

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

FILED: *Report to [unclear]*
RETURN TO *Stucky Report*
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

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

A. Personnel	On Duty	Vacancies	In Process	
Office of Chief		0	0	25X1
Rcds. Mgt. Section		8	6	
Rcds. Center Section		5	1	
Mail Control Section		5	19	
		18	26	

1. No. on leave three days or more:
Rcds. Mgt. Section 2
Mail Control Section 0
Records Center Sec. 1
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 Full week
3. Where: One man in Transportation Division as full time courier.
One Records Analyst to Jackson Commission.
4. No. pending resignation, transfer and/or reassignment.
Records Management Section - 0
Records Center - 1
Mail Control - 13
5. Specific cases on item 4 not in previous reports None.
6. New applicants interviewed Two. Recruited by Personnel Two.
Recruited by this office None.

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6828000

Weekly report-week ending 11 February

B. Administration and Problems:

Mail Control Section: Representatives of the I&S office, OCI and GS met and established the procedures and security measures necessary to provide armed couriers service for the pickup and delivery of material at the home of the respective Deputy Directors.

A GS-6 courier, [] has been given a supervisory assignment in Building I, J, K, & L. [] will assist in the sorting and delivery of material and will be responsible for the activity of the other 3 couriers regularly stationed in these buildings.

25X1

Records Management Section: The OP&S has installed the Mail Control system recommended by this office. Our Records Analysts are now working with the individuals handling mail to train them and to provide for any changes which experience indicated will be necessary.

Four microfilm projects were started and completed this week. Two of these projects, filmed for the first time, were in the Personnel Office. They were as follows:

1. Leads Sources Index & Locator File
(3 reels) 2,262 images.
2. Staff Agent Control File
(1 reel) 902 images

The third project, Individual Earnings Record Card (WD-43) for 1952, was filmed for the Comptroller's Office. Thru 1952 this has been a yearly microfilming job, but a new procedure has been established whereby machine listings will be deposited in the future in lieu of microfilmed reels. The fourth project was the filming of additions to OCD/GR REG Summary cards.

Work was also done on two other continuing projects, the SCAP and OCD/Library Intelligence material. -(1 reel) 435 images.

Area Records Officers for I&S, OCD/ER, OCD/IR, and ORR, were contacted for the purpose of establishing schedules for VM deposits. The Area Records Officer for the Personnel Office was assisted in reviewing their VM Program requirements. Microfilming teams are presently engaged in the Personnel Office, but each project is being reconsidered to determine whether microfilm can be replaced by originals or copies of originals.

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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	7,515	21,300
Flat-bed Camera	6,680	13,000
2. Records Center -(all figures in cubic feet)		
Records received for processing and storage	88	—
References to record material	64	220
Records material destroyed	2	—
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	865	549
Intelligence Reports	42	63
b. Supplemental Distribution:		
Information Reports	350	229
Intelligence Reports	187	160
Notices	25	54
Regulations	26	145
Others	2	14
c. Initial Distribution:		
Notices	5	3.8
Regulations	0	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5077	5150
Outgoing	9852	6550
b. Postage expended	\$ 934.61	\$ 775.00
c. Scheduled Courier trips	211½	215
d. Special Courier trips	66	33.4
e. Inter-agency mail by courier		
Incoming	1194	770
Outgoing	1759	1275
f. Personnel actions:		
Recruitments	0	—
Separations	0	—
g. Use of Motor Pool Vehicles		
Available	2	—
Available but delayed	0	—
Not Available	5	—

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