

*Reports - 1
Jan - June 1959*

Chief, Management Staff

14 May 1959

Chief, Records Management Staff

Weekly Report for Week Ending 13 May 1959

1. Contributions

a. Tangible

- ✓ (1) Reviewed the experience of the Graphics Register in using mechanized card files and recommended against the purchase of two ~~Binbold~~ Elevator Files. Instead, proposed the purchase of another piece of non-mechanized equipment costing \$134. instead of \$1150. for the mechanized equipment.
- (2) Completed four ^{new} and three ^{forms} revised, fewer.
- (3) Made seven forms obsolete.
- ✓ (4) Reviewed a requisition for Special Card File equipment costing \$2100 and recommended against it. The Office (Cataloging Branch, O/L) agreed to our suggested substitution of available equipment already in the Agency Supply System.
- (5) Two hundred and forty-seven cu. ft. of inactive records were received at the Records Center from five offices.
- (6) Eighty cu. ft. of records were destroyed, leaving a balance of 814 cu. ft. awaiting destruction.

b. Intangible

- ✓ (1) Recommended to the Supply Division, O/L that heavy duty pressboard folders be stocked by the Building Supply Office in the 340 Building rather than entirely at the This change will eliminate delays experienced by various offices in getting these types of folders from stock.

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2. Assignments - Active

a. Forms

- ✓ (1) Six new and 12 revised forms in process.

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- (2) Teletype Dissemination Information Reports and Systems. The trial system using Flexwriters, the production of tape as a by-product of the Field Report and the scrubbing and unscrubbing of tape is working satisfactorily.
- (3) Revision of Dispatch Forms. Minor revision made in the carbon interleaved forms, 5j and 5ja, to reduce paper weight and improve the quality of carbon. We are still awaiting DD/P action.
- (4) Improved Management of Stocked Forms. Office of Logistics tentatively agreed to use data available on punched cards to provide data for development of catalogs.
- (5) Uniform Information Report. Department of the Army soliciting bids. Department of the Navy continues to study feasibility of adopting uniform report.
- (6) Evaluation of Information Reports. Special form produced for DD/P to obtain consumers reactions appears to be effective. Distribution of some Reports reduced.
- (7) New Building Project. New badges, inserts and guide cards developed.
- (8) Elimination of Transmittal Dispatch for EA forms. Extension of this project to include transmittal of certain personnel actions arranged.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Contact Division.
- (3) Office of Security.
- (4) OCS. Requested of Office of Security to inspect the Area to be secured.
- (5) OTR. One installation has been tentatively agreed to for the Intelligence School.

c. Filing Systems

- (1) Contract Personnel Division/CP Card Index. Project dropped pending decision of Chief of Contract Personnel Division to reconsider our proposal.

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- (3) Graphics Register Film Index complete. See 1.a(1).
- (2) FBIS Filing System.
- (4) OSI. File Index prepared.

d. Audit and Revision of Records Control Schedules

- (1) OO/POD.
- (2) OOR.
- (3) Executive Registry. Revised schedule with [redacted] who is transferring to an overseas assignment. Made arrangement to assist in bring schedule up to date.

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e. Special Projects

- (1) Revision and Reorder of Overnight Storage Rooms.
- (2) DD/P Support Records. Survey now being made in WH Division.
- (3) Predecessor Agency Records. Inventory continues.
- (4) Revision of Training Material to be used by OOR. Revised sets of practice letters to be used by students completed.

f. Filing Materials

- (1) Working on proposed changes in method of recording receipt of NEG Map Negatives at Repository. If OSI agrees to our proposal, considerable time will be saved.

g. News

- 1. [redacted] OOR/DR, assisted [redacted] in a presentation on the advantages of Shelf Filing to the members of the Records Management Staff.

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Mgt/S/RMS/[redacted] (14 May 1959)

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