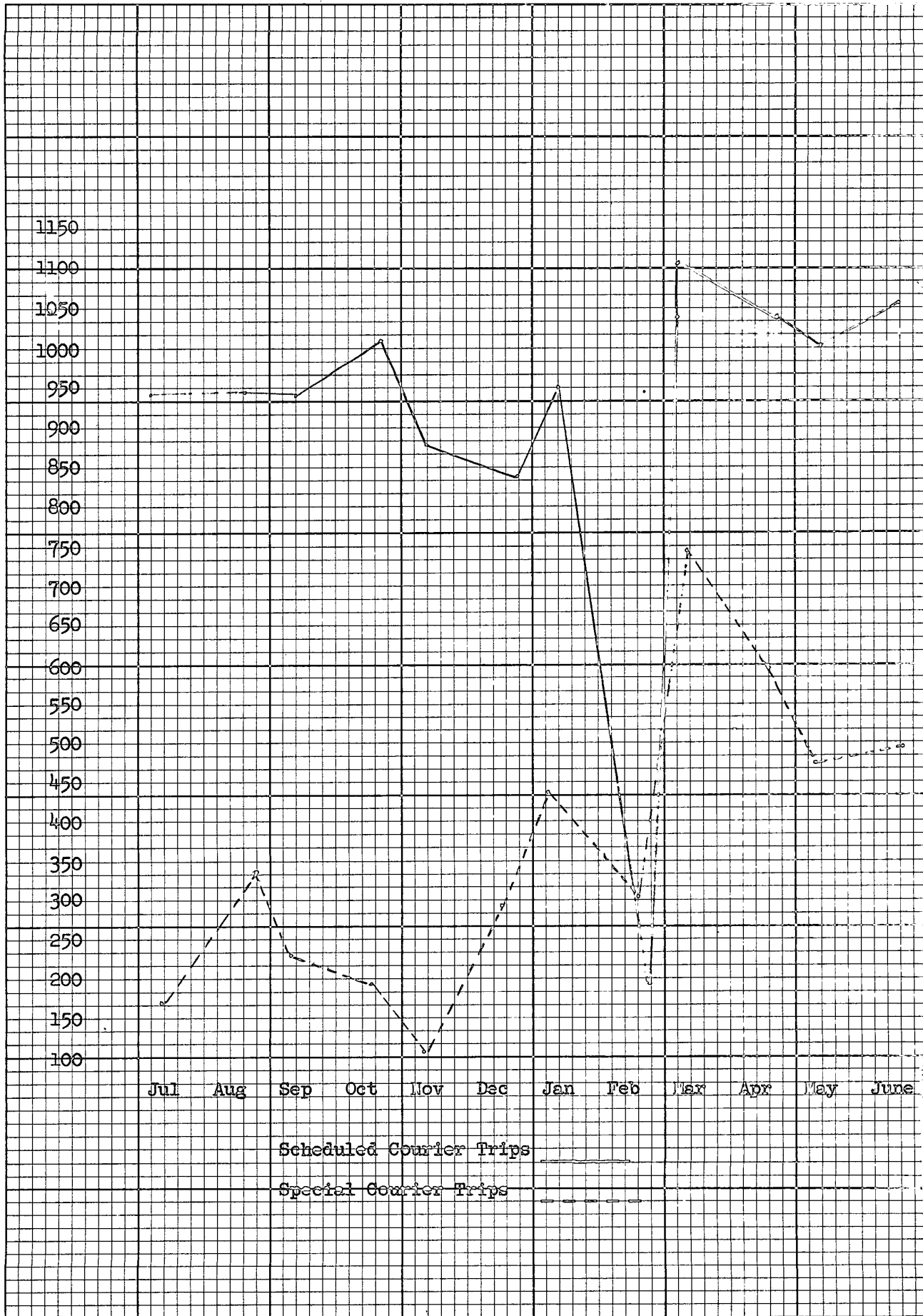
The machine application to Statements of Advances of Unvouchered Funds to Agency Personnel has resulted in a considerable man hour saving and has also greatly facilitated the preparation of daily statements for the Accounts Section.

Reports of Accrued Compensation (Regular and Special Rolls) used in the reconciliation to General Ledger Accounts to produce a monthly trial balance.

