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Weekly Report for Week Ending 6 May 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 42 actions requiring the printing of 1,160,000 copies or sets of blank forms.
- (2) Five new and six revised forms were approved.
- (3) Three forms were made obsolete.

b. Intangible

- (1) Received from the Security Division, Office of Logistics, request for the revision of "Contract Security Record," Form No. 1257. It was proposed the front of this form, heretofore printed on a 5"x8" card, be made up as an 8" x 10½" cut sheet and punched for filing in a 3 ring binder. It was also proposed that a new 8" x 10½" cut sheet form be set up for a 3 ring binder by revising the back of the original 5" x 8" card. After acceptable drafts of these two forms were prepared and submitted to the OPI, it was suggested by this office that the two formats be printed back to back on a single 8" x 10½" 88# ledger sheet. The Office of Logistics, after some consideration, was receptive to the suggestion and, as a consequence, two proposed sets of records were consolidated into one set. This, aside from requiring less filing space, will also provide faster reference and more efficient cross reference.

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- (2) Got OTR to agree to buy flannel board, easels, carrying cases, etc., needed for RMS Training Program. We will receive materials on permanent loan. Requisition has been placed.

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- (3) Provided Air Force with copy of technical specifications for a 7-part form set including an offset master. Advised them use of such a master in an interior position in a continuous set for use on an IBM Tabulator is not now technically feasible as the unprotected master. Use of a smudge sheet in a continuous set is not practical.

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THE LITHOGRAPHIC
CARRIAGE WOULD
STAY ON TO

- (4) Developed a plan for improved management of DD/P forms. is to discuss this matter with the DD/P Records Officer today.

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- (5) Final reports received from various offices covering twenty forms which have not been reordered during the past 20 months indicate that 3 forms are obsolete. Seventeen of these forms will continue in a currently active status.

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[redacted]

2. Assignments

a. Active

- (1) Discussion continuing with [redacted] and [redacted] of the Comptroller's Office concerning the possible elimination of the dispatch transmitting the T&A form.

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[redacted]

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- (2) [redacted] is presently working with [redacted] on the new form 1456, titled, "Authority for Destruction of File".

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- (3) [redacted] working with [redacted] is presently in contact with FI/RQM/RC assisting in the development of a new "Information Report Clearance Request".

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- (4) Four new and 14 revised forms are pending.

- (5) Survey is being made among 13 Area Records Officers covering 327 forms bearing on the following:

- (a) Continued need for use overseas.
(b) Appropriate Security Classification.
(c) Appropriate Mode of Shipment.
(d) Possibility of content modification to reduce classification and permit less costly Mode of Shipment.
(e) Need for instructions to field pertaining to shipping, handling and storing overseas. [redacted]

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3. Assignments

a. Pending

- (1) [redacted] has not yet completed his review of new memorandum of last fall pertaining to the Dispatch Study. It is understood that RI is working on procedural changes and amended regulations.

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[redacted]

4. News

- a. We are testing a newly improved silicone overcoated purple hecto mat. This mat is alleged to be cleaner and capable of delivering 250-300 good copies.

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Report for Week Ending 6 May 1959
from
Records Disposition Branch

1. Contributions

25X1 DD/G/CE/DD/P Shelf Filing [redacted]
New shelving was installed this week replacing the broken bulk storage type shelving formerly in use. Cost of the new shelving \$400, and a 5% increase in filing space. Project complete.

2. Assignments

a. Filing Equipment

Office of Central Reference/IR/FE/NE/A [redacted] 25X1
Plans are being prepared for open shelving within the secure area that will house material from (33) thirty-three four-drawer legal safes, current holdings and expansion for three years. A request and plan for a partition to replace the safes that form a barrier between the two Branches are also being prepared.

