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19 July 1966

MEMORANDUM FOR: Executive Officer to the DD/S

SUBJECT: Quarterly Report for the Records Administration Staff

The following is a summary of the principal activities of the Records Administration Staff for the quarter ending 30 June 1966.

I. Records Disposition

1. Approved revisions in 12 Records Control Schedules submitted by operating offices.

2. Significant disposition instructions were:

(a) The first official Records Control Schedule covering all records of the Office of Communications was completed. Schedule covered 4,299 cubic feet of records.

(b) A Records Control Schedule for 252 cubic feet of records in the Compensation and Tax Division was approved; only 1 cubic foot of these records is permanent.

(c) We disagreed with OCR on their project to retain permanent Source records of intelligence materials received and distributed. We will now conduct a joint survey with them to determine how long these records should be kept.

II. Vital Records

Revisions were approved in Vital Records Deposit Schedule for WH/DDP, Monetary Division/OF; Special Program Staff/Commo, and Personnel Operations Division.

III. Records Center Operations

1. Received 3,587 cubic feet of inactive records; eliminated 2,611 cubic feet; net growth for this quarter 976 cubic feet. On 30 June, there were 87,705 cubic feet in the Records Center.

2. The Records Center furnished Headquarters offices Reference service on 32,415 items, an average of 514 per work day.

3. The Office of Security completed an inspection of the physical security aspects of the Center and submitted a report on their findings to the DDS

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4. There were 101 Visitors from Headquarters offices including a group of 29 Trainees and another group of 25 people from DDP.

IV. Filing Systems, Equipment and Supplies

1. An expenditure of \$14,316 for new filing equipment (Safes and Cabinets) was avoided by convincing the EO/OL that Agency needs should be filled from existing supplies and contemplated "turn-ins" of equipment.

2. Requirements for 58 separate installations of specialty filing equipment were approved; this equipment will save space and result in more efficient filing systems. One of the requirements of specialty filing equipment was filled by using excess supplies at a savings of approximately \$1,000.

3. A special exhibit of a new concept in records storage, "Fullspace", was arranged with the manufacturer. This is a Swedish invention using equipment that rolls on metal rails on the floor. It is similar to conventional shelf filing but each section can be rolled "accordion fashion" to save floor space. The exhibit was attended by 89 Agency personnel. One installation of this equipment has been completed in NPIC and others are in process in DDS&T and Commo.

4. A proposal from Office of Security for a Power Shelf File unit costing \$7,193 was not approved. Instead, we proposed equipment costing substantially less and providing a net savings of \$5,860.

5. A requisition from the Biographic Register for 20 additional Card File Cabinets was disapproved because inactive records have not been retired in accordance with existing Records Control Schedule provisions. This action avoided the expenditure of \$3100.

V. Forms Management

1. Completed the necessary requirements for 43 new and 68 revised forms, with a potential of producing 1,373,899 pieces of paper.

2. Eliminated 245,000 copies of obsolete forms from storage space in offices and the Supply Depot.

3. Worked with the Office of Legislative Counsel in the development of a new form, "Employee Confidential Statement of Employment and Financial Interest".

VI. Briefings on Records Management

I made the following presentations on the Agency Records Management Program:

a. 29 April -- Senior Staff Meeting of TSD/DDP.

b. 20 April -- Career Trainees with OTR.

STAT

808 [redacted] OTR, has requested that I make presentations approximately every 2 months beginning in September at the new Program being developed for the DDC area.

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VII. Training and Personnel

STAT 1. Messrs [redacted] attended the International Conference of Archivists at the State Department in May and the testimonial luncheon sponsored for them by the Federal Records Officers.

STAT 2. Messrs [redacted] attended the Conference of the Association of Records Executives and Administrators at Atlantic City in June.

3. I attended the Fifth Annual Conference of Federal Records Officers at Boiling Springs, Pa., on 1-3 June 1966.

STAT 4. [redacted] and several Agency records officers attended the Source Data Automation Symposium sponsored by the GSA.

STAT 5. [redacted] a new member of the Records Administration Staff has completed approximately 6 months of training in special fields of Records Management. This included a course at American University and Workshops at GSA, and elsewhere. Additional training is scheduled for Mr. [redacted] so that he can be qualified to accept assignments in all fields of records management later.

[redacted]

Chief, Records Administration Staff, DDS

Distribution:

Orig - addressee

- 1 - Records Center (with copy of basic report)
- 1 - Circulate to mbrs. of RAS staff (with copy of basic report)
- 1 - RAS File (RecMgt REPORTS 1-4-3) with Orig. of basic report

STAT DDS/RAS [redacted] fms (19 July 1966)

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