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REPORT OF RECORDS MANAGEMENT SURVEY

OF

ORGANIZATION AND METHODS SERVICE

Prepared by:

[Redacted]

Records Analyst
Records Management and Distribution Branch
Administrative Service
12 May 1952

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REPORT OF RECORDS MANAGEMENT SURVEY
OF
ORGANIZATION AND METHODS SERVICE

A study of the files and filing systems in Organization and Methods Service has been completed. The following report, supported by attachments A through F, is submitted for review. The attachments are identified as follows:

Tab A	-Subject File
Tab A1	-Charge-Out System
Tab B	-Table of Organization File
Tab C	-Administrative Issuances File
Tab D	-Forms File
Tab E	-Tickler or Follow-Up System
Tab F	-Records Control Schedule

SUMMARY OF RECOMMENDATIONS

The subject matter of the records maintained by Organization and Methods Service pertains primarily to the executive or administrative structure of the Agency, distribution or delegation of duties and functions, establishment or discontinuance of offices or organizational units, management policies, procedures, and administrative or authoritative issuances of the Agency. These records have a continuing value, therefore, to improve their usefulness, appearance and condition, and to provide maximum control of these documents for current and future requirements, it is recommended that:

1. A tickler or follow-up system, as outlined in Tab E, be adopted. The present log is an inadequate control over the prompt handling and return of material to the file desk.
2. Filing of official records in personal files be eliminated.
3. The official records of the office be prepared on yellow tissue. The use of yellow copies for filing purposes would facilitate the destruction of extra or duplicate copies that may find their way to the files and eliminates the necessity of searching the files to determine whether the copies received are duplicates.
4. The Subject File, located in Room 202 be reorganized and arranged as explained in Tab A.

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5. The practice of maintaining chronological files be discontinued. The maintenance of extra copies of correspondence in a chronological file is suggestive of an inadequate filing system. It is believed that the adoption of a simple subject filing plan as outlined elsewhere in this report will greatly facilitate the process of filing and finding records of the office.

6. Implementation as proposed in Tab B, with respect to the Table of Organization File, be adopted.

7. Implementation as proposed in Tab C, with respect to the Administrative Issuances File, be adopted.

8. Implementation as proposed in Tab D, with respect to the Forms File, be adopted.

9. A cut-off method be adopted to facilitate the retirement of inactive records to the CIA Records Center. The suggested method would be to prepare new folders yearly with the calendar year shown in the upper right corner.

10. The supplemental distribution of Confidential Funds Regulations and any other issuances be transferred to Records Management and Distribution Branch.

11. The practice of forwarding partial listing of tables of organization to the Vital Materials Repository, as changes are made, be eliminated. Instead provide a complete copy of the latest Agency table of organization for deposit in the Vital Materials Repository.

Although the records of Organization and Methods Service are of continuing historical value it is felt that, with the exception of delegations of authority, listing of key personnel, CIA Regulations, and table of organization noted above, they are not of vital necessity to the operation of the Agency and should not be deposited in the Vital Materials Repository.

12. No material be destroyed except as provided by disposal standards established by the Records Management and Distribution Branch.

13. The heavy, legal size, pressboard folders with angle tabs be eliminated in favor of letter size, straight cut, plain tab, (non-reinforced, 9½ point kraft folders. This change would be more economical and also enhance the appearance of the file.

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SUBJECT FILE

1. The Subject File should consist of all official records of the office except correspondence and related form records pertaining to specific administrative issuances, tables of organization, and forms. The present location of facilities and personnel is adequate for the maintenance of the file, however, the Subject File should be reorganized with subject material filed according to a logical system such as the Subject-Numeric System.

The Subject-Numeric System of classifying and filing is an adaptation of both the simple subject and the numerical coding systems. The method retains the simplicity of alphabetical arrangement of subject matter titles, brings together related subjects still using the basic principle of alphabetic sequence, and provides in its file designations a compromise between long, understandable titles, and short numerical designations. As indicated by its name, in the Subject-Numeric System the main designations (primary subjects) are actual identifying words used as subject matter titles, and the subdivisions (secondary and tertiary subjects) of these main subjects are assigned numerals.

