

**CONFIDENTIAL**

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

Security Information 00211R000900250015-8

**REPORT TO** *(Monthly) Reports*

**RECORDS MANAGEMENT ADMINISTRATIVE SERVICE**

TO : Chief, General Services 2 April 1953

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Monthly** Report of Operations for the period ending  
**31 March 1953**

A. Personnel On Duty Vacancies In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

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1. No. on leave three days or more:
  - Records Mgt. Section- 1
  - Mail Control Section- 3
  - Records Center Sec.- 1
2. No. on special detail out of office 2. How long?
  - Records Mgt. Section- 1 Full month
  - Records Center Section- 0
  - Mail Control Section- 1 Full Month
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-
  - Records Center -
  - Mail Control -

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5. Specific cases on item 4 not in previous reports.  Courier Messenger

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6. New applicants interviewed 9. Recruited by Personnel 8.  
Recruited by this office 1.

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## B. Administration and Problems

Records Management Section-A disposition schedule was prepared for the "housekeeping" records of the [redacted] and Form 115, Request for Authority to Dispose of Records, has been forwarded to the National Archives. In accordance with an agreement with the National Archives, Mr. Krauskopf, who has been cleared by this Agency, will examine the schedule and will call at this office for review of the samples, if necessary.

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A proposed notice regarding the standardization of filing cabinets to be stocked is in process. The original draft was approved by the Logistics Office, but is presently being held up by the Office of I&S. The Office of I&S objected to the nomenclature used in describing the caged areas in which standardized cabinets can be placed for use in lieu of combination lock cabinets in open areas. The Office of I&S redrafted the notice, but the result was not acceptable from our viewpoint. In a subsequent meeting, the notice was redrafted along the original lines, but to date has not been forwarded to us by the Office of I&S.

A Proposed notice regarding the standardization of filing supplies has also been proposed and is now being processed by the Regulations Control Staff. On the basis of this proposed notice and verbal clearance from [redacted] the Logistic Office is now attempting to procure the residual stock of such supplies held by Office of Price Stabilization. If successful, the cost of the items will be substantially less than the current schedule price.

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Approximately three cabinets of Administration file material have been forwarded from the Mail Control Section to the Records Center. As a part of the training plan for Records Center staff and the less experienced records analysts, this material is now being reclassified and filed in accordance with the system recommended by this office for adaption throughout the Agency. There are twelve persons participating and it is expected that their experience will be very helpful in getting new Records Officers started on the Office Records Management Programs which will be outlined to them in the training program now being developed in collaboration with the Office of Training. The reclassified material is being set up as model files for demonstration purposes.

The Records Management Training program, which is being developed with the Office of Training, is progressing. The Training Office is forwarding letters to outside speakers to confirm informally agreed-upon speaking dates. A tentative schedule and program have been established. Agency speakers are now preparing their talks. It is planned to review the speech material and have rehearsals with the speakers before the program gets under way.

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Vital Materials: The Area Records Officers of the Office of Operations and the Office of Procurement were contacted regarding their inactivity in making deposits. In order that this office may establish schedules to determine, what and when, deposits should be made by these offices, they were requested to supply listings, enumerating the various categories of vital materials in their respective offices, or materials of other offices necessary to continued operations of these two offices. The reduction in amount of microfilming was also discussed with these offices and a follow-up will be made.

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Last Thursday, at the request of [ ] Area Records Officer for DD/P, [ ] a records officer for one of the area offices of DD/P, visited the Repository.

The Office of Training has not to this date replied to or made deposits of vital materials listed in our memorandum of 5 Jan. '53.

Two microfilm readers for use in the repository have been received from the Recordak Corp. and will be delivered [ ] by Wednesday, 8 April 1953.

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Microfilm projects completed in the week ending 1 April 1953:

Office of I&S-

Requested Branch File Number (Investigative cases) 3 reels

Investigative File Index-Reference Section 9 reels

Case Control Cards 1 reel

Pending Case Control Card File 1 reel

Comptroller's Office

Fiscal (Form CSC-2806) Individual Retirement cards 3 reels

Records Center Section-A tally was made for [ ] use of all intelligence reports, which were received in the Records Center from sources other than the Printing and Reproduction Division. A four week period ending 28 March, was covered in making the tally. The handling of such intelligence reports involves considerable work and the tally should be helpful in identifying individuals and offices which could be removed from the initial distribution list.

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Mail Control Section-Current information indicates that the new mail trucks should be delivered and the mail racks installed within the next week. Three couriers have qualified as truck drivers and two more have been scheduled for tests. A tentative schedule for the new trucks has been prepared and it is planned to place them in operation as soon as possible.

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There are [ ] couriers in addition [ ] supervisors who are qualified to carry arms. Several more are now qualifying or will attempt to qualify in the next few weeks. This number of men qualified in the use of arms has been made necessary because of the recent requirement that armed couriers stand by in the evening and on weekends for taking classified material to the homes of the Director and Deputy Directors. There were no calls for this service in the past week.

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One courier, full time, was required by NSC in the past week.

The three couriers who were cleared by OCI were indoctrinated by OCI personnel on March and two are now on duty in the jobs recently transferred to the Mail Control Section TO.

A system for the weekly accounting for couriers' free time is now being developed. It is indicated that the figures will be included as a part of the regular weekly statistics in the near future. Results for the past two weeks indicate that for the [ ] there was 7% and 4% free time in these two periods. Contributing to the lower figure in the second week is the assignment of couriers to the OCI jobs.

