

Weekly Report

11/23/53

Chief, General Services Office

20 November 1953

Chief, Records Services Division

Weekly Report of Operations for the period ending
19 November 1953

1. The attached weekly reports reflect activities with respect to various segments of the Records Management Program for the current week. In addition to the progress report in each one of these phases of the program, I would like to make the following general observations:

a. During this past week, arrangements have been made to conduct surveys in the Office of General Counsel and the Medical Office. These surveys will start on the 23rd and 30th of this month respectively. In addition, surveys are also planned for the Personnel Office and the Office of Comptroller.

b. We continue to receive good reports throughout the Agency from those persons who attended the training program in Vital Materials. There are still several office representatives who were unable to participate in the training program for Vital Materials. We plan to have a special session for them in the near future.

c. Mr. Herbert Angel of the National Archives and Records Service called me this week with respect to a circular issued by the Administrator of the General Services Administration, requesting certain information from all Government agencies with respect to microfilming operations. Mr. Angel feels that this Agency should comply with the intent of this circular. The circular was not sent to this Agency because GSA felt that the one that they had sent to the National Security Council would cover CIA also. The NSC has reported to GSA but did not reflect any information with respect to CIA. Consequently, we may expect to receive this circular in the next few days with a request that it be completed.

d. Mr. Angel also discussed with me the need for this Agency to have continued reference to the National Selective Service records at Headquarters and throughout the United States. Previous correspondence between the DD/A dated 4/21/53 and the Director of Security dated 6/17/53, indicated continued need for the maintenance of these records to serve Agency purposes. Mr. Angel will communicate with us later with respect to the continued need of Selective Service records.

2. Listed below is the current Table of Organization for the Division with regard to total number of personnel:

<u>On Duty</u>	<u>Vacancies</u>	<u>In Process</u>
[]	8	40

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Report for week ending 19 November 1953 from RECORDS SYSTEMS BRANCH

Office of Operations - The survey of FBID was started and will cover the entire field of records management. It is anticipated that it will result in the establishment of a complete program for that Division. The analysts are currently involved in inventorying the records and filing equipment in the office of the administrative staff.

Logistics Office - The training of the personnel who will be assigned to operate the Logistics Office files for the office of the Chief has been started. A review of the files and mail control program has also been initiated. Our first impression is that the dissatisfaction with the files, indicated in discussions with the Area Records Officer, has been due entirely to improper maintenance and training.

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Security Office - Representatives of this office met with [redacted] Area Records Officer, and a Security Office file supervisor, to discuss the use of standard filing supplies in one of the larger file operations of that office. [redacted] attitude seems to be entirely sympathetic with our objectives and we believe that he will be able to accomplish something in getting these operating people to convert to the standard items. To assist [redacted] as well as other Area Records Officers in this job of selling the need for and advantages of using standard supplies, we are developing material which it is anticipated can be distributed with a memorandum to all Area Records Officers.

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Office of Intelligence Coordination - A survey for the purpose of establishing file subject headings for the records of this office was completed and a proposed adaptation of the Agency manual was prepared for their consideration. It is anticipated that this adaptation of the manual and the covering memorandum will be hand-carried to [redacted] and a discussion of the proposal will be held at that time.

Vital Materials - In the future, more frequent deposits of NSC vital materials will be made. Previously, quarterly deposits were made, but recent discussions have resulted in the establishing of a schedule calling for bi-weekly deposits.

Discussions were held with persons responsible for the vital materials in OSI, Physics and Electronics Division, regarding the scheduling of vital materials deposits. Filming of Soviet and Satellite Research Institute Files, amounting to approximately 7 drawers, was started this week.

It is anticipated that within the next week we will be able to continue microfilming of the BR dossiers. [redacted] has assured us that we could set up operations in Room 110 of

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North Building as soon as GPO vacates. Although this filming operation has been inactive for three weeks because of the physical move of BR, BR analysts have been screening the dossiers and it was found that an estimated 30 to 40% of the files will not have to be filmed. The part of the files which are not to be filmed are cases to be transferred to the Department of State.