Specifically, primary subjects are always indicated by title or abbreviation of title. Secondary and tertiary subjects are indicated by title in the subject list, but for ease in classification they are also identified by numerals. Secondary and tertiary numerals are separated by a dash. For example, the primary subject ORGANIZATION AND MANAGEMENT, is subdivided into several secondaries, one of which is entitled Improvement Program. The secondary is further identified by the numeral two (2). A tertiary division of this secondary subject is Suggestions and Honor Awards which is further identified by the numeral one (1) preceded by a dash (-).

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances
- 2 Improvement Program
- 2-1 Suggestions and Honor Awards

A document, therefore, concerning an employee's suggestion for increased efficiency in Agency operations would be classified ORGANIZATION AND MANAGEMENT 2-1 and placed in a folder of identical designation.

Under the system suggested each primary subject would be indicated by the use of a pressboard divider or guide bearing the subject title. The guide should be letter size with a metal "window" type tab of one-third cut located in the center of the guide. The guide would be followed by a letter size, straight cut, plain tab, non-reinforced, 9½ point kraft folder bearing the primary subject title. Folders for secondary subjects would follow the primary subject folders and bear the primary subject followed by the number and title of the secondary subject.

New folders should be prepared yearly with the calendar year shown in the right-hand corner, this is to provide the means for periodic retirement to the CIA Records Center.

This Office will assist personnel of Organization and Methods Service in instituting the Subject-Numeric System and arrange for retirement of inactive material if recommendations are adopted.

2. A charge-out system should be instituted in the maintenance of the Subject File, using a charge-out card similar to the one in Tab A1.

3. The practice of fastening material in folders should be eliminated. This would result in a saving of time and facilitate reference to the material.

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SUBJECT LIST

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APPROPRIATIONS (BUDGET)

This subject pertains to annual, deficiency and supplemental estimates and appropriations, budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

DO NOT use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement and other handling of appropriated funds - see ACCOUNTING.

APPROPRIATIONS (BUDGET)

1588-000

AUTHORIZATIONS

This subject is for general use only. Do not use for material that
can be classified under more specific subjects, such as:

See TRAVEL _____ for travel authorizations

See PERSONNEL _____ for appointment authorities

AUTHORIZATIONS

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BUILDINGS

This subject pertains to the acquisition, construction, operation and disposal of laboratories, office buildings and other structures and the grounds necessary to maintain such installations. For protection of buildings and grounds from vandalism or possible sabotage, see SECURITY _____)

BUILDINGS

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COMMITTEES

This subject is for general use only, DO NOT use for material that
can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES for Boards of Surveys.

Optional Arrangement: Case file as required.

COMMITTEES

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This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, telegrams and correspondence, installations of telecommunication facilities, systems, etc.

COMMUNICATIONS

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CONTRACTS

This subject is for general use only. DO NOT use for material that
can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES _____ for contracts for the procurement
of equipment and supplies.

CONTRACTS

3218-20

COOPERATION

This subject pertains to policies, procedures and agreements concerning cooperative relationships with Individuals, States, Foreign Governments, Federal Agencies or Organizations.

COOPERATION (Includes Agreements and Memoranda of Understanding)

7288 11

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EDUCATION (TRAINING)

This subject pertains to schools, colleges and other educational or training facilities for Non-Federal Employees. See PERSONNEL for FEDERAL EMPLOYEES.

EDUCATION (TRAINING)

3271

EMPLOYMENT

This subject pertains to the employment of Non-Federal Personnel
only. See PERSONNEL for matters pertaining to Federal employees.

EMPLOYMENT

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EQUIPMENT AND SUPPLIES

This subject pertains to procurement, utilization, management and disposition of equipment, supplies and materials, except:

See BUILDINGS for material pertaining to acquisition, management or disposition of buildings and grounds.

See VEHICLES for all matters pertaining to vehicles.

EQUIPMENT AND SUPPLIES

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INFORMATION

This subject pertains to the general informational activities of the Agency, including the preparation, publication and distribution of published materials and dissemination of information through the use of exhibits, graphics, films, recordings, etc. The file is intended primarily for correspondence- copies of publications and other bulk material should be maintained separately.