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Mail Control - Fiscal Year 1953



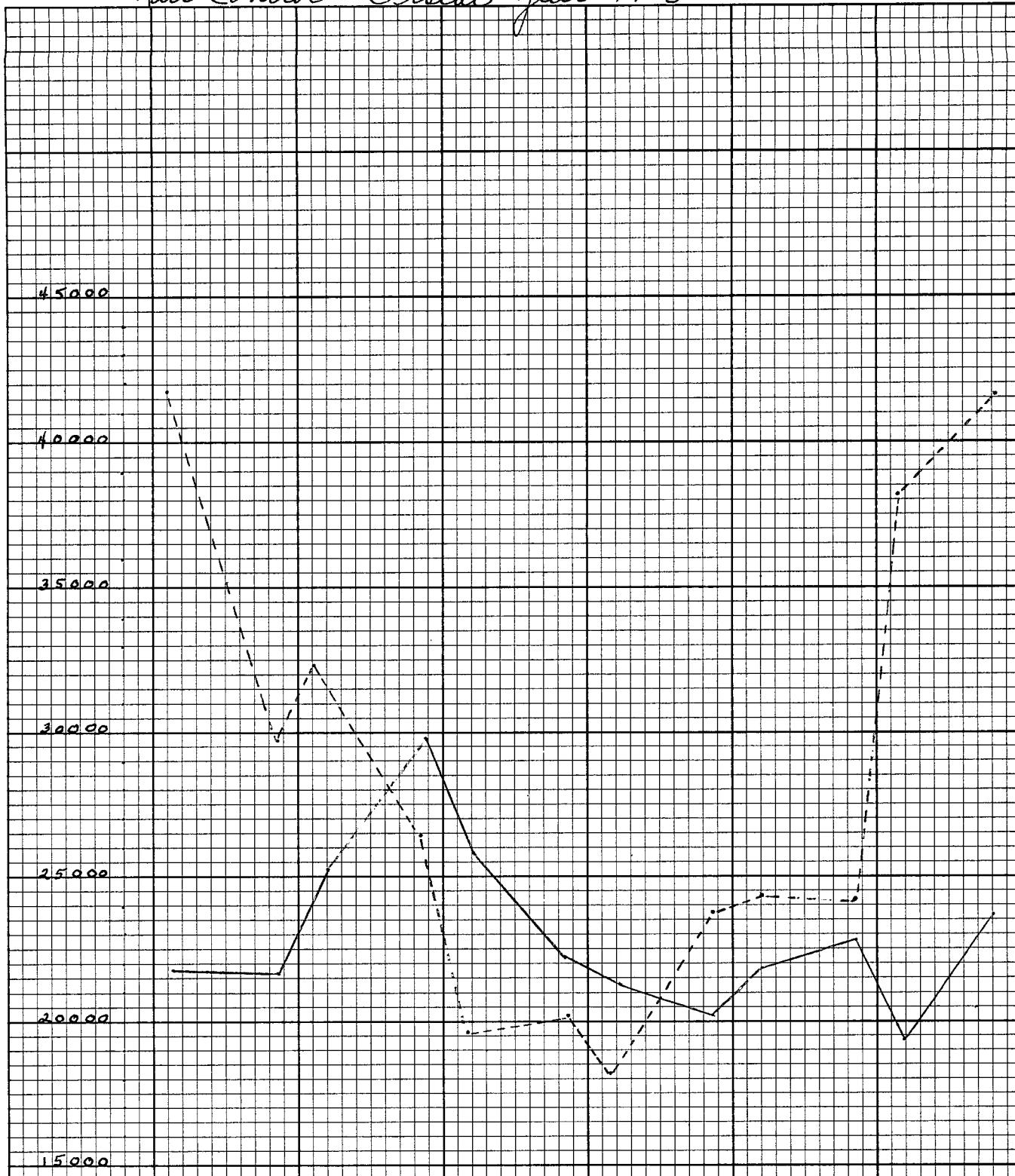
Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May June

