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Chief, Management Staff

30 April 1959

Chief, Records Management Staff

Weekly Report for Week Ending 29 April 1959

1. Contributionsa. Tangible

- (1) Completed a shelf file installation in RE/DD/P which resulted in a saving of 70% in floor space, a gain of 30% in filing space and the return of approximately \$2500 worth of safe file equipment to stock.
- (2) Eighty-two cu. ft. of inactive records were transferred to the Records Center by six Agency offices.
- (3) Eighty cu. ft. of records were burned.
- (4) Completed 11 new and five revised forms. Two of these forms were developed in conjunction with the OCE Survey of They may also be used to replace five existing forms used by the Highway Division at Headquarters.

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b. Intangible

- (1) Assisted OCE in exchanging approximately 20,000 file folders procured for the IS Make-Up for a better product. The ones received proved unsatisfactory.

2. Assignments - Activea. Forms

- (1) Has new and 13 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 Summary. Specifications being prepared.
- (8) New Building project.

b. Shelf Filing

(1) Office of Personnel. Trial installation now being tested to determine adaptability to housing official personnel folders. Test to continue through July.

✓(2) O/OD/P. See Ia (1).

✓(3) [redacted] Installation expected to be completed in about 10 days. The new shelving will replace an obsolete type now being used.

(4)



(5) Office of Security. Awaiting delivery of equipment.

(6) OCS. We are exploring several shelf file possibilities at [redacted] request. A preliminary survey indicates at least one more installation in III.

c. Filing Systems

(1) Contract Personnel Division/OP Card Index. Project temporarily suspended. Awaiting return of Chief of Branch from a training course. In the meantime, a part of our suggestion to use special filing equipment is being adopted.

(2) Graphics Register Film Index.

(3) FBIS Filing System. Plan for improved system being presented today. The new SRO, [redacted] has been successful in reducing the volume of these files substantially by getting the Editorial Branch to destroy certain teletype files in 30 days rather than accumulating them for 60 days.

d. Audit and Revision of Records Control Schedules

(1) O/PSD. Schedule revised and returned for signature.

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e. Special Projects

- (1) Revision and Recorder of Overnight Storage Boxes.
- (2) **SO/P Support Records.** Project suspended during [redacted] illness. 25X1
- (3) **Inspector Agency Records.** Project approximately 50% complete.
- (4) **Revision of Training material to be used by OIB.** Gave OIB list of Agency filing installations. Continued development of revised practice and test materials.

f. Vital Materials.

- (1) By revising of the procedures for the Stock Status Cards, filing time for the personnel in the Repository has been reduced substantially.

h. News

a. The new ASO for OIB, [redacted] is exploring with us the possibility of using Shift File Installations in several areas. 25X1

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b. [redacted] attended the meeting of the Committee on Documentation of the USIB. [redacted] explained the best application of the use of [redacted] tapes in the handling of information reports from [redacted] 25X1
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Distribution:

- Orig - addressee
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - Records Center
- 1 - RMS (REPORTS -1)

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Mgt/S/RMS/

[redacted]

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fjm (306) 30 April 1959

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