INFORMATION

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INVENTIONS

This subject pertains to discoveries and inventions; copyrights of articles or publications; applications for patents and trademarks for devices or materials developed by Agency employees and associates. Also case files may be established, as required. Classify by name of senior author or other appropriate classification.

INVENTIONS

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INVESTIGATIONS

This subject is for general use only. Do not use for material that
can be filed under more specific subjects, sch as:

See PERSONNEL for personnel investigations.

INVESTIGATIONS

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LEGAL

This subject pertains to legislative proposals, copies of bills and resolutions, committee reports, hearings, etc.

LEGAL

MEETING

This subject pertains to meetings, conferences, congresses, conventions,
etc. Do not use for material that can be filed under more specific
subjects. See COMMITTEES for material pertaining to committee meetings.

MEETINGS

ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of the Agency; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; management policies; procedures; and all administrative or authoritative issuances of the Agency.

ORGANIZATION AND MANAGEMENT

- 1 Administrative Issuances (Policy and Procedural Orders, Circulars, Memoranda and Manuals)
- 2 Improvement Program
 - 2-1 Suggestions and Honor Awards
 - 2-2 Surveys and Studies
- 3 Inspections (Field)
- 4 Establishment, Reorganization and Liquidation
 - 4-1 Decentralization and Dispersal
 - 4-2 Functions - Delegations
 - 4-3 Internal (File by name of organizational Unit, as required)
 - 4-4 Other Federal Agencies
- 5 Programs and Plans (General only. Do not use this subject for material that can be classified under more specific subjects.)
- 6 Procedures and Methods
- 7 Tables of Organization and Charts

PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc. DO NOT use for any papers involving status or service record of an employee. Such papers should be included in the designated "Official Personnel Folder". See Civil Service Handbook S812, Basic Personnel Records and Files Systems for Federal Agencies.

PERSONNEL

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RECORDS MANAGEMENT

This subject pertains to policies, procedures and systems for handling, filing and disposing of records.

RECORDS MANAGEMENT

REFERENCE LIBRARY

This subject is to provide for the filing of NON-Record, REFERENCE material when such material is maintained in filing equipment.

Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved of processed documents fall into this category.

REFERENCE LIBRARY

SECURITY

This subject pertains to the safeguarding of information and material,
which, in the best interests of National Defense and safety should
not be disclosed to unauthorized persons.

SECURITY

TRANSPORTATION

This subject pertains to the shipment and routing of equipment,
materials and supplies.

TRANSPORTATION

TRAVEL

This subject pertains to the travel of employees or others on official business, including policies, procedures and regulations.

Case files by name of traveller may be established as required and may be accomplished by writing the name of the traveller as part of the file designation, thus:

TRAVEL (Brown, Harry)

TRAVEL

VEHICLES

This subject pertains to acquisition, utilization and disposition of automobiles, trucks and other vehicles, including policies, procedures and authorities for their use. Includes also material regarding the procurement, accountability, use and disposal of tires and tubes.

VEHICLES

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CHARGE-OUT SYSTEM

1. It is important that a charge-out system be instituted in the maintenance of the Subject File. All material withdrawn from the file should be replaced by a charge-out card indicating the date and person receiving the material. A periodic check should be made to insure the return of material withdrawn. A sample charge-out card is attached.

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TABLE OF ORGANIZATION FILE

1. The Table of Organization File should consist of case files covering the tables of organization of individual offices, these case files should include the request for change of table or organization, comments, recommendations, concurrences, and a machine listing of the approved table of organization.

2. The case files should be filed in an organizational arrangement, using a pressboard divider or guide for major organizational divisions. The guide should be letter size with a metal "window" type tab of one-third cut located in the center of the guide.

a. Letter size, straight cut, plain tab, non-reinforced, 9½ point kraft folders should be prepared and filed by office under the major division.

3. New folders should be prepared yearly with the calendar year shown in the right-hand corner, this is to provide the means for periodic retirement to the CIA Records Center. All material pertaining to a new table of organization or the revision of an old one should be filed in the folder for the year in which action was completed.