Scheduled Courier Trips

Special Courier Trips

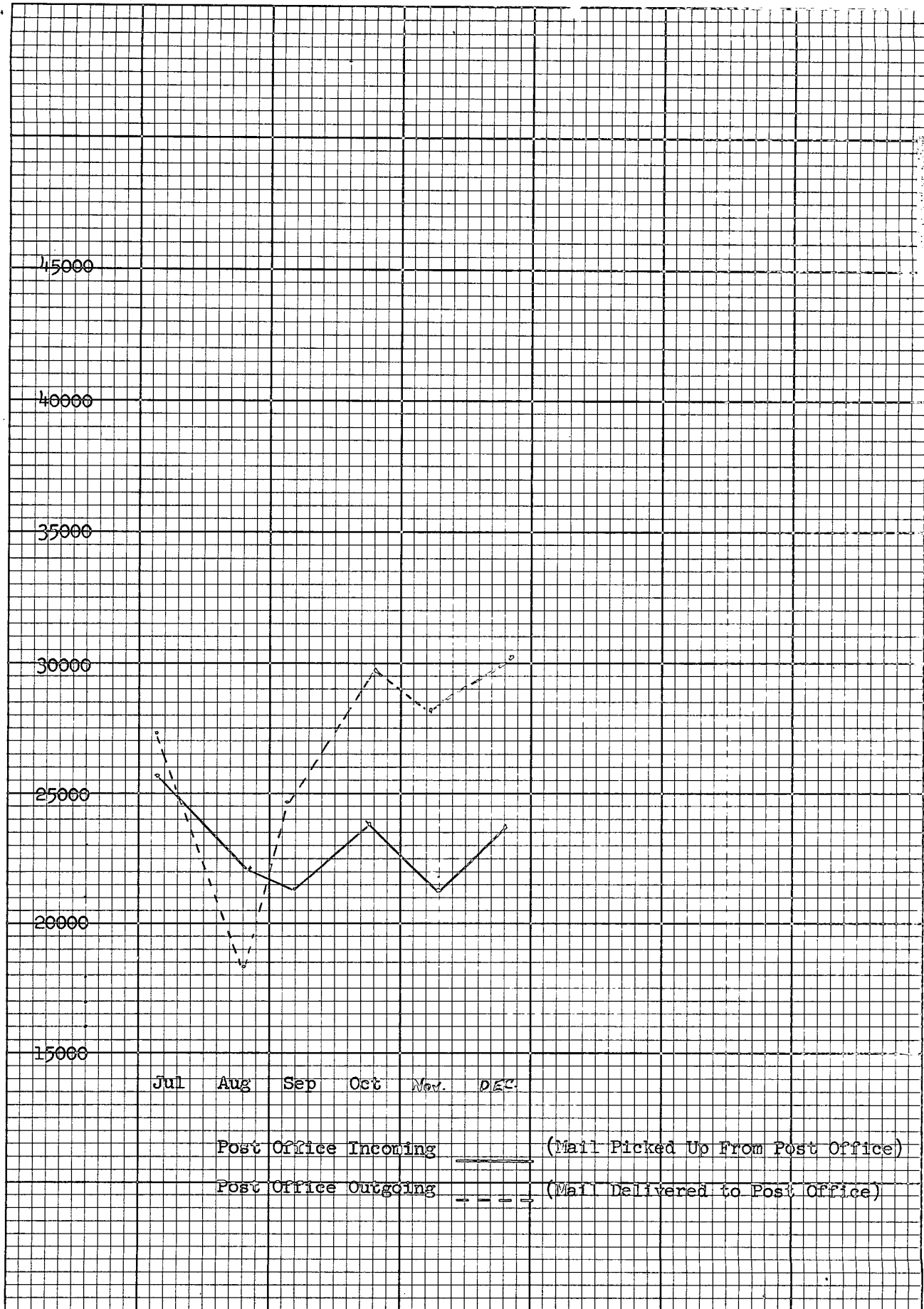
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Mail Contact - Fiscal Year 1959



