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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

Report
FILED:
RETURN TO
 RECORDS MANAGEMENT
 ADMINISTRATIVE SERVICE

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

A. Personnel	On Duty	Vacancies	In Process	
Office of Chief		0 ✓	0 ✓	25X1
Reds. Mgt. Section		8 ✓	7 7	
Reds. Center Section		6.5	3 2	
Mail Control Section		7.5	21 22	
		21 18	32 34	

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 5. How Long:

Records Mgt. Section	- 1 Full week
Records Center Sec.	- (2) Full week
Mail Control Section	- (2) Full week

3. Where: (Four men in the Far East for microphotograph work.)
 One man in Transportation Division as full time courier.

on Records Analyst [] *Com*

4. No. pending resignation, transfer and/or reassignment.

Records Management Section	- 0 0
Records Center	- 1 1
Mail Control	- 13 13

5. Specific cases on item 4 not in previous reports []

6. New applicants interviewed None. Recruited by Personnel None
 Recruited by this office None.

B. Administration and Problems:

Mail Control Section: A proposed revised courier receipt was submitted for consideration. The proposed receipt is similar to the one used by the State Department and it is believed, offers several advantages over the present form.

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On Friday, 23 January, NSC requested that we have a courier standing by for duty. Service of the courier was required for approximately two hours.

The posters illustrating the importance of proper addressing of intra-agency mail were distributed in 2210 E Street and North and Central Buildings. The mail service was discussed with the administration personnel in these buildings. The only complaint, made by [redacted] of the Medical office, concerned the length of time for delivery of mail in "K Building". Delayed delivery of mail in L and K Building was mentioned in the recent O & M report on mail service. To correct this problem insofar as the Medical office is concerned, arrangements are being made to prepare for delivery to the "K" Building Medical office by our courier instead of by FI/RI Messengers.

Records Center: A photographer from the Reproduction Division took a number of shots of the Records Center files and stack area. These pictures will illustrate the files before and after the improvements have been made in the filing and indexing of intelligence and information report, and the type of stacks, storage boxes and ladders used in the Records Center for the storage and servicing of inactive records.

Approximately 47 cubic feet of inactive Fiscal Division Records were processed and boxed by our records analysts. This material will be in the Records Center.

Records Management Section: A Records Management survey report of the P&SO was ^{completed} compiled. Our analyst ^{will} assist in installing and training the P&S office personnel to operate under the ^{new} recommended systems. (when notified of the final approval of the report.) The recommendations in this report provide for a record maintenance and disposition program but does not touch on records creation which concerns the forms, reports and issuances prepared or used by an office.

[redacted] an archivist with the National Archives, has been cleared by this Agency and will serve as a consultant on records matters. [redacted] met with our Records Management staff (this week) for indoctrination and discussion of several current records' problems.

The OCD library has notified the Records Center that approximately 350 cubic feet of material being stored for the library, can now be destroyed. This material was microfilmed before being sent to storage.

An examination of the material in question reveals that it is records material and therefore, can be destroyed only upon approval by congress. An estimate indicates the cost of microfilming the material would pay for storage in a Records Center for at least 50 years. These findings have been reported to the library with a request that they give consideration to the excessive cost of microfilming records when permanent retention is not required.

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	<u>This Week</u>	<u>1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	—	21,300
Flat-bed Camera	3345	13,000
2. Records Center -(all figures in cubic feet)		
Records received for processing and storage	0	—
References to record material	435	220
Records material destroyed	4	—
3. Supplemental Distribution Center		
a. New material for Stock:		
Information Reports	1166	549
Intelligence Reports	33	63
b. Supplemental Distribution:		
Information Reports	320	229
Intelligence Reports	104	160
Notices	18	54
Regulations	13	145
Others	0	14
c. Initial Distribution:		
Notices	4	3.8
Regulations	1	1.3
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5033	5150
Outgoing	5407	6550
b. Postage expended	\$ 759.10	\$ 775.00
c. Scheduled Courier trips	207	220
d. Special Courier trips	63	33.4
e. Inter-agency mail by courier		
Incoming	1684	770
Outgoing	2037	1275
f. Personnel actions:		
Recruitments	1	—
Separations	1	—
g. Use of Motor Pool Vehicles		
Available	1	—
Available but delayed	0	—
Not available	8	—

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