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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

FILED
 REPORT TO
 RECORDS MANAGEMENT
 ADMINISTRATIVE SERVICE

Reports Weekly

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: Weekly Report of Operations for the period ending
14 May 1953

A. Personnel	On Duty	Vacancies	In Process
Office of Chief		0	0
Rcds. Mgt. Section		2	9
Rcds. Center Section		2	2
Mail Control Section		0	<u>31</u>
		4	<u>42</u>

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1. No. on leave three days or more:
 - Records Mgt. Section- 0
 - Mail Control Section- 2
 - Records Center Sec.- 0

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 1. Recruited by Personnel 1.
 Recruited by this office 0.

B. Administration and Problems:

Records Management Section - Two of our junior analysts are working with the GRR Area Records Officer in combining and installing the new filing system in the files of the Assistant Director and the Administration staff.

A program status report is being developed which can be issued periodically to reflect the progress in Records Management in each office.

A records analyst has been assigned to the project of establishing a Correspondence Management Program. A project number will be assigned and a complete description given for use in future reporting.

An effort is now being made to obtain working level agreement to the proposed Agency File Manual. It will be submitted to the Regulations Control Staff for issuance as soon as these working level agreements can be reached.

44 people from 20 different offices have made the tour to date of the Printing and Reproduction Plant. This tour was scheduled in connection with the Records Management Training Program.

Revised form to be used for effecting transfer of vital materials was forwarded to for reproducing.

Mail Control Section - An analyst has been assigned the job of preparing a manual covering mail and courier operations. A project number will be assigned and a complete description given for use in future reporting.

The two new mail trucks were placed in service on Monday of this week and have been able to meet the tentative schedule calling for six full trips daily. The schedule will be published as soon as we can determine that it is satisfactory and can regularly be met.

There were no calls for delivery of material to the homes of the Director and Deputy Directors.

*Self
Comm week
New phone
at No. 1
developing
OR R man*

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Security Information

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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed - Rotary Camera	63,853	21,300
Flat-bed Camera	-	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	30	-
References to record material	98	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,231	549
Intelligence Reports	41	63
b. Supplemental Distribution:		
Information Reports	367	229
Intelligence Reports	263	160
Notices	5	54
Regulations	8	145
Others	1	5
c. Initial Distribution:		
Notices	1	3.8
Regulations	0	1.8
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,322	5,150
Outgoing	12,626	6,550
b. Postage expended	\$ 1,030.29	\$ 775.00
c. Scheduled Courier trips	240	240
d. Special Courier trips	80	33.4
e. Inter-agency mail by Courier		
Incoming	1,118	770
Outgoing	1,671	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool vehicles		
Available	9	-
Available but delayed	2	-
Not Available	20,800	-

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