

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
20 August 1953

A. Personnel On Duty Vacancies In Process

Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section

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1. No. on leave three days or more:

Records Mgt. Section- **3**

Mail Control Section- **4**

Records Center Sec.- **0**

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

Records Mgt. Section- **0**

Records Center Section- **0**

Mail Control Section- **2**

3. Where: **One Man in Transportation Division as full time courier. One Courier has been detailed to MSC for the past three weeks replacing their regular courier on annual leave.**

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

Records Management Section- **0**

Records Center - **0**

Mail Control - **15**

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

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

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B. Administration and Problems

Records Management Section

The microfilming of the Biographic Register dossiers for the Vital Materials program was started 18 August 1953.

It is estimated that there are 100 five (5) drawer cabinets containing approximately 175,000 cases to be microfilmed.

Work is continuing on the compiling of vital material deposit schedules.

Records Center Section

The control files were revised to show the location of poliozitized records in [redacted]

Requests for records and distribution materials have now been centralized. All calls are received on extension [redacted]

Personnel stationed in Rosalyn are processing JANIS reports. This work involves uncrating, repacking, arranging and inventorying the material.

A three way combination lock has been placed on the office door in the [redacted] It will no longer be necessary for personnel on duty there to pick up and return a key to [redacted]

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Shelved records in the Center have now been shifted and consolidated in order to pick up the maximum amount of contiguous space. One room, 104B, has been emptied.

Mail Control Section

There were no trips to DDI and DGI homes.

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	1200	18,697
Flat-bed Camera	3988	9,735
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	90	-
Reference to records material	103	178
Records material destroyed	-	-
3. Supplemental Distribution Center		
a. New material for stocks:		
Information Reports	710	624
Intelligence Reports	54	145
b. Supplemental Distributions:		
Information Reports	224	306
Intelligence Reports	285	191
Notices	2	32
Regulations	207	144
Other	1	9
c. Initial Distributions:		
Notices	1	3
Regulations	0	1.7
Other	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	4935	5,064
Outgoing	5658	6,537
b. Postage expended	\$732.38	\$800.12
c. Scheduled courier trips	225	240
d. Special courier trips	104	55.3
e. Inter-agency mail by courier		
Incoming	1337	956
Outgoing	1099	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	1	-
g. Use of Motor-Pool Vehicles		
Available	4	-
Available but delayed	3	-
Not available	6	-