



All Branch Chiefs

5 November 1953

Chief, Records Services Division

Activity Reporting

1. Present reporting requirements provide for both weekly and monthly reporting of Divisional activities. Until completion of a pending survey of the reporting system and adoption of any approved recommendations, the present system will be continued with the exception that each Branch Chief will be expected to submit to this office a report of his activities in a form that can be incorporated into a Division report without rewriting and editing. The previous weekly and monthly reports for the Division are on file in this office for your review if necessary.

2. Requirements are as follows:

- a. Weekly - The work week to be covered by the report is Thursday through Wednesday and the report should be submitted to this office by noon on Thursday. The report should consist of a brief statement of significant developments which occurred during the week. The statistical information which has been regularly submitted by the Records Center and the Mail Control Section will be continued until further notice.
- b. Monthly - The monthly requirements are for a summary of the weekly reportings to be submitted to this office as of the close of the first working day after the end of the month. The Records Center and the Mail Control Section will continue the present monthly statistical information.



STAT

[Handwritten signature]
11/5/53

81000100

As the original I C F card file in Industrial Register ~~information~~ ^{information as to} did not contain ~~the~~ products produced ~~by the firm~~ it was found necessary to establish a new card file.

This new card file is known as the Product file, will provide the following information:

- a) geographic area
- b) document number
- c) firm number
- d) product code.
- f) country code is distributor or other
- g) information date.
- h) brief description of product code
- w) usage code.

As this product file is arranged by document number within ~~product~~ ^{geographic} area, it was necessary to arrange the complete file in this order (321,087 cards) before sending to the Repository.

Additions and corrections ^{every two weeks} will be forwarded by document

number within area. This way, in ~~making~~ corrections or changes, only the areas affected will have to be collated.

0002342

001076113