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Report for Week Ending 18 February 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 26 actions requiring the printing of 259,610 copies or sets of blank forms.
- (2) Six new and 9 revised forms were approved.
- (3) Twelve forms were obsoleted.
- (4) Fourteen inches of material in the Branch safes has been destroyed providing additional needed filing space.

25X1

b. Intangible

- (1) The Printing Services Requisition, Form No. 70, has been revised. Among the improvements are provisions for a 200% increase in the "Remarks" space and a window envelope area for Plant employees sending return copies back to customers. This latter design feature should preclude some 20,000 clerical actions each year.

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- (2) As a result of reprint action and the incidental review of Shipping Category, Form No. 1223, titled, "Schedule of Property Costs, Issued, in Use and Returned to Stock" has been changed from Category II to Category I. This is another of those cases in which the preclassification of the form was not sufficient to justify the more restrictive shipping category.

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- (3) It has been suggested to the [redacted] DD/P, that a new two part specialty type form be used in lieu of "bootleg" and 4 approved forms. The new form, if adopted, will not only provide for a more expeditious operation, but will also increase its accuracy.

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- (4) Working with the Budget and Finance Branch, Office of Logistics, developed Form No. 1585, titled, "Allocation Control Record". This form, which is to be 11" x 14" and printed both sides on 64# white ledger, was designed for use in Walcott Taylor Sectional Post Binders. It will provide the Office of Logistics with a control device, by each fiscal year, of unallotted allocated funds. This form will also provide a source of data for a "Summary Funds Report" prepared monthly for Office of Logistics management purposes.

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(5) Revision covering Form No. 444a, titled, "Personal Resume", has been forwarded to the Printing Services Division for printing subject to the approval of acceptable proofs. The principal changes involved in the revision are; a. Addition of space for the listing of relatives employed by Government Agencies, b. Provision for space to indicate whether or not High School diploma has been received by an applicant, and, c. Securing of "reasons" for leaving previous positions of employment. This revision also eliminates the previous requirement for the attached blank page (50% of the paper) used as a continuation sheet. [redacted]

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(6) In cooperation with the Supply Division, Office of Logistics, developed Form No. 1583, titled, "Receiving Discrepancy Report", as a 4 part NCR form. From a procedural standpoint, this form will be initiated by the Receiving Unit, Washington Depot and will provide expeditious notification to, and follow-up action with, the Procurement Division on all matters involving receiving discrepancies on purchased materials. This new form, aside from providing positive control on every receiving discrepancy, will eliminate the following:

- (a) Card file in the Receiving Unit
- (b) Two "bootleg" forms.
- (c) Preparation of additional memoranda.

(This project was handled by Mr. [redacted]).

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2. Assignments - Active

- (1) Ten new and 23 revisions are pending.
- (2) Eight Employee Suggestions.
- (3) The survey of all forms not ordered for 18 months or more is continuing. The results to date are as follows:

<u>Forms Surveyed</u>	<u>Active</u>	<u>Obsolete</u>	<u>Pending</u>
Old Numbers (CIA)	36	12	
New Numbers (CIA)	200	49	254
Other Agency	<u>151</u>	<u>30</u>	<u>76</u>
Grand Total	<u>387</u>	<u>91</u>	<u>330</u>

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Survey Sheets indicate:

- (a) Eight forms to be obsoleted when stock is exhausted.
- (b) Many forms to be revised now or when later reordered.
(Several will eventually be combined).
- (c) Monthly usage revised on many.
- (d) Several instances of sample copies of forms obtained
for our files.

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[redacted] is handling this project).

3. News

- a. Attended the follow-up meeting of the GSA Region 3, Forms Improvement Workshop. Initial results are quite encouraging. [redacted]
- b. Obtained from Bill Harris, Program Development Group, NARS, GSA, scripts, slides, flannel-board, cards, kits and related Forms Improvement Workshop materials. Arrangements are being made to obtain additional needed materials and to rewrite scripts to include material with a CIA flavor preparatory to putting on the DD/P Training Program. [redacted]

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Report for Records Disposition Branch
for Week ending 18 February 1959

1. Contributions

Audit of the Records Management Program in Medical Staff is complete. As a result of the survey the records control schedule was revised, six series of files were set up for the current year with two more yet to be done; 28 cubic feet of records were retired to the Records Center and 7 cubic feet were destroyed; the logging system was converted from log sheets (Form 311) to 3x5 courier and receipt log (Form 240); one 4-drawer safe was released from the area and 2 Kardex safes are slated to be removed as excess equipment, a 10-drawer card cabinet was installed in the file room to enable the clerks to consolidate 4 separate series of index cards; personnel in all the divisions made some effort to reduce files within their custody, all are anxious to bring the files on as current a basis as possible and have pledged renewed cooperation in this effort. New personnel was briefed on the records management programs, particularly Mr. [redacted] who replaced [redacted] on the Support Staff of Medical Staff. [redacted]

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2. Assignments

25X1 a. Filing Equipment [redacted]

Personnel/Records Services Division ✓
No change from previous report

25X1 OO/Contact Division [redacted] ✓
No change from previous report

25X1 Security [redacted] ✓
No change from previous report

EE Division/DDP
No change from previous report

OO/FDD
No change from previous report

Personnel/Contract Personnel Division
No change from previous report

b. Records Systems

Subject-Numeric Files in OP [redacted] ✓
No change from previous report

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Special Planning Assistant/DDS [redacted]
No change from previous report

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c. Records Schedules

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OCR []

With assistance from [] Deputy Chief, OCR/LCD, completed revised description of certain requirements files. Continued work on comparison of retention periods for certain requirements files in various Agency offices.