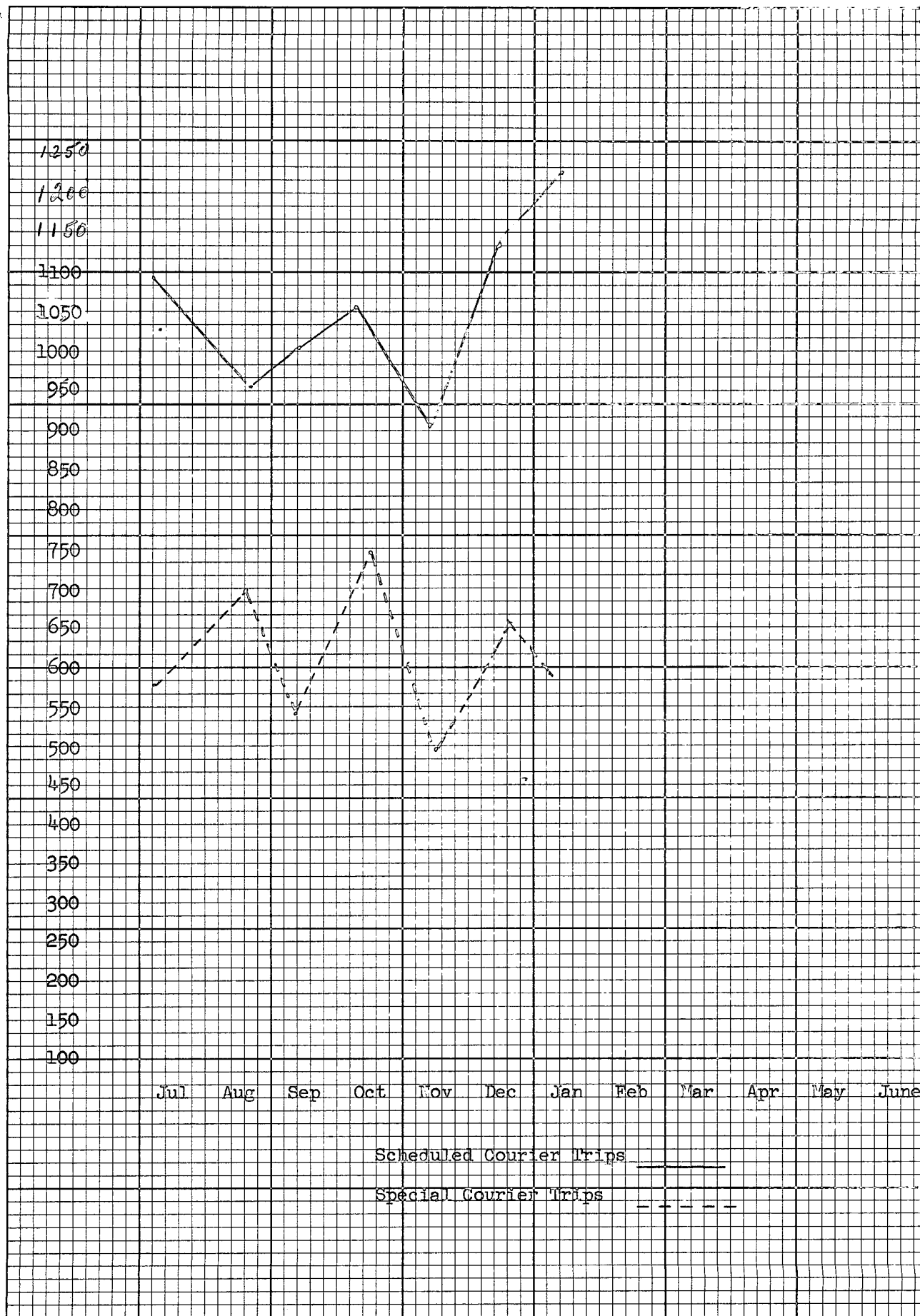
Post Office Incoming ————— (To Agency)
Post Office Outgoing - - - - - (From Agency)

POST OFFICE
 In & Out



Mail Control - Fiscal Year 1954

Courier
Trips



OBJECTIVES OF RECORDS MANAGEMENT PROGRAM APPROVED FOR RELEASE 2006/04/13 CIA-RDP70-00211R000900030022-4
 AND ACCOMPLISHMENTS TO 2 DECEMBER 1954

