

CONFIDENTIAL

Report for Week Ending 6 April 1959
From
RECORDS CENTER

During the week the following accessions were made:

DD/P	332 cu ft
PIC	71 " "
OCI	23 " "
COMP	143 " "
Sub-Total:	569 cu ft
Finished Intelligence	554 " "
Total :	1,123 cu ft

Map Negatives	1,467 cu ft
Records Holdings	29,862 " "
Distribution Material Holdings	12,473 " "
Total :	43,802 cu ft

Distribution Material Disposed of at Center	21 cu ft
Distribution Material Transferred from Center	3 " "
Records Disposed of at Center	86 " "
Records Transferred from Center	8 " "
Total :	118 cu ft

Accessioning and Disposal

The Center furnished 132 assembled boxes to various offices during the week.

The reason for the Finished Intelligence receipts being so high is that for the first time the volume of maps received from [redacted] has been shown.

25X1

A total of 70 cubic feet of records was burned during the week, leaving an accumulation of 999 cubic feet in the disposal area.

Reference

A request for Top Secret material was serviced for the first time under the new procedure.

News

25X1

[redacted] the new courier, was brought on board 6 April 1959.

25X1

[redacted]

CONFIDENTIAL

[redacted]
report for
Week Ending Wednesday, 8 April 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Emergency Filing Equipment

Received background information on this new project.
Started collecting facts, and ^{REVIEWING} evaluation of Suggestion No. 58-451.
(Nat'l Archives published a valuable one in 1958:
About 1% or 2% of existing records are considered Vital in most Agencies.
"Protecting Vital Operating Records" by GSA, page 17.)

Audit of FDD Files

Completed Inventory and Cost List of their filing equipment.
Completed List and Recommendations concerning their 52 Bootleg Forms.

Service Calls Processed by Records Center

Records Center personnel now being briefed at headquarters are shown the Survey on Service Calls for review and comment.
(Each has expressed satisfaction with Survey findings.)

INACTIVE

File Cleanup Campaign
Sorting Equipment Booklet
Special DD/P Files Project
Revision of [redacted]
Analyst Files Project

TRAINING

External Training --- 3 hours

American University class in Office Management. (Tues. 7 Apr.)

NEWS

Attended luncheon of Inter-Agency Management Analysis Conferences to hear C. Mansel Keene of Civil Service Commission speak on "Professionalization of Management Analysis in Federal Service." (Mon. 6 Apr.)