4. When the case files are retired periodically to the Records Center all related papers should be included in the transfer rather than the forwarding of lone machine listings as is being done at present. Without the related papers the machine listings are of questionable value.

5. All correspondence and other records that do not pertain to a specific table of organization, as well as surveys, should be filed in the central Subject File.

B

ADMINISTRATIVE ISSUANCES FILE

1. The Administrative Issuances File should be divided into four (4) parts, each part consisting of case files on one type of issuance. The four divisions of the file should be as follows:

- a. CIA Notices
- b. CIA Regulations
- c.
- d. Special Issuances (such as the CIA Safety Manual and CIA Correspondence Manual).

2. Each division should be indicated by the use of a press-board divider or guide. The guide should be letter size with a metal "window" type tab of one-third cut located in the center of the guide.

a. The guide should be followed by a letter size, straight cut, plain tab, non-reinforced, 9½ point kraft folder for each issuance, or case, arranged numerically.

3. New folders should be prepared yearly with the calendar year shown in the right-hand corner, this is to provide the means for periodic retirement to the CIA Records Center. All material on a new issuance or revision of an old one should be filed in the folder for the year in which action was completed.

4. Each case file should include the drafts, comments, and concurrences on the proposed issuance and the final authorized copy.

5. All correspondence and other records that do not pertain to a specific issuance, as well as staff studies, should be filed in the central Subject File.

C

TAB D

FORMS FILES

1. The Forms File is divided into two parts, one is a functional arrangement of authorized forms and the other a numerical arrangement. At present when a form has been determined obsolete the copies are removed from the file and destroyed. As the Organization and Methods Service is the Agency office of record for forms this procedure leads to the destruction of Agency records which are of continuing value. It is therefore, recommended that one copy of all approved forms be filed in the central Subject File as they are received from Printing and Reproduction Division. The forms should be filed chronologically by date received and retired to the CIA Records Center periodically with the balance of the Subject File of that period. If this recommendation is adopted the material in the Forms File could be destroyed in accordance with disposal standards now in process of development.

2. To be more economical and to standardize filing supplies a legal size, straight cut, plain tab, non-reinforced, 9½ point kraft folder should be used.

3. All correspondence and other records that do not pertain to a specific form, such as forms surveys, procedures, and reports, should be filed in the central Subject File.

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TICKLER OR FOLLOW-UP SYSTEM

1. If it is determined that a tickler system is needed to effectively control incoming mail and insure its return to the file this Office will study the problem from an Agency-Wide viewpoint and suggest a form that will meet the requirements of the majority of the offices.

2. The attached sample is a six part form now used in CIA, however a two part form would provide adequate control in Organization and Methods Service. One copy would be attached to the incoming material and the other retained at the control desk as a follow-up on return of the material.

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RECORDS CONTROL SCHEDULE

1. SUBJECT FILE

1947-1952

Located: Room 202, cabinet 2856: 1, 2, 3.

Disposition: Retire material dated 1947 through 1950 to CIA Records Center for processing and storage. Hereafter at the end of each calendar year retire those records created in the previous year. After retirement to the Records Center ephemeral material such as administrative copies of correspondence and form records pertaining to procurement of supplies and equipment, personnel, and property will be removed and destroyed when they become three years old, all other records will be retained.

2. TABLE OF ORGANIZATION FILE

1950-1952 NO

Located: Room 207, cabinet 2672: 1, 2.

Disposition: Retire material dated 1950 to CIA Records Center for storage. Hereafter at the end of each calendar year retire those records created in the previous year.

3. ADMINISTRATIVE ISSUANCES FILE

1947-1952 NO

Located: Room 204, cabinet 2859: 1-4.

Disposition: Retire material dated 1947 through 1950 to CIA Records Center, including case files of Administrative Instructions and General Orders. Hereafter at the end of each calendar year retire those records created in the previous year.

4. FORMS FILE

Located: Room 207, cabinet 2861: 2,3. NO

Disposition: If recommendations in Tab D are adopted this material may be disposed of in the following manner:

- a. Destroy copies of blank forms as they become obsolete.
- b. Retire supporting papers, such as drafts, requests for approval and related correspondence, at the end of the calendar year in which the related form became obsolete.

