

Activity Report - April

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[redacted] have held several meetings with members of CRS and Special Register to affect a change in the CRS Records Control Schedule that will result when approved in the destruction of 272 cubic feet of tabulating cards.

In addition to this destruction the revision will also change the retention period of approximately 195 additional cubic feet from Permanent to Temporary review for further disposition every two years.

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[redacted] are reviewing the files of the CIA Emergency Planning Officer in an attempt to establish a file system and develop a Records Control Schedule that will permit the destruction of non-essential and non-current files, but at the same time allow for the retention and/or transfer of policy, operational and historical files of the Emergency Planning Officer that require Permanent retention.

All units of the motorized, Moveable shelving in DDP/RID have been installed and are working in both the lower and midstack areas. As soon as the shelves are filled the manufacturer will install the final safety mechanisms (the belt high bar) on all units. This should be accomplished this month (April).

There have been many new developments in the Records Management Program of the Office of Finance that have resulted in a better understanding of the needs that will provide a more realistic Records Control Schedule and improved Records Maintenance. [redacted] has informed us that all Finance personnel destined for overseas stations will be briefed in Paperwork systems and procedures.

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25 YEAR RE-REVIEW

The Office of Finance has begun an extensive Records Purge of their holdings at the Records Center. When fully operating this should result in the disposition of a very sizeable reduction. This activity has already permitted the destruction of approximately 600 cubic feet.

Statistics have been provided "top management" to reflect what can be accomplished, through space savings, if we remodel building and convert present shelving in areas D&C in the Record Center to motorized moveable shelving. This combination should provide us approximately 40,000 cubic feet of additional storage.

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I assisted the Records Officer for NSA in an attempt to resolve a Records Disposition problem concerning the need for retaining, for CIA use, a bibliographic file. As these files belong to NSA, and according to NSA, CIA is the only user, NSA has requested their destruction. In pursuing this with the interested CIA office (Security) I learned that they do refer to these files, and as they (CIA) claim other federal agencies also refer to them we feel it would not be practicable for us to transfer them into our Records Center.

After many discussions with all concerned it was decided to have NSA transfer these 800 cubic feet of 3x5 folded records into their Records Center for one year. During this one year period a record will be kept of the number of requests for references made to these files. At the end of this one year period we will be in a better position to determine a more adequate disposition.

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Activity Report - 12-16 Jan. 1970

STATINTL Represented the Records Administration Branch in a meeting called
by the Logistics, [redacted] to familiarize representatives
of three moveable shelving companies with our proposal for considering
STATINTL installation of motorized moveable shelving in the Records Center.

The following were also in attendance:

[redacted]

Each manufacturer's representative was briefed on our needs and permitted to make necessary measurements.

They were also requested to provide the Logistics [redacted]

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STAT [redacted] with non-firm cost estimates and shelving arrangement no later
than 22 January.

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On Tuesday 20 January, I took [redacted] Records Center to
obtain figures needed to comply with [redacted] request for a evaluation
of our present Vital Records program.

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STATINTL Contacted several Records Officers to discuss their Vital Records
Program. [redacted] Audit Staff came over for a briefing on
Vital Records. This talk resulted in [redacted] realizing that they
(Audit Staff) does have need for including a copy of each Audit Report
as a Vital Record. Previous to this meeting, Audit Staff had provided
us with a statement that they didn't need a schedule.
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Reviewed and approved several requisitions for specialty filing equipment.

Worked on preparation of report to Board reflecting activity in the DDS area. Spent considerable time on phone with records contacts in acquiring information for this report.



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12-16 Jan. - Cost figures from [redacted] - discussed with [redacted] & Logistics STATINTL

Work with [redacted] on Equipment Requisition & Index

Review O/C Schedule

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Calls to [redacted] Engineer on Figures

Discuss CRS Vital Records with [redacted]

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Saw [redacted] on O/P Shelving

Got call from [redacted] regarding NSA/VR lecture in April

Call [redacted] regarding O/C schedule - Review done

Prepared Vital Record statistics for report

Inspected DDP Motor Shelf installations and photos

Lower operating next week upper height cut down no delay.

Remington Rand price of \$2,492 for DCI shelving.

Looking for takers for old shelving from RID, Psd & CI interesting.

GSA disapproved floor load for O/P to use RID shelf.

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16-20 Jan. - O/Personnel agrees on Fullspace Unit 2400.

O/Finance screens 370 ft. destroys 358.

