

CONFIDENTIAL

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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  
**13 August 1953**

A. Personnel	On Duty	Vacancies	In Process
Office of Chief		0	1
Rcds. Mgt. Section		1	10
Rcds. Center Section		1	0
Mail Control Section		2	40

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1. No. on leave three days or more:

Records Mgt. Section- **3**

Mail Control Section- **6**

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 **- 0**

Mail Control **15** (pg)

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

6. New applicants interviewed 1. Recruited by Personnel 1.

Recruited by this office -.

B. Administration and Problems:

Records Management Section - Two meetings were held this week - one with the Area Records Officers of the D/A offices, and the other with the Area Records Officers of the DD/I offices. These meetings were held for the purpose of distributing Records Management Bulletins No. 3 and No. 4. No. 3 contains instructions regarding the manner of making a survey and No. 4 proposes the issuance of an office notice regarding the preservation and disposition of records. In addition, there were discussions on the following subjects: the opening of the new Records Center facilities at Rosslyn; progress being made on an Agency Correspondence Manual; a vital materials training program for Area Records Officers at the Repository to emphasize the identification and withdrawal of such records in the event of their need; and individual progress and problems.

The microfilming of the Biographic Register dossiers will begin on Monday, 17 August.

Authorization was received from FPD for the return of 384 documents and one reel of previously deposited vital materials. These documents are no longer considered vital.

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Records Center Section - The move of approximately 5,000 cu. ft. of records from [redacted] and the [redacted] into the [redacted] was completed. This move has made 2,000 cu. ft. of shelving space available in the Center.

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A considerable amount of reboxing and rearranging must be done with material stored in Rosslyn. This is especially true of the distribution materials since much of it is presently packed in large wooden boxes and other odd size containers. It is planned to have this processing done by the two persons from the Center who are stationed in the Warehouse.

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[redacted] of Logistics has indicated that the requisition for skids, ladders and other equipment has gone forward.

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One item on this requisition, the library trucks, has been cancelled since the type desired could not be procured on the open market. It is the same truck used by the National Archives and the Federal Records Center and has been made in the past by the Federal Supply Service. PBS submitted an estimate of \$190.00 per truck. PSS will make them for \$60.00 each and [redacted] is now negotiating with that Agency for the procurement of 10 trucks.

The Office of Inspection and Security has been contacted in regard to installing a combination lock on the office door of the [redacted]. Since personnel will be permanently stationed in the building, the keyed

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lock is no longer desirable because of the necessity of storing the key at [redacted]

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A representative of the Lyon Shelving Company called at the Center in regard to the bid on the shelving job for the [redacted]. He was shown the type of box used by the Center and a floor plan of the Warehouse.

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A partial delivery of 5,600 boxes on our order for 10,000, was made to the [redacted]. It was found that about 1/3 of the shipment consisted of inferior-type boxes and not the stock item ordered. This matter was taken up with the Receiving Department [redacted]. An effort is now being made to have FSS pick up the inferior boxes.

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Clearance was secured for two persons for access to records in the National Archives.

OCD requested that National Archives be contacted in respect to a search being conducted for certain background papers on the Pauley Report on Manchuria. Archives did not have the material. OCD then stated that their information indicated that the papers might be in the Harry Truman papers in Kansas City and requested that Truman be queried on this matter. However, this office felt that this matter should more properly be handled by the Liaison Division and the request was placed in the hands of [redacted]. He in turn felt that the matter should be handled by the Contact Division. He referred the Records Management and Distribution Branch representative to a [redacted] in that Division and there the request has been left.

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A request received from ROM/OIS asked that a search be made at National Archives for photostats of certain Russian Embassy documents seized in Peking in 1927. The request was handled with Dr. Karl Locke, who has custody of State Department records and some of the documents were found in the central files of that Agency. Clearance was then secured for a representative of ROM/OIS to examine the records.

Mail Control Section - On 12 August, [redacted] of this Section, received word from [redacted] of O & M Services that they had moved from Room 202 at 2210 E Street, N. W. to Room 205 in Alcott Hall.

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[redacted] called this office to inform them that [redacted] was resigning from the Agency. He was scheduled for assignment to the Courier Unit.

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Trips to DCI and DMI homes - 8/7/53, one trip to Gen. Cabell's home.

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
<b>1. Microfilming</b>		
Images Filmed - Rotary Camera	-	18,697
Flat-bed Camera	-	9,735
<b>2. Records Center - (all figures in cubic feet)</b>		
Records received for processing and storage	34	-
Reference to records material	124	178
Records material destroyed	-	-
<b>3. Supplemental Distribution Center</b>		
<b>a. New material for stock:</b>		
Information Reports	1,153	624
Intelligence Reports	33	145
<b>b. Supplemental Distribution:</b>		
Information Reports	250	306
Intelligence Reports	65	191
Notices	4	32
Regulations	273	144
Other	-	9
<b>c. Initial Distributions:</b>		
Notices	4	3
Regulations	1	1.7
Other	1	.5
<b>4. Mail Activities</b>		
<b>a. Post Office Mail</b>		
Incoming	4,725	5,064
Outgoing	5,222	6,537
<b>b. Postage expended</b>	\$737.03	\$800.12
<b>c. Scheduled courier trips</b>	225	240
<b>d. Special courier trips</b>	104	55.3
<b>e. Inter-agency mail by courier</b>		
Incoming	899	956
Outgoing	989	1,313
<b>f. Personnel actions:</b>		
Recruitments	-	-
Separations	-	-
<b>g. Use of Motor Pool Vehicles</b>		
Available	5	-
Available but delayed	-	-
Not available	5	-