

OFFICE OF GENERAL SERVICES

Security Administration

REPORT OF OPERATIONS

TO : Chief, General Services
 FROM : Chief, Records Management & Distribution Branch
 SUBJECT: **Weekly** Report of Operations for the period ending
27 August 1953

| A. Personnel | On Duty | Vacancies | In Process |
|-----------------------|---------|-----------|------------|
| Office of Chief | | 0 | 1 |
| Rclds. Mgt. Section | | 1 | 9 |
| Rclds. Center Section | | 1 | 0 |
| Mail Control Section | | 1 | 33 |
| | | 3 | 43 |

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1. No. on leave three days or more:
 - Records Mgt. Section- 1
 - Mail Control Section- 5
 - Records Center Sec.- 1
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 - 2
 - Mail Control - 18

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

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

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Week ending 27 August 1953

| | <u>This Week</u> | <u>Average Week Last Fiscal Year</u> |
|--|------------------|--|
| 1. Microfilming | | |
| Images Filmed - Rotary Camera | 1780 | 18,697 |
| Flat-bed Camera | 12896 | 9,735 |
| 2. Records Center - (all figures in cubic feet) | | |
| Records received for processing and storage | 55 | — |
| Reference to records material | 14 | 178 |
| Records material destroyed | — | — |
| 3. Supplemental Distribution Center | | |
| a. New material for stock: | | |
| Information Reports | 453 | 624 |
| Intelligence Reports | 1037 | 145 |
| b. Supplemental Distribution: | | |
| Information Reports | 230 | 306 |
| Intelligence Reports | 286 | 191 |
| Notices | 3 | 32 |
| Regulations | 3 | 144 |
| Other | 1 | 9 |
| c. Initial Distribution: | | |
| Notices | 6 | 3 |
| Regulations | 2 | 1.7 |
| Other | 1 | .5 |
| 4. Mail Activities | | |
| a. Post Office Mail | | |
| Incoming | 4739 | 5,064 |
| Outgoing | 5271 | 6,537 |
| b. Postage expended | \$644.24 | \$800.12 |
| c. Scheduled courier trips | 225 | 240 |
| d. Special courier trips | 110 | 55.3 |
| e. Inter-agency mail by courier | | |
| Incoming | 1207 | 956 |
| Outgoing | 1509 | 1,313 |
| f. Personnel actions: | | |
| Recruitments | 2 | — |
| Separations | 1 | — |
| g. Use of Motor Pool Vehicles | | |
| Available | 5 | — |
| Available but delayed | 1 | — |
| Not available | 2 | — |

B. Administration and Problems

Records Management Section

1. A draft of the disposition schedule for the Contact Division of the Office of Operation has been completed and will be presented for their concurrence. In the initial discussion it appears that mutual agreement has been reached on most items.
2. The following files in the offices of General Services were surveyed this week; the standard filing system was installed in each, and inactive material in the quantity indicated were disposed of.

Motor Pool Dispatches
Mail Control Section
Printing Advisory Staff

Inactive Material Removed from Files
5 1/2 cu. ft.
19 cu. ft.
—

3. Contact was made with the vital materials representatives in OSI to determine media of depositing current vital materials and establish schedule of frequency for same. Preliminary reports indicate that an increase in paper deposits and a decrease in microfilmed deposits will result.

Records Center Section

1. In order to initiate a records disposal program in the Center plans have been completed for establishing a Disposal Tracker File that will systematically record the disposal status of all records in custody. Center personnel will be assigned, as available, to working on this file during the coming week. Work will also be started on setting up a Storage Space Control File that will maintain on a current basis information as to the availability of shelving space and its location.
2. Processing of the JANIS material in the Rosslyn annex continues and is about 50% complete.
3. Two new numerical series of CS information reports have been received in the supplemental distribution unit bearing designations CS-C-RC and CSK-EG.
4. National Archives - Two requests for the loan of records from National Archives were handled, and a copy of an Archives publication was secured at the request of OCD. There is a reluctance on the part of some borrowers of records to return them on the due date, but Archives has been cooperative in extending loan periods.

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Mail Control Section

1. As a result of the inquiries sent to each branch registry regarding the amount of necessary mail service on Saturdays the Mail Control Section was able to reduce the number of working hours from approximately 115 hours per Saturday to approximately 95. A variation in the number of hours each week is caused by the changing needs of OCI (Detailed couriers) and the Director's office (staff duty courier)
2. There were no trips to DDI and DCI homes.