

CONFIDENTIAL

Report for Week Ending 4 May 1959
FROM
RECORDS CENTER

During the week the following accessions were made:

DD/P	172 cu ft
Logistics	153 " "
Medical	14 " "
DCI	2 " "
ORR	3 " "
	Sub-Total: 344 cu ft
Finished Intelligence	194 " "
	Total : 538 cu ft

Map Negatives	1,494 cu ft
Records Holdings	30,239 " "
Distribution Material Holdings	12,784 " "
	Total : 44,517

Distribution Material Disposed of at Center	39 cu ft
Distribution Material Transferred from Center	44 " "
Records Disposed of at Center	131 " "
Records Transferred from Center	46 " "
	Total : 260 cu ft

Accessioning and Disposal

Eighty-six assembled Records Center containers were furnished to Record Center customers. To date 4,001 assembled boxes have been furnished.

The fifth shipment of maps was received from ORR consisting of 231 maps, containing 104,637 copies and utilizing 116 cubic feet. To date 902 maps have been received utilizing 533 cubic feet.

The FDD Summaries have all been inventoried and reduced in number. Nineteen cubic feet were destroyed during the week. To date thirty cubic feet have been destroyed and thirty-nine spaces gained by consolidating 236 cubic feet.

During the week fifty-one cubic feet were destroyed leaving an accumulation of 878 cubic feet in the disposal area.

Reference

The first individual document from the OCI Grilled Area was serviced. This document was sent to the Office of Communications.

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News

Due to mix-ups and much confusion in the past months in the transfer of records from the Headquarters area, a new system has been worked out. The Records Center will now notify [redacted] Chief, BSO instead of the dispatcher at [redacted] will in turn coordinate the transfer by notifying the dispatchers and security.

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[redacted] is continuing training at the Vital Materials Repository. [redacted] started training this week replacing [redacted] who has completed his two-week training.

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Visitors

25X1

[redacted]

ORR
Map Library

[redacted]

RMS

25X1

[redacted]

FBID

25X1

DD/P

25X1

[redacted]

OCI

[redacted]

25X1

Chief, Records Center

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