

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

FILED
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE
*Reports
to
Weekly*

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

A. Personnel	On Duty	Vacancies	In Process	
Office of Chief		0	1	25X1
Rclds. Mgt. Section		2	12	
Rclds. Center Section		2	2	
Mail Control Section		1 5	12 57	

1. No. on leave three days or more:
Records Mgt. Section- 0
Mail Control Section- 2
Records Center Sec.- 1
2. No. on special detail out of office 2. How long?
Records Mgt. Section- 1
Records Center Section- 0
Mail Control Section- 1
3. Where: **One Records Analyst to Jackson Commission.**
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 - .

7. Remarks:

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On 4 May, [redacted] of the Mail Control Section was taken off of regular courier duty following a visit to the Medical Division with the complaint of pains in his back.

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On Thursday, 28 May, a check was made with [redacted] of the Medical Division relative to the possibility of placing [redacted] on full courier duty. [redacted] stated that this should be done and added that at the time the Medical Division examined [redacted] back, there was a little trouble evident but that it was not serious.

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[redacted] informed [redacted] that he would be assigned to full courier duty beginning Friday, 29 May. However, he later applied for and received annual leave for Friday, 29 May and Monday, 1 June. On Wednesday, 3 June, [redacted] reported back to Medical Division complaining of severe pains in his chest. Following his visit, a nurse called [redacted] of Mail Control Section to inform him that [redacted] had a slight fever and suggested that he remain at home for one or two days. [redacted] has today reported back for duty. (5 June)

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B. Administration and Problems:

Records Management Section - On Wednesday, 3 June, the Area Records Officers from the DD/A area, the Office of Communications and the Office of Training met at [redacted]. The Area Records Officers were asked to give any comments they had and to indicate whether or not there would be any opposition to the new Filing Manual and the proposed notices on standardization of filing equipment and supplies. No objections were anticipated from the DD/A group. However, it appears that there will be some delay in connection with the Manual because of anticipated comments from the Office of Communications and the Office of Training.

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In discussing mutual problems, the consensus of the group indicated a need for priority action in the issuance of a bulletin which would help the Area Records Officers justify and sell their program to the operating people. Accordingly, we are now working on a bulletin which will serve this purpose.

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[redacted] of the Office of the Comptroller feels that there is no other office in the Agency that can better utilize this program. However, she admits that she does not know just how to start and will appreciate all the help we can give her. [redacted] to work very closely with her until we can get her program under way.

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In the process of obtaining "working level coordination" prior to issuing the proposed Agency File Manual, [redacted] attended a meeting held by [redacted] of the Office of the DD/I. Present from the DDI component, in addition to [redacted], were the Area Records Officers from OSI and ORR and representatives from the other offices. [redacted] objected to a couple of subjects in the Manual but agreed to accept it if a few changes were made. [redacted] of DD/P had no major objections to the Manual while the Office of Communications and the Office of Training requested more time to study it.

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Other meetings with individuals indicate that some progress is being made in the individual office's Records Management Program. The Area Records Officer for ORR has combined the files of the Assistant Director and the Administrative Staff and arranged them according to the Agency File Manual. OSI is in process of reinventorying vital materials and listing material to be retired to the Records Center.

Industrial Register, OCD, requested that 143 reels, ozaphane copies of the Overseas Project, be returned from the Repository. An urgent call was received by IR from the Air Force requesting these reels.

Normally, an ozaphane copy would be run and forwarded to the requestor, but at the present time, the ozaphane machine in Reproduction is not producing because lamps are not available. The decision to release the VM copy was made by [redacted] Chief IR. When lamps are received, an ozaphane copy will be made and transferred to the Repository.

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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images Filmed - Rotary Camera	1,516	21,300
Flat-bed Camera	-	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	12	-
Reference to record material	53	220
Records material destroyed	-	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,110	549
Intelligence Reports	49	63
b. Supplemental Distribution:		
Information Reports	269	229
Intelligence Reports	106	160
Notices	13	54
Regulations	170	145
Others	-	5
c. Initial Distribution:		
Notices	4	3.8
Regulations	4	1.8
Others	-	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,022	5,150
Outgoing	10,637	6,550
b. Postage expended	\$ 989.43	\$ 775.00
c. Scheduled courier trips	240	240
d. Special courier trips	52	33.4
e. Inter-agency mail by courier		
Incoming	1,406	770
Outgoing	2,214	1,275
f. Personnel actions:		
Recruitments	-	-
Separations	-	-
g. Use of Motor Pool Vehicles		
Available	4	-
Available but delayed	2	-
Not available	5	-

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