✓ OP/Records and Services Division/Shelf Filing/Test Installation [redacted]

✓ OO/Contact Division/Shelf Filing [redacted] 25X1

✓ Office of Security/Building 13 - Shelf Filing [redacted] 25X1

✓ OP/Contract Personnel Division/Card Index [redacted] 25X1

No change from previous report.

b. Records Systems

25X1 OSI [redacted]
At the request of the Executive OSI a review of the files of the Elint Staff Office was started. Preliminary work on this project indicates that too much of the correspondence is held in the individual analyst's files and not in the central subject files. Work will continue until a complete subject file has been developed.

c. Records Schedules

25X1 OO/FDD [redacted] and team)
Revised schedule in FDD for review and signature.

d. Special Projects

Review of Clerical Training in Filing [redacted] 25X1
a. Arranged visits 6 May to Subject-Numeric Files in Offices of
✓ AD/RR and C/Geographic Area/ORR. Custodians explained their files, and ARO/ORR briefed the group on installation of 63 S-N

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files in ORR. Participants included [redacted] 25X1
C/Inductee Training/OTR; [redacted] RM 25X1
trainees from DD/P; and [redacted] RMS. 25X1

b. Revised practice and test materials approved by OTR/CT and OS and submitted to OL/PSD. Completion of printing scheduled for 12 May. 25X1

Reissuance of Handbook for Subject Filing as unclassified publication [redacted]
OL/PSD rescheduled printing with estimated completion date of 29 May.

25X1 Emergency Filing Equipment [redacted]
Fact finding and analysis continuing.

25X1 File Cleanup Campaign [redacted]

Service Calls Processed by Records Center [redacted] 25X1
No change since last report.

25X1 e. Inactive Assignments [redacted]
Sorting Equipment Booklet

25X1 Revision of [redacted] Records Management Program Guide.
Analyst Files Project

3. Vital Materials

a. Microfilming of Vital Materials in OSI continues. Filming in OCR/GR also continues.

b. Three employees of DD/P/RI and [redacted] FBIS accompanied last weeks trip to the repository. 25X1

c. A memorandum and general listing of DD/I and DD/S Vital Materials deposits has been developed for review by [redacted] in DD/P. It is hoped that this will aid DD/P in their selection of VM and also eliminate any duplication which may presently exist. 25X1

4. News

a. Concurred in the National Archives proposal to dispose of certain procurement records of OSS. [redacted] 25X1

b. National Archives has requested our assistance in locating certain missing Japanese Government records seized during World War II. [redacted] 25X1

25X1 c. At the request of [redacted] ORR/Map Library discussed the disposition and possible inclusion in the Records Schedule of Air Target material, and a 3x5 card index (record copy) of all charts published within the Intelligence Community. [redacted] 25X1
Records Center informed her of the possibility of placing the Air
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Target material, under supplemental distribution, but, including it in the Records Schedule seems to be more desirable at this time.

- d. A tour of vaulted areas with the ARO in OTR has opened two possible shelving projects. Will contact ARO this week for necessary additional information to proceed in these areas. 25X1
- e. ORR/Map Library has requested our assistance in locating a metal shelving more suitable to storage of various sized books such as Atlases etc. to replace the wooden shelving now in use.
- f. attended Management Analysis Conference Luncheon 4 May to hear William Rapp report on the recent Bureau of the Budget survey of Management Analysis activities in Headquarters of 25 Federal Agencies.

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from

[REDACTED]

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1. Contributions (Intangible)

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a. Briefed [REDACTED] (OCI) and [REDACTED] (Records Center) on organization and functions of the Management Staff and development of the Records Management Program. Briefed [REDACTED]

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[REDACTED] (FBID) on Reports and correspondence management and document control.

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b. Reviewed and commented on proposed material for a GSA workshop on speeding correspondence.

c. Developed cost factors pertaining to storing and servicing records in Agency offices and the Records Center.

2. Assignments - Active

a. Courier Receipt and Chain Envelope.

b. ✓ Graphics Register Film Index - Graphics Register personnel have selected the Diebold elevator file over the Mosler Revo-File. They are furnishing comparative data on the two pieces of equipment.

c. Overnight Storage Box.

d. DD/P Records Management Training Program.

e. Records Disposition Workshop - Completed about half of the introductory script. Developed ideas for additional slides.

f. Revision of RMS Positions. Official copies of descriptions approved by [REDACTED] will now present them to the Chief, Salary and Wage Division.

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3. News

a. Attended the Management Analysis Luncheon Conference on the Budget Bureau's study of management analysis activities in the Government.

[REDACTED]

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