

~~CONFIDENTIAL~~

19 April 1966

MEMORANDUM FOR: Executive Officer to the DD/S

SUBJECT: Quarterly Report for the Records Administration Staff

Here are some of the most significant accomplishments and activities of the Agency Records Administration Program for the period 1 January - 31 March 1966.

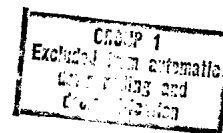
I. Filing Systems and Equipment

1. Approved the requirements initiated by operating offices for six specialty file equipment projects; two of these requirements were filled by using excess equipment at a saving of \$2250. An additional \$5440 was saved by converting from file cabinets and safes to new shelf filing equipment.
2. Saved \$5500 by convincing the Supply Division that it was not necessary to process a purchase order they had prepared for 100 file cabinets.
3. Developed a plan with the Office of Finance for the use of shelf filing which will save \$15,297 in equipment and about 2/3 of the office space now required for the General Claims Branch.
4. Inspected new specialty filing equipment used by several large industrial concerns in New York to save space. This equipment was developed in Sweden and has been used in the European area for about 30 years. It was introduced in this country about 2 years ago. In addition to being suitable for records it has possible applications in libraries and supply rooms. A Special exhibit has been arranged for Agency officials on 21 April.

II. Records Disposition

1. Approved revisions in Records Control Schedules for 12 operating offices, Divisions and Staffs.
2. Some significant changes in disposition instructions were:
 - a. ONE - revised schedule covering 267 cubic feet with only 33 cubic feet Permanent.
 - b. Office of Personnel - revision of 6 items in the Retirement Staff Schedule covering 15 cubic feet - 4 Permanent.

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3. A new Records Control Schedule for NPIC was completed. This schedule covers 27,202 cubic feet of records, the second largest volume in DDI and the third largest accumulation in one organization in the Agency. Particularly significant is the fact that the schedule was completed in a few months and only 4% of the total records have been evaluated as permanent.

III. Forms Management

1. Six of the more widely used Agency forms were revised in this quarter - Travel Order; Process Sheet [redacted] Travel Order Work Sheet; PHS; External Training Request and Personnel Emergency Locator Card.

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2. Completed forms actions covering the development and approval of 71 new and 64 revised forms. These active forms have the potential of producing 3,799,450 pieces of paper.

3. Eliminated 198,000 copies of obsolete forms stored in the Warehouse or office space. The space required for these forms is equivalent to 12 4-drawer safes.

4. Worked with FI Staff and Cable Secretariat in the development of 6 forms to be used in the new world-wide procedure on Intelligence Information Cables.

IV. Records Center Operations

1. Receipts of inactive records amounted to 3,513 cubic feet; 2,890 cubic feet were eliminated this quarter and the net growth was 623 cubic feet. At the end of March the Records Center held 86,729 cubic feet, approximately 86% of its capacity.

2. The Records Center furnished Headquarters offices reference service on 33,658 items, an average of 534 per work day.

V. Briefings on Records Management

1. The following presentations on the Agency Records Management Program were made by me:

- a. 14 February - briefed the DDS and some members of his immediate staff.
- b. 8 March - DDS Staff Meeting
- c. 31 March - Office of Chief Logistics Staff Meeting.

Distribution:

- Orig - addressee
- 1 - Records Ctr (with 0/Basic Repts)
- 1 - RAS File (RecMgt, REPORTS [redacted] with 0/or Basic Repts.)

1 - Circulated to RAS members on 4/19/66

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