Approved For Belease 2006/05/24; CIA-RDP70-00211 0900240034-8 OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

10	Chief, General Delvices					
FROM :	Chief, Records Management & Distribution Branch					
SUBJECT:	Weekly Report of Operations f 17 September 1953	or the period	ending			
Α.	. Personnel	On Duty V	Vacancies	In Process		
	Office of Chief Rcds. Mgt. Section Rcds. Center Section Mail Control Section		0 0 1 0	1 10 0 30	25X′	
	1. No. on leave three days or Records Mgt. Section- Mail Control Section- Records Center Sec	0 2		41		
	2. No. on special detail out of Records Mgt. Section-Records Center Section-Mail Control Section-	0	How :	long?		
	3. Where: One man in Transport	ation Division	as full (time courier.	ı	
	4. No. pending resignation, to Records Management Sec Records Center Mail Control	_ •	reassignm	ent:		
,	5. Specific cases on item 4 no	ot in previous	reports.	2		
	Mail Control Section	Transfer -			25X′ 25X′	
	6. New applicants interviewed	_		tive 9/18/53		
	Recruited by this office.		LUIUGU DY .	r er pointer	· ·	

Six 1884 Different time

B. Administration and Problems

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Records Management Section - In a discussion with

Mr. Robert H. Johnson, Asst. to Executive
Secretary, NSC, stated that, pending final approval by

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 MSC must have "Q"
clearance.

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 MSC.

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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 nore 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.

mately 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.

stated that these reels were either obsolete or superceded.

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

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mell work obtained from the rail control secti

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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 building: Present annual cost to be eliminated \$ 21,020.04 CIA 1 24-hour guard post 10,500.00 PBS Annual lease PES Operation and maintenance 8,962,00 \$ 40,482.04 Total Proposed one-time expense to be incurred as the result of the move \$ 3,710.00 Carpentry 50.00 Electricity 50.00 Plumbing Move from 2501 H St. 3,000,00 \$ 6,810.00 Total The net saving in the first year of operation is

\$33,672.04 and would be \$40,482.04 each year thereafter.

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

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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Microfilming Images Filmed - Rotary Camera Flat-bed Camera 16,048 9,735				
Images Filmed - Rotary Camera 16,048 9,735			This Neek	Average Week Last Fiscal Year
Flat-bed Camera 16,048 9,735	1.	Microfilming		
Flat-bed Camera 16,048 9,735		Images Filmed - Rotary Camera	553	18.697
Reference to records material A		Flat-bed Camera		
Reference to records material A	2.	Records Center - (all figures in cubic	c feet)	
Records material destroyed 0		necords received for processing and	storage 29	en e
3. Supplemental Distribution Center a. New material for stock: Information Reports		neierence to records material		178
a. New material for stock:		Records material destroyed		
Information Reports 1,860 624 Intelligence Reports 60 145 b. Supplemental Distribution:	3.	Supplemental Distribution Center		
Intelligence Reports b. Supplemental Distribution: Information Reports Intelligence Reports		The same and the s	•	•
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Information Reports		Intelligence Reports		•
Information Reports				
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c. Initial Distribution: Notices Regulations Others 1 3 7 0 1.7 Others 0 1.7 Othe				
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Regulations 0 1.7 Others 0 1.7 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 14 Available 14 Available 14 Available 15 Available 15 Available 15 Available 15 Available 15 Course 1 Course 1 Course 1 Course 1 Course 2 Course 1 Course 2 Course 2 Course 3 Course 2 Course 3 Course 3 Course 3 Course 4 Course 3 Course 3 Course 3 Course 3 Course 4 Course 4 Course 3 Course 3 Course 3 Course 4 Course 4 Course 4 Course 5 Course 5 Course 5 Course 6 Course 6 Course 6 Course 7 Course 6 Course 7 Course 7				
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Over 2,000 sheets of Ozalid paper used in duplicating these reports. Sixtempressed to Descript Red as 4.2006/45/24-6-14-RDP76-10211R000900240034-8