

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
2 July 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		-1	37
		1	48

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1. No. on leave three days or more:

Records Mgt. Section- 4
 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 - 14

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

6. New applicants interviewed 1. Recruited by Personnel 1.
 Recruited by this office 0.

B. Administration and Problems:

Records Management Section - A new analyst, [redacted] reported for duty and [redacted] returned from her assignment with the President's Committee on International Information Activities.

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[redacted] met with [redacted] for the Office of Communications, to discuss some aspects of the records program as it affects his office. Some points discussed were: the proper placement of the position of Area Records Officer in the Office of Communications; the Office of Communications' part in the vital materials program; and the CIA Records Center. [redacted] felt that the Office of Communications would insist on a separate cell in the Center for their records.

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Additional discussions were held with vital materials representatives of several offices to review the necessity for certain materials being stored in the Repository. Preliminary appraisals indicate that much of this material may be destroyed, thus providing additional storage space.

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[redacted] from the DD/P component accompanied the trip to the Repository.

Records Center Section - [redacted] has now been vacated and is available. Plans for a layout that will meet with I & S approval, are now being drafted. Meanwhile, the Center is again making a selection of less active files that can be moved from [redacted] so that new accessions of more active records can be housed on shelving.

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Preparation of a guide to the Records Center operation has begun. It is felt that such a guide will be of value to Area Records Officers and other interested persons in explaining the facilities and services provided by this operation.

The Supplemental Distribution Unit has now received the first FDD/U Reports. They are on trans-econ paper and can readily be reproduced on the Ozalid machine.

Mail Control Section - A Top Secret Courier [redacted] has been detailed to NSC for a two-week period beginning 29 June. On 30 June, the Mail Control Section began servicing the Springfield Post Office for Logistics Office - [redacted]. The RI Staff began using rotary locks on their pouch material transmitted to and from the Department of State.

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APPENDIX B

Week ending 2 July 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images Filmed - Rotary Camera	-	21,300
Flat-bed Camera	1,328	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	5	-
Reference to record material	173	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stocks:		
Information Reports	1,063	549
Intelligence Reports	36	63
b. Supplemental Distribution:		
Information Reports	177	229
Intelligence Reports	140	160
Notices	5	54
Regulations	14	145
Others	1	5
c. Initial Distributions:		
Notices	5	3.8
Regulations	1	1.8
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,875	5,150
Outgoing	21,177	6,550
b. Postage expended	\$ 1,249.01	\$ 775.00
c. Scheduled courier trips	240	240
d. Special courier trips	85	39.4
e. Inter-agency mail by courier		
Incoming	1,270	770
Outgoing	1,829	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	3	-
Available but delayed	0	-
Not available	0	-