

Chief, Management Staff

12 February 1959

Chief, Records Management Staff

Report for Periods Ending 4 February and 11 February 1959

1. Contributions

a. Tangible

- (1) Completed 24 new and revised forms. Eliminated 64 forms.
- (2) Completed the installation of a Subject-Indexic Filing System in the Office of the Special Assistant to the DD/S [redacted]. This will provide a uniform method of filing and finding correspondence and a system for cutting off and retiring inactive records.
- (3) The Records Center received 1,008 cu. ft. of inactive records from 6 Agency offices. There are now 42,046 cu. ft. of records in the Center (the equivalent of 5,259 safe cabinets).
- (4) Reviewed and approved a revised Records Control Schedule for the Personnel and Training Section of OTR.
- (5) Reviewed the records management activities of the Public Works Branch at Isolation and proposed 19 recommendations, including the need for a revised Records Control Schedule. The carrying out of these recommendations will be accomplished by the ASD/OTR. This project undertaken at the request of Miss [redacted]

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b. Intangible

- (1) The Supply Division/OA informs us that they have discontinued 79 booklet forms which we referred to them recently. Most of these were identified in the feasibility survey done by the Business Machines Staff.

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2. Assignments -active

a. Forms

- (1) Thirteen new and 29 revised forms in process.
- (2) Printing Services Division Survey. ✓
- (3) Revision of Travel Order. ✓
- (4) Teletype Dissemination Information Reports and Systems. ✓
- (5) Revision of Dispatch Form. ✓
- (6) Improved Management of Stocked Forms. ✓
- (7) Uniform Information Report. ✓
- (8) Evaluation of Information Reports. ✓

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2) Acquisition Branch Library/OCR. ✓
- (3) Map Library Division/OCR. ✓
- (4) [redacted] /Contact Division. Registration for equipment submitted to Chief, Supply Division, who agreed to have equipment purchased and installed.
- (5) Office of Security/Building 13. ✓

c. Filing Systems

- (1) Office of Personnel Subject-Numeric Files. ✓ Installed folders and guides for 1959 files.
- (2) OO/FBI Translation Index. ✓
- (3) Contract Personnel Division/OF Card Index. ✓
- (4) Special Assistant/DB/S, Subject-Numeric. ✓ See 1.a. (2)
- (5) Filing System, Public Works Branch [redacted] See 1.a. (3). ✓

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d. Audit and Revision of Records Control Schedules

- (1) Revised schedule accepted by Medical Staff. Fifteen cu. ft. of inactive records retired in conjunction with revising schedule.

e. Special Projects

- (1) Developments of Training Program for Record offices, DD/2. Developed with [redacted] a tentative schedule to include training in Records Disposition and Filing Systems. Discussed plan with [redacted] OTR. Made arrangements with Mr. Angel, Assistant Archivist of United States, to review their Workshop on Records Disposition.

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- (2) Revision and Recoder of Overnight Storage Boxes.

f. Vital Materials

- (1) As a result of a continuing review of the Vital Materials schedules throughout the DD/I Area, almost two million punched cards have been eliminated from the Vital Materials Vault.

g. News

- a. Messrs [redacted] attended the O&I Luncheon.
- b. [redacted] has registered at American University at his own expense for a course in Office Management and Control.
- c. Attendance at the Support Services Exhibit was improved considerably over the previous one. About 60 people were briefed on the exhibit and several requests were made for copies of our publications.

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Mgt/S/RMS, [redacted] (12 Feb 1959)

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