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d. Special Projects

Review of Clerical Training in Filing []

No change from previous report

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25X1

[] presented office layouts to the O&M Staff for their approval and made final arrangements for moving this week-end.

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3. Vital Materials []

Meeting was held with [] to revise the FBID Deposit Schedule. The new schedule will include four principal file categories and 43 secondary subjects which will be assigned code numbers. These will appear on the deposit slips, availability registers, file guide cards and folders, as well as the schedule. The coding, new schedule and revised filing method will correct a deficiency reported by FBID representative during last year's Operation Alert.

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A check with [] ARO/Comptroller, on a question of obsolescence of certain payroll data raised by [] resulted in the approved destruction of normal pay cards and roster cards last deposited in June 1958. [] is revising her VM Schedule and will delete several items.

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[] ARO/OSI, called to say that [] and [] she would like to accompany me to the repository on 3 March. [] is very interested in the OSI VM program and anxious to view OSI deposits before this year's Operation Alert. [] reviewed the annual VM Inventory and authorized the withdrawal of a significant amount of obsolete materials.

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[] Logistics/Printing Services Division, requested us to provide him with a revised VM microfilming schedule and the periodic revisions in order that he may have advance notice of filming commitments. The increased microfilming requirements in OCR may necessitate temporary postponement of filming in Logistics and Security Offices.

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[] of DD/P/RI accompanied last week's trip to the repository to deposit and to withdraw vital materials. Since [] assumed the DD/P VM program trips to the repository are more frequent.

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[redacted] Management Staff, accompanied last week's trip to check on the 3M reader-reproducer machines and inspect the microfilm.

Microfilming of vital materials in OCR/GR continues. This project is approximately 22% complete.

Five members of ORR/Map Division visited the repository last week to work on the map collection.

A meeting was held with [redacted] OCI, to discuss the assignment of responsibility for depositing finished intelligence with special classifications. [redacted] recommended that OCR/SR be responsible for these deposits, however, I feel that the responsibility should be with OCI since OCI handles the dissemination of this type of material. The products of four offices are involved. I plan to discuss this with [redacted] and [redacted] of OCR.

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4. News

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[redacted] met with [redacted] ARO/OS to discuss the feasibility of using IBM punch cards as indexes for the investigative dossiers. A tentative meeting is planned for next week between [redacted] Chief, Security Records Division and [redacted] to explore further the possibility of using the system.

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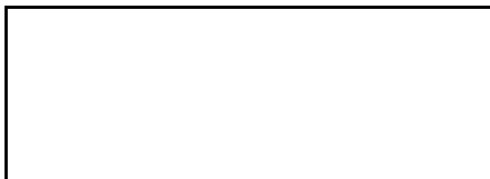
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All members of the staff attended the Management Staff lecture by [redacted] on Friday on "New Developments in Business Machines."

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An audit of the records disposition program in FDD begins today.

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report for
Week Ending Wednesday, 18 February 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Service Calls Processed by Records Center

Final Report being reviewed by [redacted] prior to meeting with [redacted]

Special DD/P Files Project

Continued studying Records Control Schedules and methods.

Audit of FDD Records Control Schedule

25X1 Studied and analyzed all 74 items in FDD's Records Control Schedule.

Instructed by [redacted] on auditing in FDD area.

25X1 [redacted] will supervise audit and establish teams and time schedules.

25X1 [redacted] and I will go to FDD with Rita Tues-Fri, 24-27 Feb.)

File Cleanup Campaign

25X1 Talked with [redacted] about Art Work. Left him 4 poster, booklet & trademark. Quick, good action result from chat. All but booklet back in 3 days. Started draft of SB article based on Readers Digest report of Cleanups.

Unused Safes

Started drafting final overall report to close project.

Suggestion No. 59-225

Suggester proposes weekly campaign to salvage office equipment, supplies & furn. I completed evaluation that suggestion did NOT duplicate our File Cleanup Campaign, but it did not offer anything not already known and used by the government and our Agency. Fran typed & sent reply signed by [redacted]

INACTIVE

Sorting Equipment Booklet
Revision of [redacted]
Analyst Files Project

TRAINING

Management Staff Training Program --- 1 1/2 hours

IBM movie on EDP principles and [redacted] on Agency EDP systems. 25X1

External Training --- 3 hours

American University graduate course "Office Management and Control" (Tue. 17 Feb)

NEWS

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NEWS

- SI 1920100**
- 6467000
- a. Started list of office time spent reading office literature and reports. Jotting a note on the list takes but a few seconds, however, this list may or may not reveal something worthwhile after a few months of note taking.
 - b. Saw the Einstein letter to FDR suggesting the Atomic Bomb (in Library book)
- Sent copy of letter to JKL proposing she use it in a Support Bulletin article on the Suggestion Awards Program. Hope you don't mind.
I mark this up as good will or Management Family relations.
 - c. Last Summer when I first learned about ARO's and our dealings with them I took a look at Fran's list of the current ARO's .
For my unused safes and equipment inventory projects I copied the ARO list. My list I rearranged according to the three major components.
I typed it and gave a carbon copy to Fran. I made no suggestions, merely said it was an extra copy she could have if she'd like.
On Wed. 18 Feb an updated copy of list in my format was distributed to all hands. I think it was well received.