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See Appendix A--Jan. Report

C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office  
of the Director:

A draft of the completed report has been submitted to the Chief of GS. Additional copies are available for submittal to the DDA upon final approval by the Chief, GS.

Project 2-53 - Installation of the Agency filing system and correspondence control system in PS&O.

This project is completed and no further report are to be made unless some problem develops and is revealed during the periodic follow-ups that are being made.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

This project is in process and will require approximately two weeks to complete. However, work is temporarily halted as the analyst assigned is now working on the Regulations for the Branch and on a talk to be given in the Records Management Training program now being developed.

Project 4-53 - Record Survey of the Office of Operations  
(Project description sheet to be submitted later)

An inventory of the record of the  Contact Division is about completed. This Branch maintains the largest collection of records in the Division. Work is temporarily halted while the analysts work on Records Management Regulations and a talk for the scheduled Training Program.

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	<u>THIS MONTH</u>	<u>TO DATE *</u>
<b>1. Incoming Mail:</b>		
(a) Delivery by Post Office	18,430	174,563
(b) Picked up from Post Office by Courier	3,466	23,014
(c) Picked up from City by Courier	4,862	35,226
(d) Letters:		
Reviewed	6,534	51,401
Recorded		
(e) Undeliverable (Held in Mail Room)	27	309
<b>2. Outgoing Mail:</b>		
(a) Picked up by Post Office	13,512	104,476
(b) Deposited in Post Office by Courier	10,887	131,840
(c) City Deliveries	8,546	55,577
(d) Penalty Indicia Used		
(1) CIA	3,003	21,830
(2) FBIS	6,505	49,943
(3) SSU	6	32
(e) Postage expended	\$3,544.38	\$29,911.19
<b>3. Courier Service:</b>		
(a) Scheduled Trips	1,123	8,555½
(b) Special Trips -within Agency	281	1,032
(1) Delivered by foot	128	661
(2) Delivered by vehicle	153	421
(c) Other Agencies	172	895
(d) Trips outside area	6	39
(1) Total time	28 hrs. 10 min.	125 hrs. 15 min.
<b>4. FILE Activity:</b>		
(a) Checking courier receipts	31	49
(1) Total time	12 hrs 50 min	64 hrs 45 min.
(b) Request for Administrative Files	14	180
(1) Requests filled	10	123
(2) Requests unfilled	4	47
<b>5. Recruitment:</b>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		
<b>6. Separations:</b> 811050100		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		

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\* The figures in this column will revert to 0 at the beginning of each fiscal year.

MONTHLY REPORT - DISTRIBUTIONMARCH 1953

	<u>THIS MONTH</u>		<u>TO DATE *</u>
	1952	1953	
<b>1. <u>INTELLIGENCE &amp; INFORMATION REPORTS</u></b>			
a. Request for Supplemental Distribution	460	403	2640
b. Intelligence Reports:			
Received ( Copies <b>5724</b> )	2929	177	7029
Distributed ( Copies <b>1929</b> )	478	1316	7442
Returned ( Copies <b>1026</b> )	221	450	4025
c. Information Reports			
Received ( Copies <b>4119</b> )	-	4119	21023
Distributed ( Copies <b>2255</b> )	744	1337	11547
<b>2. <u>ADMINISTRATIVE ISSUANCES</u></b>			
a. Request for Supplemental Distribution	-	61	476
b. Regulations			
(1) Initial Distribution ( Copies <b>5410</b> )	18	26	64
(2) Supplemental Distribution ( Copies <b>1715</b> )		974	5742
c. Notices			
(1) Initial Distribution ( Copies <b>27372</b> )	21	9	137
(2) Supplemental Distribution ( Copies <b>303</b> )		57	1586
d. Other			
(1) Initial Distribution ( Copies <b>13742</b> )	0	6	20
(2) Supplemental Distribution ( Copies <b>150</b> )		19	404

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received is included in the total of Intelligence Reports received

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MONTHLY REPORT - RECORDS CENTER  
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MARCH 1953

THIS MONTH      TO DATE\*

1.	Records Storage (all figures in cubic feet)		
	(a) Received	143	1300.2
	(b) Destroyed	116	186
	(c) Storage Space: (Total)	6400	
	Records	2950	
	Dist. Material	3150	
	Committed	300	
	Available	0	
2.	<u>Records Reference</u>		
	(a) Service Requests	153	1086
	(b) Items on Requests	570	1639
3.	Inter-Agency Reference Service		
	(a) Requests	6	24

\* The totals in the "To Date" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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MICROFILM PROJECTS  
MARCH 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
<b>1. <u>Projects Pending</u></b>		
a. Entire Records Group	7	—
b. Record Group Accretions	5	—
<b>2. <u>Projects in Process and Completed</u></b>		
a. Entire Records Group		
(1) In Process	0	—
(2) Completed	7	46
b. Record Groups Accretions		
(1) In Process	0	—
(2) Completed	5	31
c. Images Filmed (Total)	113,584	1,164,869
(1) Rotary Camera	64,286	731,229
(2) Flatbed Camera	49,298	432,740
d. Reels (100 ft.)		
(1) In Process	10	
(2) To be Reviewed	0	
(3) Reviewed	31	877

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

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See Appendix C Jan. Report

E.

WORK IMPROVEMENT PROJECTS

Project 1-53 - Rearrange and properly index distribution material.

Project completed this month.

Project 2-53 - Refile unbound information reports in properly indexed folder.

Project 98% completed. A shortage of folders prevented completion this month.

Project 3-53 - Conversion to the revised card in the Intelligence Report inventory control file.

Project is 95% completed.

*some*  
*completed*

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