

CONFIDENTIAL

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
15 October 1953

A. Personnel On Duty Vacancies In Process

Office of Chief		1	1
Rc ds. Mgt. Section		0	5
Rc ds. Center Section		1	0
Mail Control Section		4	19
		6	25

25X1

1. No. on leave three days or more:

Records Mgt. Section- 1
 Mail Control Section- 1
 Records Center Sec.- 0

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0
 Records Center Section- 0
 Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
 Records Center - 5
 Mail Control - 9

5. Specific cases on item 4 not in previous reports. 0

6. New applicants interviewed 0. Recruited by Personnel 0.
 Recruited by this office 0.

B. Administration and Problems:

Records Management Section:

NSC Records Control Schedule - All records maintained in the Central Registry have been listed and initial appraisals have been made. [] has requested that the survey team offer any suggestions for the improvement of their communications and records systems.

General Services Schedule and Filing System - The schedule has been completed and has been submitted for review and approval. Needed concurrences are being obtained prior to the activation of the schedule. The filing system has been installed in all Divisions except in the Telephone Section and the office of the Chief. These areas should be completed next week.

Vital Materials - Recent discussions with [] of the Security Office, resulted in the following change in method of depositing one file series: Project M-53 (Identification Badge Record Card File) was previously a 5 x 8 card printed on both sides, which necessitated microfilming. This file was recently changed to an IBM card file and has permitted the curtailment of microfilming. The present and all future deposits of this series will be made by transferring IBM cards. This method will permit the easy withdrawal of deletions and interfiling of additions in lieu of the previous method which required a complete refilming for each schedule deposit.

Records Center Section:

The transfer of the Records Center activity from [] to the [] was started Thursday, 15 October. It is anticipated that the complete move will be made in from 5 to 7 working days.

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	37,497	18,697
Flat-bed Camera	12,573	9,735
2. Records Center - (all figures in cu. ft.)		
Records received for processing and storage	63	-
Reference to records material	51	178
Records material destroyed	15	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information reports	918	624
Intelligence reports	28	145
b. Supplemental Distribution		
Information reports	* 559	306
Intelligence reports	204	191
Notices	4	32
Regulations	5	144
Others	0	9
c. Initial Distribution		
Notices	2	3
Regulations	0	1.7
Others	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	5,154	5,064
Outgoing	8,648	6,537
b. Postage expended	\$ 756.17	\$ 800.12
c. Scheduled courier trips	240	240
d. Special courier trips	135	55.3
e. Inter-Agency mail by courier		
Incoming	1,094	956
Outgoing	1,271	1,313
f. Personnel actions		
Recruitments	1	-
Separations	2	-
g. Use of Motor Pool Vehicles		
Available	0	-
Available but delayed	0	-
Not available	0	-

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* 2,750 sheets of Ozalid paper used in duplicating these reports.