Mail Control - The Mail Control Section was experiencing difficulty in honoring special requests for courier service from the Machine Records Branch and Payroll Branch. This occurred because the requests were not coordinated within each of the Branches. [redacted] of Machine Records and [redacted] of Payroll have now reported that steps have been taken to coordinate future requests.

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A study has been made of the need for coordinating the requests for special courier service received from points throughout the Agency. It was found that the majority of requests for special service is channeled through and received from the various Branch Registries. There are, however, a few requests received direct from AD offices. The conclusion was that no additional coordinating of requests for special service will be necessary.

On 18 November 1953, [redacted] of RI Staff phoned the Mail Control Section to request that an armed courier be provided to accompany one of their employees to and from the Hollabird Depot, Baltimore, Maryland. He stated that this run would be made once a day and would terminate in approximately 2 weeks, dependent upon the volume of material. [redacted] has tentatively agreed to supply a courier for this run. [redacted] is not certain when the run would start, but that he would call this office well in advance.

The ramp connecting Curie Hall and [redacted] has been opened. Effective 17 November 1953, the messengers located in Curie Hall began servicing both Curie Hall and [redacted]. This eliminates the stop for the mail trucks at [redacted].

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Chief, Records Systems Branch

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Report for week ending 19 November 1953 from RECORDS DISPOSITION BRANCH

Section 9 of the Executive Order titled "Safeguarding Official Information in the Interests of the Defense of the United States" and effective 15 December 1953, contains the following:

"Disposal and Destruction: Documentary record material made or received by a department or agency in connection with transaction of public business and preserved as evidence of the organization, functions, policies operations, decisions, procedures or other activities of any department or agency of the Government, or because of the informational value of the data contained therein, may be destroyed only in accordance with the act of July 7, 1943, c. 192, 57 Stat. 380, as amended, 44 U.S.C. 366-380. Non-record classified material, consisting of extra copies and duplicates including shorthand notes, preliminary drafts, used carbon paper, and other material of similar temporary nature, may be destroyed, under procedures established by the head of the department or agency which meet the following requirements, as soon as it has served its purpose.

(a) Methods of Destruction: Classified defense material shall be destroyed by burning in the presence of an appropriate official or by other methods authorized by the head of any agency provided the resulting destruction is equally complete.

(b) Records of Destruction: Appropriate accountability records maintained in the department or agency shall reflect the destruction of classified defense material."

Referenced Act is the Records Disposal Act of 1943 as amended in 1945. This order tends to strengthen disposition activities as it pertains to classified documents and will certainly involve rewriting and placing greater emphasis on Agency Regulation

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Chief, Records Disposition Branch

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Report for week ending 19 November 1953 from FORMS MANAGEMENT BRANCH

I. Continuing Projects.

1. Phased master plan for the Agency-wide Forms Management Program. No developments this week - still being studied by [redacted]

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2. Development and issuance of memorandum to Area Records Officers regarding preprinting of security classifications on forms. Decision was reached that such memoranda to Area Records Officers will be identified in a series by branch of origin. Thus this memo will bear designation FM-2 on bottom right side of page.

3. Memo FM-1 outlining generally the Agency's Forms Management Program has been rewritten and is undergoing final coordination prior to publication.

4. Records Management Handbook [redacted] Additional discussions with [redacted] have resulted in agreement concerning his submission of proposed modifications to the subjects "Reports" and "Communications." Consideration is being given to recommending a modification of "Records" as well. Additional discussions will be required.

