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Reports weekly

REPORT TO

OFFICE OF GENERAL SERVICES RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

REPORT OF OPERATIONS

FROM: Chief, Records Management & Distribution Branch
TO: Chief, General Services
SUBJECT: Weekly Report of Operations for the period ending 25 February 1953

A. Personnel	On Duty	Vacancies	In Process	
Office of Chief		0	0	25X1
Reds. Mgt. Section		4	6	
Reds. Center Section		1	1	
Mail Control Section		2	18	
		7	25	

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

2. No. on special detail out of office 2. How long?
- | | |
|----------------------------------|--|
| Records Mgt. Section-1 Full week | |
| Records Center Sec. -0 | |
| Mail Control Sec. -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 | - 1 <i>Barney</i> |
| Mail Control | -14 |

29

5. Specific cases on item 4 not in previous reports- 25X1

6. New applicants interviewed One *Smith* center. Recruited by Personnel One.
 Recruited by this office None.

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B. Administration and Problems:

Mail Control Section [redacted] messenger, was assigned to the Transportation run formerly performed by [redacted]

25X1

The "On Duty" armed courier was required to make one trip to the home of Mr. Becker.

The late duty courier was required to make one trip to the home of [redacted] to pick up material for return to 901-16th St., NW, (President's Committee on International Information Activities)

25X1

The Mail Control Section acquired a bicycle type delivery cart on a three day loan from the FI Section for effecting a trial run between buildings I, J, K and L.

25X1

[redacted] visited the PDC, MPD, Fiscal and Commo registeries regarding the courier service and to distribute the posters for correctly addressing mail. Fourteen (14) posters were distributed.

Records Management & Distribution: In December one of the legal staff members in the Office of the General Counsel requested the assistance of the Records Management and Distribution Branch in reorganizing their files. In a further discussion of the problem this week, our representatives were referred to a girl who maintains a file for one office-- consisting of two cabinets. In the discussion it developed that she is concerned only with this one file and that she has rather fixed ideas as to what needs to be done. While no commitment has yet been made, it is not planned to take any action unless approval is given by the Chief of the Office for a survey which would take in all files of the Office.

Any assistance given by this office after the survey would be on the basis of our recommendations approved by the head of the office. From a Records Management viewpoint, there is nothing to be gained by using our analysts as clerical assistants in setting up small files for secretaries who will have the final decision as to systems employed.

The installation of the recommended filing system in the various divisions of the OP&S is a week behind the established schedule. The delay has occurred because both analysts assigned to this project were absent as the result of illness.

Colonel Grogan of the Historical Staff was experiencing difficulty in servicing the newspaper and magazine clippings maintained in his office. Upon his request, an analyst from this Branch reviewed the material and developed an acceptable plan for filing and finding the daily accretions of clippings. The plan will be installed and personnel trained in its use early next week. A VM periodic microfilm project was completed for the Office of Personnel. The material filmed was the contract control Kardex File.

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Week ending 25 February 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	-----	21,300
Flat-bed Camera	8,880	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	20	-----
References to record material	262	220
Records material destroyed	17	-----
3. Supplemental Distribution Center		
a. New material for stock		
Information Reports	889	549
Intelligence Reports	30	63
b. Supplemental Distribution:		
Information Reports	212	229
Intelligence Reports	79	160
Notices	5	54
Regulations	2	145
Others	0	14
c. Initial Distribution:		
Notices	3	3.8
Regulations	0	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,158	5,150
Outgoing	4,086	6,550
b. Postage expended	\$ 607.86	\$ 775.00
c. Scheduled Courier trips	183½	215
d. Special Courier trips	71	33.4
e. Inter-Agency mail by courier		
Incoming	991	770
Outgoing	1,399	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	3	-
Available but delayed	0	-
Not Available	4	-

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