

RMS

Chief, Management Staff

2 April 1959

Chief, Records Management Staff

Report for Week Ending 1 April 1959

1. Contributions

a. Tangible

- (1) Completed two new and seven revised forms.
- (2) One hundred and ninety-four cu. ft. of inactive records were transferred to the Records Center by 11 offices. Two hundred and sixty-four cu. ft. of records were burned, leaving 964 cu. ft. to be destroyed.

b. Intangible

- (1) Designed a Code Sheet to be used by the Insurance Branch which will facilitate balancing individual records of premium payments, provide statistics and combine the previous bootleg forms.
- (2) Developed procedures with OCI to expedite the servicing of their sensitive records.

2. Assignments - Active

a. Forms

- (1) Five new and 16 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems. Proposal for improvement under consideration by DD/P. Consideration is also being given to the use of Flexewriter Punched Tape System.
- (3) Revision of Dispatch Form. Awaiting return of suggestions for *revision* of Form from DD/P.
- (4) Improved Management of Stocked Forms.
- (5) Uniform Information Report. Negotiating with Navy Department for use of 8 x 14 size report.

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(6) Evaluation of Information Reports.

(7) Agency Chain Envelope.

(8) New Building Project. Biographic Data Form for contract employees to be revised to conform to the DE/C's desire.

b. Shelf Filing

(1) Office of Personnel.

(2) Acquisition Branch Library/OCR.

(3) [redacted] Contract Division.

c. Filing Systems

(1) GFR/FDD Translation Index.

(2) Contract Personnel Division/OP Card Index.

(3) Graphics Register Film Index.

d. Audit and Revision of Records Control Schedules

(1) OCR

(2) OC/FDD, Revision of schedule in process. One portion of revised schedule submitted for review.

e. Special Projects

(1) Development of Training Program for Records Officer, DE/P. [redacted] reported to the Staff for on-the-job training.

(2) Revision and Recorder of Overnight Storage Boxes. Received a tentative estimate of \$8. from the Diebold Company.

(3) DE/P Support Records.

(4) Precursor Agency Records (OSB, SSU, and CIS).

(5) Revision of training material to be used by OCR. Prepared a sanitized version of our Handbook on Subject-Metric File for use in instructing clerical personnel.

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f. Vital Material

- (1) visited the relocation site of the Department of the State. Discussed their Vital Materials procedures with a representative of their Records Management Staff.
- (2) Reviewed the Vital Materials Program of the Department of the Army and Joint Chiefs of Staffs.

g. News

- (1) Two members of the Staff attended a Seminar on Stock Control conducted by the Office of Logistics.

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- (2) [redacted] reported to the HE Division on 23 March to assume responsibility for their Records Management Program.

[redacted]

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Distribution:

Orig - Addressee

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Mgt/S/RMS/ [redacted] (2 April 1959)