

CONFIDENTIAL

Chief, Management Staff

23 January 1959

Chief, Records Management Staff

Report for Period Ending 21 January 1959

1. Contributions

a. Tangible

- (1) Completed five new and three revised forms.
- (2) Obtained a change in the shipping category of Form 1159 from "Ship I" to "Ship II," on the basis that the preclassification "SECRET (When Filled In)" did not warrant a Ship II category. We hope this precedent will permit changing all Ship II forms of this type to Ship I.
- (3) Received at the Records Center 110 cu. ft. of inactive records from ten offices. Burned 83 cu. ft. of disposable records, leaving a balance of 1.443 cu. ft.

b. Intangible

- (1) Aided GBE in retiring 12 cu. ft. of records.
- (2) Developed the program and obtained speakers for the Management Staff Lecture Series presentation to be given this Friday.

2. Assignments - Active

a. Forms

- (1) Fourteen new and 21 revised forms in process.
- (2) Printing Services Division Survey.
- (3) Revision of Travel Order. DD/P's points of exception are being resolved.
- (4) Teletype Dissemination Information Reports and Systems.
- (5) Revision of Dispatch Form.
- (6) Improved Management of Stocked Forms.

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b. Shelf Filing

- (1) Office of Personnel.
- (2) IN/OCR.
- (3) Acquisition Branch Library/OCR.
- (4) Map Library Division/OCR.
- (5)  Contact Division. Awaiting decision of Office of plans and specifications.
- (6) EE Division/DD/P.
- (7) Office of Security/Building 13.

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c. Filing Systems

- (1) Office of Personnel Subject-Numeric Files. Installation in process in Employee Relations Branch.
- (2) OO/PDD Translation Index.
- (3) Contract Personnel Division/OP Card Index.
- (4) Office of Communications/WTC.
- (5) Special Planning Assistant/DD/S Subject-Numeric. File installation still in process.
- (6) Executive Secretary/FE/DD/P Card Index.

d. Audit and Revision of Records Control Schedules

- (1) Medical Staff
- (2) OCR

e. Special Projects

- (1) Headquarters File Cleanup Campaign. Reviewed instructional and promotional campaign material with Mrs. Kelley. With minor revisions this material will be ready for printing.
- (2) Review of OTR Clerical Training in Filing Systems. A revised lesson plan is being developed for discussion with OTR personnel this week.
- (3) Revision and Reorder of Overnight Storage Boxes. Requested from TBS personnel their specifications for procuring a model box from a local firm.

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We will use the same specifications to negotiate with other firms, to expedite this project.

f. Vital Materials

Microfilming continues in Graphics Register/OCR.

h. News

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a. [redacted] people attended the Interagency Records Administration Conference, "Forms Improvement Workshop."

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b. [redacted] attended the American Society for Public Administration meeting at which John Macy spoke on "Creative Management in Public Interest."

c. National Archives has asked for Agency concurrence to dispose of about 400 cu. ft. of records in Archives custody.

d. If the volume of stationery issued is an index, the Agency's records creation rate continues to rise, as indicated by the following:

<u>FY</u>	<u>Sheets of Stationery Issued</u>
1954	14,309,900
1955	14,924,750
1956	18,292,166
1957	18,530,900
1958	18,696,100

[redacted]

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*JRH*  
*1/26/59*  
*1/13/59*

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