

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
17 September 1953

A. Personnel	On Duty	Vacancies	In Process	
Office of Chief		0	1	25X1
Rcds. Mgt. Section		0	10	
Rcds. Center Section		1	0	
Mail Control Section		0	30	
		<u>1</u>	<u>41</u>	

1. No. on leave three days or more:
 - Records Mgt. Section- 0
 - Mail Control Section- 2
 - Records Center Sec.- 2

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 - 4
 - Mail Control - 16

5. Specific cases on item 4 not in previous reports. 2

Mail Control Section - 25X1

Transfer - effective 9/28/53

Resignation - effective 9/18/53 25X1

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

B. Administration and Problems

Records Management Section - In a discussion with [redacted] Mr. Robert H. Johnson, Asst. to Executive Secretary, NSC, stated that, pending final approval by [redacted], Mr. Johnson would welcome assistance in preparing a records control schedule for all NSC records. Mr. Johnson expressed keen interest in the CIA Records Center and appeared willing to transfer their inactive records to the Center. Personnel assigned to perform records work in NSC must have "Q" clearance. [redacted] have such clearance and it is tentatively planned that in approximately three weeks they will undertake to write a records control schedule and to perform other records work that may develop for NSC.

A tentative program and plans have been made for training Area Records Officers in the Vital Materials Program. The emphasis of this particular training is on Repository procedure and the proper indexing and identifying of vital materials in order that the Area Records Officers may more quickly and positively service requests for material as needed in the event of an emergency. Initial contacts have been made with the Area Records Officers of the DD/A group, all of whom have indicated that they would like to attend. A tentative date, 30 September, has been established for the DD/A group with the DD/I group to attend the following week.

Tentative records control schedules are now approximately complete for the Printing and Reproduction Division, Space, Maintenance and Facilities Division and the Records Services Division. The files of the Chief, General Services Office, are now being inventoried and, upon completion, a records control schedule for the entire office of General Services will be on record.

Authorization was received to destroy 51 reels of microfilm deposited by the Office of Comptroller. [redacted] stated that these reels were either obsolete or superseded.

Records Center Section - The backlog of work for the Supplemental Distribution activity continues although it was reduced from approximately 80 man-hours as of last week to 60 man-hours as of this week. Sixteen hours of help were obtained from the Mail Control Section and we

will continue to try to get help from that source this coming week. Requests are being serviced within 48 hours. All personnel have been making every effort to get this work back on a current basis. From a review of the work load figures this would have been accomplished in the week past, however, the amount of new material received and the amount of requests handled were more than doubled that processed in the preceding week.

The following are estimated costs and savings resulting from the release of the [redacted] building:

25X1

Present annual cost to be eliminated

CIA	1 24-hour guard post	\$ 21,020.04
PBS	Annual lease	10,500.00
PBS	Operation and maintenance	<u>8,962.00</u>
	Total	\$ 40,482.04

Proposed one-time expense to be incurred as the result of the move

	Carpentry	\$ 3,710.00
	Electricity	50.00
	Plumbing	50.00
	Move from 2501 H St.	<u>3,000.00</u>
	Total	\$ 6,810.00

The net saving in the first year of operation is \$33,672.04 and would be \$40,482.04 each year thereafter.

25X1

[redacted] has informed us that in contacts with the PBS, they have agreed to assume the \$3,000 cost of the move but that we will have to stand the \$3,810 cost of the renovations to the [redacted]

25X1

Mail Control Section - As the result of the moves within "I" Building, we have reduced the number of couriers assigned from 5 to 4. Further reductions appear possible upon completion of the moves.

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	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	553	18,697
Flat-bed Camera	16,048	9,735
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	29	-
Reference to records material	44	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,860	624
Intelligence Reports	60	145
b. Supplemental Distribution:		
Information Reports	492 *	306
Intelligence Reports	423	191
Notices	43	32
Regulations	44	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	4,676	5,064
Outgoing	6,249	6,537
b. Postage expended	\$856.92	\$800.12
c. Scheduled courier trips	240	240
d. Special courier trips	89	55.3
e. Inter-agency mail by courier		
Incoming	932	956
Outgoing	1,144	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	4	-
Available but delayed	0	-
Not available	0	-

* Over 2,000 sheets of Ozalid paper used in duplicating these reports.
 Sixty-six hours on total in courier section.