Records
 RETURN TO

OBJECTIVE	COMPLETED	IN PROCESS
1. Develop Handbooks of instructions, notices, regulations, and publicity material. 25X1 25X1	a. Handbook for Subject Filing, HB [redacted] b. Operating Guides, Reports Management. c. Analysis Guide, Reports Management d. Introduction to Reports Management pamphlet. e. Correspondence Style and Procedures, HB [redacted] f. Correspondence Management pamphlet g. Writing Improvement Guides: (1) "What is Readability?" (2) "Modern Writing Styles" h. Poster on Utilization of Forms i. Informational pamphlet - Forms Management	a. Handbook for Vital Materials b. Handbook for Mail Control c. Handbook for Microphotography d. Records Disposition Handbook e. Glossary of Administrative Terminology f. Forms Management Handbook g. Courier Receipt Procedure h. Agency Notices on Use of Standard Folders i. Agency Notice on Utilization of Correspondence File Cabinets j. Revised Records Management Regulation k. Dispatch Procedure l. "Streamlining Your Writing" (A series of 25 informational sheets, each dealing with a particular aspect of writing)
2. Publish index to Agency forms. 3. Revise forms numbering system. 4. Install Vital Materials inventory system. 5. Survey Agency microfilming operations. 6. Conduct records management surveys and develop records control schedules and disposition schedules.	Preliminary review completed. New system installed. New system installed. Equipment and current projects inventory completed. a. FBID b. Signal Center - maintenance of cables for Vital Materials c. WH d. OSI e. ORE f. Sovmat Staff g. Audit Office h. FDD	Approximately 60% complete. Report of findings and recommendations. a. Office of Operations (Chief) b. Security Office c. Office of the General Counsel d. Office of Research & Reports e. DD/P area - NEA Div.; FE Division; [redacted] 25X1 f. Cable Secretariat - cable receipting system. g. Reports Mgt. Programs - Office of Comptroller and Logistics h. Office of the Comptroller - records control schedules

OBJECTIVE

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030022-4

COMPLETED

IN PROCESS

- | | | |
|--|--|---|
| <p>7. Prepare procedures and plans for transfer of Records Center.</p> | | <p>a. Handbook for Center Operations
 b. Courier Service Requirements
 c. Telecommunications Service Requirements.
 d. Procurement of Hydraulic - Forklift
 e. Procurement of Shelving
 f. Recruitment of Personnel</p> |
| <p>8. Receive and service additional inactive records.</p> | <p>a. Received to 1 Dec. 1954 - 2,699 cu. ft., equivalent of 337 cabinets valued at \$80,206.
 b. Requests serviced to 1 Dec. - 42,039.</p> | <p>a. Inactive records currently received at rate of approximately 2 4-drawer file cabinets each working day.
 b. References being made at rate of 396 per working day.</p> |
| <p>9. Continue development of steel covered desk trays to reduce safe file requirements.</p> | <p>Sample trays tested and approved for use.</p> | <p>Purchase of 1,200 for office use.</p> |
| <p>10. Complete the standardization of format and design of Foreign Intelligence Reporting forms.</p> | <p>Preliminary form developed and installed on trial basis. Savings to date estimated at \$8,120 annually.</p> | <p>Further development to accomplish full objective of improved procedure and additional savings.</p> |
| <p>11. Develop correspondex showing the repetitive standard reports and requests required throughout Headquarters.</p> | | <p>Approximately 60% complete.</p> |
| <p>12. Determine advisability of stocking only unwatermarked (sterile) stationery</p> | <p>Determined annual requirements for all types of Agency stationery.</p> | <p>Study still in process to determine feasibility.</p> |
| <p>13. Review requests for microfilm equipment and new microfilming projects.</p> | <p>Reviewed 21 requests for equipment and effected savings of \$1,500 by changes.</p> | <p>Reviewing current requests.</p> |
| <p>14. Develop and maintain schedules for current deposits of Vital Materials.</p> | <p>Schedules reviewed and completed where necessary.</p> | <p>Current deposits being made by all offices.</p> |
| <p>15. Process requests for new, revised, re-printed forms.</p> | <p>a. New forms 107
 b. Revised forms 283
 c. Reprinted forms 102
 d. Other actions on forms 535</p> | <p>Average of 6 requests per day.</p> |