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5. [redacted] Records Services Division, [redacted] from the Printing and Reproduction Division attended on 17 November 1953 an equipment demonstration of the new Coxhead Compo-matic DSJ machine at the Sheraton-Carlton Hotel. Mr. [redacted] Printing Advisory Staff, General Services Office, [redacted] Graphics Branch ORR who were also scheduled were forced to cancel for business reasons. Demonstration was quite effective and was of considerable interest to attendees. Literature on the machine and the new Coxhead-Liner was obtained and is being circulated to interested individuals. A Class of 36 Navy Forms Management Trainees attended the showing at 5:00 P.M. Navy is currently conducting two week classes for its field Forms Management personnel.

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II. New Projects.

1. **Employee Suggestion #378 concerning reduction of width of certain Information Reports.** This and a previous suggestion had been under consideration since 1951. It was decided to take positive action to reduce the width (image size) of all information reports from 8½ to 8 inches to facilitate carding operations by IAC consumers. This action will tie in and require close coordination with a printing management project of Mr. [redacted] Ultimate revision of all information reports is now contemplated, with reduction in size, redesign, rewriting of printing specifications, elimination of pre-printed run-off sheets in two colors of ink, etc. as basic goals.

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2. **Initial contact and establishment of liaison with Area Records Officers.** To date the following Area Records Officers have been contacted, [redacted] Comptroller, [redacted] Personnel, [redacted] CS/FI/RI and [redacted] DD/P/FI/RI.

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III. Current Requests For New Revised and Reprinted Forms.

	No of Requisitions	Copies	
NEW	2	5,100	Total
REVISIONS	9	45,700	"
REPRINTS	59	404,000	"
		<u>454,800</u>	Grand Total
	OBSOLETE FORMS	2	

3 Request for new forms disapproved and approved forms substituted.


Chief, Forms Management Branch

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Report for week ending 19 November 1953 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

I. PROJECTS IN PROGRESS

25X1 1. Office of the Comptroller Reports Management Program -
Met with [] of the Comptroller's Office to discuss the
proposed Program Guide. [] was briefed on the hand-
book's contents and our reasons for including the listing of
25X1 exemptions and a tentative timetable for installing the Program.
Review of the handbook at the Deputy Comptroller's level should
be completed this week.


2. The Central Intelligence Agency Correspondence Handbook -
Completed revisions to one page of text and two exhibits of the
Handbook, and inserted the revised printed pages into copies of
the Handbook which were previously assembled by Reproduction.
Provided 65 copies for forwarding to Regulations Control Staff.

3. The Writer's Guide - Spade work on this project is
progressing. A recent meeting with Miss [] General Serv-
ices Office, provided excellent material and re-established our
25X1 conviction that the Agency stands to gain much from our Program.
Additional pertinent material has been collected from other
agencies whose correspondence management programs are proving
effective. The plan for developing and presenting the Guide has
been completed, including plans for distributing promotional
material.

II. COMPLETED PROJECTS

1. Completed a review of the proposed Handbook for the
Subject Classification and Filing of Correspondence Records.
From this review and discussions with Messrs. []
25X1 developed recommendations on three primary subject classifica-
tions which affect the filing of material on Reports and Cor-
respondence Management Programs.

2. Developed and submitted to the Chief, Records Services
Division, a listing of Reports Management Program phases on which
progress information is desirable. A general recommendation on
progress reports from Area Records Officers was also proffered.



Chief, Reports and Correspondence
Management Branch

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images filmed-Rotary Camera	0	18,697
Flat-bed Camera	3,326	9,785
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	41	-
References to record material	77	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,174	624
Intelligence Reports	64	145
b. Supplemental Distribution:		
Information Reports	513	306
Intelligence Reports	245	191
Notices	7	32
Regulations	14	144
Others	0	9
c. Initial Distribution:		
Notices	1	3
Regulations	0	1.7
Others	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	6,456	5,064
Outgoing	3,973	6,537
b. Postage expended	\$ 889.01	\$ 800.12
c. Scheduled Courier trips	240	240
d. Special Courier trips	86	55.3
e. Inter-agency mail by Courier		
Incoming	1,095	956
Outgoing	1,355	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	0	-
Available but delayed	0	-
Not Available	0	-