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5. COURIERS' CLASSIFIED MAIL RECEIPTS 1950-1952

Located: Room 202

Disposition: Retire immediately receipts dated prior to 1952 to CIA Records Center. Hereafter at the end of each calendar year retire those receipts created in that year. Receipts will be retained by the CIA Records Center for one year and then destroyed.

6. INCOMING AND OUTGOING LOGS 1950-1952

Located: Room 202

Disposition: Retire logs dated 1950-1951 to CIA Records Center. Hereafter at the end of each calendar year retire those logs created in that year. Logs will be retained by the CIA Records Center for one year and then destroyed.

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RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

RECORDS MANAGEMENT ACTIVITIES FOR FISCAL YEAR 1952

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1. Vital Materials

a. Documents (Cubic Feet)	51.30
b. Maps (Cubic Feet)	34.84
c. Film (Reels): 35 mm	1,495
Film (Reels): 16 mm	991
d. Punch Cards (Card Count)	1,962,099

2. Records filmed by the Records Management and Distribution Division for Vital Materials - 752 reels (381 reels in May and June).

3. Records Disposal Schedule - A survey of the records of four major business offices has been completed. The status of the preliminary appraisal of the records for these offices is as follows:

- a. General Services - A Disposal Schedule has been prepared and forwarded to the National Archives for submittal to Congress.
- b. Procurement and Supply Office - A Disposal Schedule has been prepared, approved by Agency officials, and is ready to be forwarded to the National Archives.
- c. Comptroller Office - Preparation of a Disposal Schedule is nearing completion.
- d. Personnel Office - Preparation of a Disposal Schedule is nearing completion.

4. Estimated Essential Records in the Agency - The total amount of Agency records occupying office space is conservatively estimated to be 50,000 linear feet. As indicated by studies described in Hoover Commission Task Force Report on Records Management:

"Elimination of over 50 percent of all records from office equipment and space is easily attainable in a relatively short period of time by:

"1. Destruction of up to 35 percent of valueless or duplicated records with a continuing annual turnover by destruction of 10 percent or more of the remaining records.

"2. Initial transfers to storage in records centers of more than 20 percent of records that must continue to be preserved at least for a time, with continuing transfers each year thereafter of an additional 10 percent or more of the remaining records.

2880

"3. An annual turn-over of between 10 percent and 25 percent of the holdings in records centers by destruction of records which have served out their time."

The statement above indicates that approximately 35 percent of the records could be destroyed immediately and 20 percent removed to a records center. In this Agency the 35 percent of records to be destroyed would first have to be housed for a period in the records center. This would be necessary because the Agency is comparatively new and after disposal schedules are developed there will be a waiting period before destruction can be authorized.

5. Records Center -

Storage space occupied by records	1834
" " " distribution material	1808
Space available for storage of records	<u>2758</u> *
	6400

*Installation of shelving for 3000 cubic feet of records completed in June which accounts for the high percentage of space available for storage at the end of the fiscal year.

Approximately four to five times as much space, as the present facilities provide, will be needed to house the estimated volume of Agency records that are appropriate for such storage.

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FILED: Rec. 4
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

Acting Personnel Director, Personnel Office

Chief, Administrative Service

Records Maintenance and Disposition Problems in the Personnel Office

This brief, factual report is submitted in the cause of more efficient and effective maintenance and disposition of the Agency's personnel records. The facts were gathered during the inventorying of the records of your Office by analysts of the Records Management and Distribution Branch. This Branch will assist in any way possible in carrying out any recommendations suggested in this report.

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Attachments: 2

1 - Factual Report

AS/RMB:MM:rich - archives Schedule No. 1

cc: addressee - 1

signee - 2

Rec Mgt - 1 ✓

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- 4 -

The Records Management and Distribution Branch will then submit these items to the National Archives and the Congress, which action will give legal force to the records retention and disposal activities of your office. Items that do fit the administrative circumstances of the office will be accepted as the standard for the retention and disposal of Personnel Records of this Agency.

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