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Report for Week Ending 11 September 1957
 from
 FORMS MANAGEMENT BRANCH

1. Contributionsa. Tangible

- (1) Completed 39 actions requiring the printing of 795,200 copies or sets of blank forms. This represents an increase of 19 actions with an increase of 521,550 copies as compared to last week.
- (2) Six new and fifteen revised forms were approved.
- (3) Developed for the Security Staff, Office of Logistics an eight page form titled, "Industrial Security Inspection Check List." By redesign and standardization was able to reduce its number of pages from eleven to 8 thus saving 1500 pages on overall quantity ordered of the original printing. This savings with the consequent savings in file space, will multiply with each subsequent reprinting of this form.
- (4) The revised edition of Form No. 240, "Courier Receipt and Log Record" has been forwarded to Logistics for procurement. This is a four part carbon interleaved form designed for use in the new messenger window envelope presently being procured. It is estimated that savings amounting to \$90,000 annually will accrue through the use of this form.
- (5) completed the Forms Quantity Study. In FY 57 we procured 22,764,961 copies or sets of forms. However this figure was not completely meaningful as a unit of procurement was treated the same, whether a single card or cut sheet, a six-part set, or a master form from which 100 run-off copies may later be produced. When considering only multiple-part form sets plus cards, cut sheets, etc. the production figure increased to 39,524,638. This would require 2,470 safe cabinets @ \$352. Total cost to house \$869,792. When we included figures on run-off copies obtained from ditto and offset masters, quantities and costs went up to 154,220,148 form copies, 9,638 safes and a total cost of equipment of \$3,392,567. This presupposes of course that all copies are filed which they are not. Not all of these copies are filed here. These figures include all forms used by or sent to the field; also all copies sent to other government agencies, allied governments, contractors, private individuals, etc.

25X1

b. Intangible

- (1) The status of the continuing survey of 273 forms in the new numbering system which have not been ordered within the past 18 months currently reflects that 86 are active and that 27 are obsolete.
- (2) The collection phase of the Forms Survey being conducted in Administrative Building Printing Plant is approximately 80% complete. Of the forms surveyed 18% were Government Printing Office forms and the balance, or 82%, were declared "bootleg".

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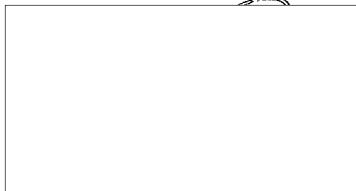
2. Assignments

a. Active

- (1) Revision of Dispatch Forms. Proposed revisions discussed 6 Sept. 57 with Messrs [redacted] DD/P; later with [redacted] OC. [redacted] and I looked over comments from DD/P, Commo, Logistics and the Comptroller re the tests and agreed on a course of action. The form has been redrafted and [redacted] and I will discuss later this week. 25X1
- (2) Eight new and four revised forms
- (3) Six Employee Suggestions are currently requiring evaluation. 25X1

3. News

Material samples submitted by McGregor Carbon Forms Co. on Form la were tested, found unsatisfactory and were rejected. Because the other bidder's price was too high, the Procurement Review Committee rejected both bids. PD/OL has readvertised. New bids are to close Thursday. To increase possible competition, meet back order needs and to prevent exhaustion of stocks of continuation sheets the new invitations are for 25,000 sets, la and 20,000 sets la-1. A serious situation exists here, mainly because we lack a single source of supply contract on reproducible systems-type forms. It has been over 2 months since FMB approved the la for procurement and a contract still has not been awarded. In the meantime, stocks of the la are exhausted and the information reporting activity of the Agency is being seriously hampered. RC/RQM [redacted] have been kept informed of the situation and are quite concerned. [redacted] in fact, contemplates discussing the deteriorated procurement situation with [redacted] sometime this week. [redacted] also expressed dissatisfaction with the present procurement methods yesterday on receiving samples of NCR paper for test (Form 1007) which the low bidder, McGregor Carbon Forms Co., had forwarded interleaved with smudge sheets to protect the paper. Several previous jobs made by this same manufacturer have been unsatisfactory due to poor quality paper, pressure smudging from cutting, etc. Efforts to obtain replacement or an adjustment in price have so far been unsuccessful. This form 1007 has been in the mill for 90 days and printing still hasn't started! 25X1



