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Report for Week Ending 5 January 1959
From
RECORDS CENTER

During the week the following accessions were made:

DD/P		464 cu ft
OCI		11 " "
OCR		8 " "
OO		74 " "
	Sub-Total:	<u>557 cu ft</u>
Finished Intelligence		29 " "
	Total :	<u>586 cu ft</u>
Map Negatives		1,353 cu ft
Records Holdings		28,155 " "
Distribution Material Holdings		<u>11,906 " "</u>
	Total :	<u>41,414 cu ft</u>
Distribution Material Disposed of at Center		26 cu ft
Distribution Material Transferred from Center		1 " "
Records Disposed of at Center		0 " "
Records Transferred from Center		<u>5 " "</u>
	Total :	<u>32 cu ft</u>

News

25X1 [] of the Historical Staff utilized the Records Center Search Room one day this week in reviewing the inactive records of the Office of Training.

25X1 The [] Engineering Division has started the project of enlarging the Comptroller grided area.

Records Center operation is back to normal now that all employees have used the accumulated leave they had to use or lose.

✓ A survey of the man hours worked by the janitor assigned to the Records Center was conducted over a ten-week period. This survey revealed that he spent an average of five hours per day in the building.

Projects

The inventoring and relocating of map negatives has begun. This project will require an estimated 500 to 600 man hours to complete.



25X1

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