

CONFIDENTIAL

Report for Week Ending 29 April 1959
from
Records Disposition Branch

1. Contributions

25X1

EE/DD/P Shelf Filing [redacted] ✓

Twenty-five hundred dollars worth of safe type filing equipment was replaced with Open File Shelving costing \$240. There was a 70% savings in floor space and a 30% gain in available filing space. Project complete.

2. Assignments

a. Filing Equipment

✓ EE/[redacted] DD/P Shelf Filing [redacted]

25X1

This installation is expected to be completed in approximately 7 days and was delayed because of a labor strike which affected the vendor involved. New shelving will replace broken bulk storage type shelving which is now being used.

Office of Central Reference/IR/FE/NE/A Shelf Filing [redacted]

25X1

Have checked the possibility of converting these FE/NE/A Branch to Open File Shelving with the AR/OCR. The Branch Chief of this area was very much in favor of the idea and indicated that several people in the Branch had asked of the possibility to eliminate opening and closing of safes.

The Branch now shares a small secured area with another Branch which may provide the required space.

We will discuss shelving installations in other OCR Areas tomorrow with the ARO.

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

25X1

Test installation is now being tested to determine the adaptability of Open Shelving to housing Official Personnel Folders. Actually several systems of filing are being tried and the only favorable comments received was in favor of the flexible end tab. Testing will continue thru June or July of this year.

✓ OO/Contact Division/Shelf Filing [redacted]

25X1

The bid on this installation has been awarded to the Art Metal Construction Company for \$1,445. Delivery of the equipment to [redacted] is scheduled to be made in 45 days.

25X1

CONFIDENTIAL

CONFIDENTIAL

Office of Security - Shelf Filing, Building 13 [] 25X1
No change from previous report, awaiting delivery of equipment from vendor.

25X1

OP/Contract Personnel Division/Card Index [] 25X1
[] Chief of CPB was contact concerning this card filing installation. [] indicated that he wishes to cancel this project for the time being and until he completes a Management Engineering Course. In the mean time he has adopted a part of our suggestion to use Rol-dex filing equipment to the extent of taking cards from Kardex Safes and placing them in Card Trays on rolling tables. Project suspended. 25X1

b. Records Systems

25X1

OO/FBIS []
Plans for improvement in the maintenance of OO/FBIS/ Editorial Branch teletype files are being presented to [] Chief/EE and USSR sections today. [] has been successful in reducing the retention period for these files from 60 days to thirty days. 25X1

25X1

c. Records Schedules

25X1

OO/FDD [] and team)
Schedule has been revised and returned to FDD for review and signature.

d. Special Projects

Emergency Filing Equipment [] 25X1
Fact finding and analysis continuing. Received maps and Civil Defense information from Library.

OSS Records/RI []
Inventory continues.

Support Staff Records/DD/ [] 25X1
Survey suspended until [] returns from sick leave.

File Cleanup Campaign [] 25X1
No change since previous report.

Review of Clerical Training in Filing [] 25X1
Submitted to Chief, Clerical Training, a report showing the number (195) and organizational location of Subject-Numeric File installations in the Agency.

Continued work with OTR instructors, ARO and Graphics personnel on:

- a. Revised practice and test materials.
- b. Stocking demonstrator file cabinet with training kit material.

CONFIDENTIAL

CONFIDENTIAL

25X1

Reissuance of Handbook for Subject Filing as unclassified Publication. [redacted]

OS completed review of proposed Handbook and approved it as unclassified (Agency sterile but not U. S. Government sterile). Minor changes proposed by OS are being incorporated by OL/Printing Services Division.

25X1

2. Inactive Assignments [redacted]
Sorting Equipment Booklet

25X1

Revision of [redacted] Records Management Program Guide.

Analyst Files Project

25X1

3. Vital Materials [redacted]

25X1

[redacted] Chairman of DD/I Vital Materials Committee, informed us that he was forwarding a copy of our memo which included 6 suggestions for improvement in the central collection of DD/I intelligence materials to all AD's in DD/I. He also discussed these suggestions with [redacted] AD/OCR and recommended that his successor as Chairman of DD/I VM Committee be selected from the OCR Documents Division. This person would also become OCR Vital Materials Officer. [redacted] expects to leave for an extended Army War College course shortly).

25X1

25X1

A change in the maintenance procedure of the stock status cards of Logistics resulted in the saving in filing time on the part of repository personnel.

25X1

[redacted] OCR Librarian, accompanied last week's trip to the repository to arrange recent additions to the reference library collection. [redacted] also accompanied this trip to check on the cable deposits. He stated that consideration is being given to the reduction of the retention period for TS cables from one year to six months.

25X1

Microfilming--

OCR/GR continues

OCR/IR continues

ORR/Services Division completed

OSI the annual filming of Vital materials will begin next Tuesday.

CONFIDENTIAL

CONFIDENTIAL

25X1

4. News

We are now arranging to exchange 20,000 folders with Record Files Inc. for a better product. These folders were procured for the IR Mock-Up and have proven unsatisfactory.

A tour of vaulted areas in OTR will be made this afternoon with the ARO to explore the possibility of shelf filing installations.

25X1

for

CONFIDENTIAL