

Security Information
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
6 August 1953

A. Personnel	On Duty	Vacancies	In Process
Office of Chief		0 1 1 0 2	1
Rcds. Mgt. Section			10
Rcds. Center Section			0
Mail Control Section			38 19

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1. No. on leave three days or more:
 - Records Mgt. Section- 3
 - Mail Control Section- 3
 - 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

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 - Two Records Management Training Bulletins were approved and have been printed.

Tentative arrangements have been made to meet during the coming week with the Area Records Officers of the DD/A and DD/I areas. The groups will meet separately to discuss the following:

- a. Records Survey - (Related Records Management Bulletin to be distributed)
- b. Announce the opening of the new Records Center facility (discussion of procedures and service will be held the following week when the Bulletin on this subject should be available).
- c. The issuance of an office Notice regarding preservation and distribution of records. (Related Records Management Bulletin to be distributed)
- d. Individual office progress and problems.

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[redacted] visited the Repository.

Records Center Section - Renovation and cleaning of the [redacted]
[redacted] was completed and the movement of inactive records into the building is scheduled to start Thursday, 6 August.

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Mail Control Section - On Tuesday, 4 August, Mr. Pforzheimer called this office, complaining that the Congressional Records were not on his desk at 8:30 A.M. A courier had been dispatched to the Post Office to pick up these records. He waited at the Post Office until the records arrived at 9 A.M., then proceeded to Mr. Pforzheimer's office to effect delivery.

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[redacted] in the meantime, called the Post Office and was told by Mr. Cunningham, Mail Supervisor, that the records did not arrive until 9 A.M. A follow-up call to GPO revealed that the records did not come off the press until 8:55 A.M. This was due to the fact that this Congressional Meeting did not close until 12:38 A.M. On the way to Mr. Pforzheimer's office, the vehicle which [redacted] was driving developed a broken transmission in the vicinity of the Main Navy. [redacted] immediately left in another vehicle to pick up [redacted] and effect delivery of the Records. The Records were delivered at 9:30 A.M.

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Mr. Pforzheimer has refused to accept an explanation regarding this or previous instances when the records have been late.

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He has informed [] that he expects the records to be on his desk by 8:30 A.M. each morning when the Congress convenes in January and that he will not tolerate any tardiness.

This will necessitate the providing of a courier to work overtime between the hours of 7:30 A.M. and 8:30 A.M. to insure the pick-up of these Records at the Post Office or GPO.

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On Tuesday, 4 August, Mr. Worley of the Highway Division called [] to inform him that the Garage was replacing transmissions in three (3) panel trucks which are assigned to the Mail Control Section. One (1) of the vehicles had been driven but 1,900 miles since the previous transmission had been replaced; the other, 4,600 miles since the last replacement.

This Office has cited these recent instances to the couriers and have again cautioned them about their driving.

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	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	-	18,697
Flat-bed Camera	-	9,735
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	44	-
Reference to records material	110	178
Records material destroyed	-	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	841	624
Intelligence Reports	32	145
b. Supplemental Distributions:		
Information Reports	223	306
Intelligence Reports	163	197
Notices	10	32
Regulations	14	144
Other	2	9
c. Initial Distributions:		
Notices	1	3
Regulations	1	1.7
Other	1	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	6,042	5,064
Outgoing	5,424	6,537
b. Postage expended	\$719.44	\$800.12
c. Scheduled courier trips	228	210
d. Special courier trips	88	55.3
e. Inter-agency mail by courier		
Incoming	978	956
Outgoing	1,627	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	-	-
g. Use of Motor Pool Vehicles		
Available	5	-
Available but delayed	1	-
Not available	3	-