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PROJECTS STAFF

1. Assignments Active

- a. Reports Management Regulation and Handbook - Redrafted the regulation. Proofread the handbook typed by the Interim Assignment Branch. There were errors on about 50% of the 32 pages. [] 25X1
- b. Personnel-Type VM - Completed first draft of the staff paper, including a majority of the enclosures. Their completion will require additional research and further discussions with officials responsible for creating personnel-type vital records. [] suggested we discuss the study with the Chief, RI, to determine DD/P interest. [] 25X1
25X1
- On the basis of discussions between [] the ARO for Personnel, it was agreed that we would furnish the ARO with a memorandum citing categories of deposits which might be eliminated to streamline the OP VM schedule. The ARO will use this memo as a point of reference in discussing proposed VM schedule revisions with OP personnel. [] 25X1
- 25X1 Decision on whether or not the Biographic Profile (Form 1200) will be deposited must await [] return. If decision is affirmative, we will propose that, because of their sensitivity, these forms be sent to the Repository in sealed envelopes to relieve [] of a file maintenance problem [] 25X1
- 25X1 c. OSI Files Installations - Messrs [] (RMS), [] (OSI) discussed the satisfactory results of installing the subject-numeric system in 17 offices, and the need for training OSI personnel in the system. Also discussed was a possible request that we install the system in the remaining 6 branches of the Fundamental Science Div. [] Chief OSI/FSD will determine this. [] 25X1
- d. Window-Pocket Reuseable Envelope and Four-Part Courier Receipt - Contract has been let for the envelope; printing requisition for the courier receipt has gone forward. Flier and "Support Bulletin" article is being developed to promote use of the new envelope. [] 25X1
- e. Requisition Review - Reviewed 5 requisitions for filing equipment and supplies. Returned one requisition for 600 classifiles (Remington Rand) to OL for further justification. [] 25X1 ✓
- f. BR Shelf File - Installation of equipment complete except for work stations, due 17 September. [] 25X1 ✓
- g. Finance Division, Office of the Comptroller, Registry Floor Space layout - Reviewed Floor Plan with Miss [], ARO, who has suggested one modification. Acceptability pending review by Finance Division. [] 25X1 ✓
- 25X1

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2. Projects Inactive

- a. CI/OA Floor Space and Equipment Survey ✓
- b. IR Shelf File Project ✓
- c. OS Shelf File Project ✓

3. News

- a. Attended the first meeting of the Working Committee to develop the U. S. Government Correspondence manual. Subcommittee assignments will be made at the next meeting, Friday the 13th [redacted] 25X1
- 25X1 b. [redacted], ARO/OCR, is conducting a reappraisal of all internal reporting in OCR. Our offer of assistance was appreciated, he stated, but not needed intitally. [redacted]
- 25X1 c. Follow-up of the revised injury reporting system which involves the Safety Officer, the Head Nurse, and Casualty Affairs Branch, disclosed that the NCR window envelope reporting form is very satisfactory. It went into effect the first of this month. [redacted] 25X1
- 25X1 d. Discussed suggested changes in the Administrative Procedures lecture series with [redacted] OTR. It was mutually felt that as long as the classes are made up largely of DD/P personnel, we should discontinue covering the subject-numeric filing system. Accordingly, I plan to revise my talk for this coming Thursday. It will cover instead, "4 Clues to Better Record Keeping". [redacted] 25X1
- e. Referred to Business Machines Service a request from assistance for OP Records Room, pertaining to a special typewriter. [redacted] 25X1
- 25X1 f. Located and arranged for delivery, 3 portable desk trays to [redacted] 25X1
[redacted] Training. [redacted] 25X1



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RECORDS DISPOSITION BRANCH

1. Assignments: (Active)

a. Project 6-40 - Office of Central Reference

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No change from previous report. Project is 99% complete.

b. Project 6-95 - Office of Personnel

25X1

The revised schedule for Personnel Assignment Division is being typed to reflect changes which have occurred in that Division.

A review was conducted in the Position Evaluation Division during the past week. There have been organizational changes in this Division which resulted in one Branch being absorbed by another and a new Branch being created.

Due to many personnel changes in the Office, draft copies of the revised schedule will be sent out for review and coordination. Project is 55% complete.

25X1 c. Project 6-101 - RI/DDP

No change from previous report. Project is 90% complete.

d. Project 8-9 - General Counsel

25X1

No change from previous report. Project is 30% complete.

e. Project 8-16 - Office of Scientific Intelligence

25X1

Changes to the schedule have been coordinated with OSI and revised pages submitted to us. Transmittal letter is being prepared and the approved schedule will be forwarded to OSI this week. Project is 85% complete.

f. Listings are being prepared which will contain descriptions of all permanent records covered in the records control schedules. The listings will reflect the type of records and the organizational component responsible for creating and maintaining them.

2. Assignments: (Inactive)

Project 6-90 - Commercial Staff

25X1
25X1

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