

Chief, Management Staff

20 January 1959

Chief, Records Management Staff

Report for Period Ending 15 January 1959

1. Contributions

a. Tangible

- (1) Completed one new and four revised forms.
- (2) The Records Center received 65 cu. ft. of inactive records from seven offices. Destroyed nine cu. ft. of records, leaving a balance of 1395 awaiting destruction.

b. Intangible

- (1) Furnished to G&I Survey Team a listing of forms used by the Office of Logistics.

2. Assignments - Active

a. Forms

- (1) Eleven new and 21 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.

b. Shelf Filing

- (1) Office of Personnel.
- (2) IR/OCR.
- (3) Acquisition Branch Library/OCR.
- (4) Map Library Division/DIR.

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(5) [redacted] Contact Division. Plans and specifications forwarded to [redacted] Awaiting decision by Office.

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(6) IS Division/DD/P.

(7) Office of Security/Building 13.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files. Installation in process in Employee Relations Branch.

(2) OO/TIS Translation Index.

(3) Contract Personnel Division/OP Card Index.

(4) Office of Communications/VIC.

(5) Special Planning Assistant/DD/S Subject-Numeric. File. Installation still in process.

(6) Executive Secretary/TR/DD/P Card Index.

d. Audit and Revision of Records Control Schedules

(1) Medical Staff.

(2) OOR.

e. Special Projects

(1) Headquarters File Cleanup Campaign. Additional material for Campaign being prepared.

(2) Review of OOR Clerical Training in Filing Systems.

f. Vital Materials - Meeting held with representative of OOR to discuss possibility of using hard copy in lieu of microfilm for certain finished intelligence materials to be deposited.

3. Assignments - Inactive

a. OSI Subject-Numeric Files Installations.

b. Machine Records Division Files Survey.

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4. Form

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a. [redacted] accompanied [redacted] and as [redacted] to observe the procedures in the Records Center and in the Vital Materials Repository.

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b. Chief, Office of Security submitted a Commendation for the good work performed by Messrs [redacted] and [redacted] on the Form Procedures and Filing Systems developed for the Office of Security at the New Building Site.

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[redacted]

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Distribution:

Original - addressee

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[redacted]

Jan - June 1959

[Handwritten signature]
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Mgt/S.RMS, [redacted] (1x 20 Jan 1959)

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