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Jan-June 1959*

Chief, Management Staff

8 May 1959

Chief, Records Management Staff

Weekly Report for Week Ending 6 May 1959

1. Contributions

a. Tangible

- (1) Completed a shelf file installation in GS/DD/P to replace obsolete equipment.
- (2) The Records Center received 538 cu. ft. of inactive records from five offices.
- (3) Fifty-one cu. ft. of records were destroyed; 878 cu. ft. to be destroyed.
- (4) Completed five new and six revised forms. Made three forms obsolete.

b. Intangible

- (1) Completed the "on-the-job" training program for DD/P.
- (2) Developed cost factors for storing and servicing records in Agency offices and in the Records Center and made this information available to DD/P.
- (3) Concurred in the proposal of the National Archives to destroy certain GSS Procurement Records.

2. Assignments - Active

a. Forms

- (1) Four new and 14 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Stocked Forms. ✓
- (5) Uniform Information Report.

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- (6) Evaluation of Information Reports.
- (7) Agency Chain Envelope.
- (8) New Building Project. ✓
- (9) Elimination of Transmittal Dispatch for T&A Forms. ✓

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2) OS/DD/P. See 1.a.(1).
- (3) Contact Division. ✓
- (4) Office of Security. ✓
- (5) OER. Preparing plans for one area in the Industrial Register which will probably eliminate 33 safes.
- (6) OER. Exploring possibilities of two installations. ✓

c. Filing Systems

- (1) Contract Personnel Division/OP Card Index. ✓
- (2) Graphics Register Film Index. Tentative selection made for suitable equipment using Elevator Type File.
- (3) FMS Filing System. Equipment being ordered. ✓
- (4) OSI. Reviewing files in Kint Staff Office at request of the Executive Officer.

d. Audit and Revision of Records Control Schedules

- (1) OS/PND

e. Special Projects

- (1) Revision and Recolor of Overnight Storage Boxes.
- (2) DD/P Support Records. Project resumed in ER Division.
- (3) Professor Agency Records. Project suspended during sick leave. ✓
- (4) Revision of Training Material to be Used by OER. Arranged for visits of OER representatives to several Subject-Matter Filing Installations.

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2. Cited Materials

- (1) Preparing lists of deposits being made by offices in the DD/I and DD/S Areas as guide lines for DD/P to use in selection of their vital records.

4. News

- a. Three members of the Staff attended the Luncheon of the Management Analysis Conference.
- b. The National Archives has requested our assistance in locating certain missing Japanese Government records seized during World War II. The State Department is interested in seeing that these missing records are returned to the Japanese Government.








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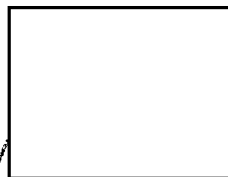
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