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Report for Week Ending 4 December 1957  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 19 actions requiring the printing of 286,000 copies or sets of blank forms. This represents a decrease of 8 actions with a decrease 1,247,900 copies/sets compared to last week.
- (2) Two new and 3 revised forms were approved.
- (3) In connection with the Forms Survey being conducted in the Printing Services Division, 24 cu. ft. of records covered by a Disposition Schedule will be destroyed in the near future, or as soon as work-load conditions will permit.

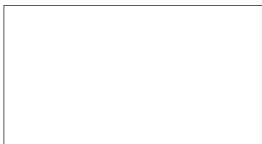
2. Assignments

a. Active

- (1) Thirty-two new and 18 revised forms are pending.
- (2) Six Employee Suggestions are being evaluated.

3. News

- 25X1 a. [ ] reported in on the sick list this morning and  
in presently home in bed under the care of his doctor.
- 25X1 It is reported that [ ] will be home in bed  
with a fractured vertebra for at least two weeks.
- 25X1 b. [ ] was conducted on a very interesting tour of the  
Biographic Register to examine their shelf filing by
- 25X1 [ ] of the Records Management Staff.



25X1

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Weekly Report for Week Ending 4 December  
from  
RECORDS DISPOSITION BRANCH

1. Assignments - Activea. Project 8-18 - OO/Contacts 

25X1

A second portion of the records control schedule has been forwarded to the Division for review and coordination. A meeting has been arranged with the ARO to discuss the portion of the schedule previously submitted to the Division for review.

25X1 b. Project 6-40 - OCR 

Form 115 "Request for Authority to Dispose of Records" was prepared, coordinated with Security and forward to National Archives for appraisal.

25X1 c. Project 8-20 - ORR 

Completed installation of file system in Analysis Division (5 installations). Met with Branch Chiefs (9) of Industrial Division to explain the subject numeric file system and to answer questions pertaining to their files. Training program is being planned for their secretaries this week.

Installation of the Agency filing system in the Petroleum Branch of Materials Division has been completed. The files of this branch have been integrated with the newly formed Fuels and Power Branch of Materials Division, ORR. This completed the installing of files in ORR/Materials Division.

d. Subject Numeric Files Installations in OP 

25X1

Installation of Subject Numeric File in Office of Chief, Position Evaluation Division - commenced 2 December.

e. Project 6-95 - Office of Personnel 

25X1

The revised schedule has been given to the ARO to obtain signatures from the individual Staff and Division Chiefs. Project is 90% complete.

25X1 f. File Equipment Review 

A requisition for 8 pieces of safe type equipment is being retained pending contact with the ARO/OCR to determine the urgency and need for this equipment.

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g. Project 8-24 - Map Library Division/ORR [ ] 25X1

No action taken on this project during past wk. [ ] from the Map Library was given a tour of the shelf-filing installation in Biographic Register/OCR. 25X1

h. Office of Communications [ ] 25X1

(1) Personnel Files  
Recommendation to use Open File Shelving will be forwarded today.

(2) Engineering Division, Library  
A floor plan to use Open File Shelving was developed, presented to and approved by [ ] Librarian, and [ ] Assistant Chief, Material Support Branch. A recommendation will be developed for presentation to the Office of Communications through [ ] ARO. 25X1

i. Comptroller, Machine Records Division [ ] 25X1

Met with [ ] Machine Records Division and discussed his card filing problem. [ ] agreed to give us more time to explore the usefulness of other types of equipment since the Saf-T-Stak being used on a trial basis does not appear to meet the desired requirements. 25X1

2. Vital Materials

The DD/S, Vital Materials deposit schedule has been revised to reflect the transfer of Regulations Control from Management Staff to the office of Deputy Director (Support).

The date for microfilming vital materials in the ORR/Services Division has been changed from 10 December to 15 January. This postponement was requested by [ ] ORR/Services Division. 25X1

Microfilming of Vital Materials in the Office of Personnel has been completed in accordance with the established schedule.

Microfilming of Vital Materials in ORR/Geographic Division has been completed with the exception of one card file which is scheduled for filming in January.

3. News

a. Arrangements have been made with OCI for us to start, on 10 Dec; a review of all files systems installed during this year.

[ ] 25X1

Weekly Activities Report - Week Ending 4 Dec 1957

A. Personnel-Type Vital Records Study

(1) Submitted draft of study to  for his review. 25X1

(2) Awaiting receipt of additional material from OTR and the Office of Personnel to bring one Tab up-to-date.

B. ORIENTATION

Studying material covered at "The American University Third Institute on Records Management" June 18-29, 1956.

C. Leave

On Sick leave for a total of four hours during the week for emergency dental work. Have two appointments for next week.

D. Upon the invitation of the Chief of Support, TSS, visited their installation.



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