Meet with [redacted] as DDS/RMO

Microfilm/ VR/Problems [redacted] says use [redacted] and [redacted]

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DDP/ Sys [redacted] asks for Vault - Viewed area [redacted]

Saw [redacted] on Equipment

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Saw [redacted] re Vault area in DDS&T

RID installation of Estey Equipment continues lower level done.

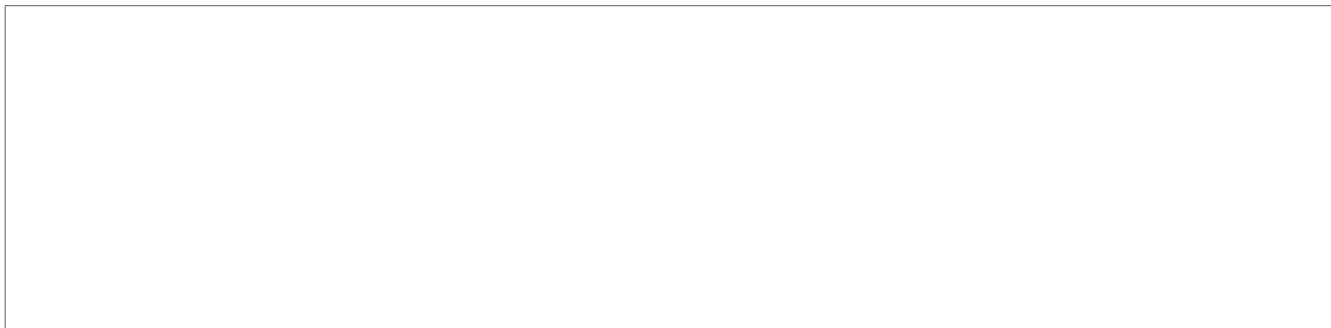
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VITAL RECORDS

Revisions to the disposition instructions contained in Vital Records Deposit Schedules for the Office of Finance have been received, reviewed, and approved. These revisions will permit employees at the repository to destroy all revised deposits upon receipt of more current material, thereby eliminating the need for repository personnel to process these obsoleted records for return to Headquarters for destruction.

In addition to the above, there were changes made in the Vital Records Deposit Schedules in DDP/OPSER/RID and the Cable Secretariat. At the request of the Office of Training, NSA [] of this staff presented a session on Vital Records as part of a two-weeks training period for Records personnel at the National Security Agency. This training period covered most phases of Records Management and members of the National Archives, Records and Services Division presented the other aspects of Records Management.

At the request of the Deputy Chief, SSS, I prepared, through the cooperation of [] a report on Vital Records Activity of the Agency as of January 1970. This report showed that although there has not been any recent updating of the Agency's Emergency Planning, the Vital Records Program has continued to be very active. We are quite confident that we are protecting all records that we must protect to comply with the requirement that we protect the rights of individuals and the Government.



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SECURE AREAS

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In compliance with this office received, evaluated, and rendered the following decisions regarding requests for the establishment of secure areas:

- O/PPB - Approved request that will, if accepted by the Office of Logistics and Security, result in an equipment cost avoidance of \$9,814 and permit a reduction of 48 square feet of floor space.

- DDS&T/OEL - As the primary purpose of this request was to provide better personnel control of an office area, we indicated that our review established that Records Management involvements were minimal and certainly not a factor for consideration. We forwarded this request to Security for their review.

- DDS/Security- Evaluation of a request to secure a mail distribution point in Office of Security resulted in our approval. This permitted an equipment exchange (non-secure for safe type) that amounted to a savings of \$4,910 and reduced floor space requirements 50 square feet.

- DDP/Systems - We approved this request on the fact~~s~~ that conversion to a secure area will permit the substitution of shelving for safes resulting in a return to stock of safes valued at \$6,400 and a cost avoidance of \$3,500 resulting from the cancellation of a Group

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requisition for additional safes. If this requisition is approved by Security and Logistics, the files will be put on shelving that is now considered surplus to our needs and which came out of RID when they converted to motorized moveable shelving. There will also be a gain of over 62 square feet in floor space realized through the equipment exchange.

DDS&T/OSP - As there were no Records Management implications in this request, we stated same and sent the request to Security and Logistics for their evaluation.

In addition to the above requests we have reviewed, without a formal written request, secure areas being considered by NIPE and DDS&T/OCS. The NIPE request involves an area already secured, but which will become available only if and when the O/PPB request is approved.

It is to be remembered that our responsibility and authority is limited to an evaluation of the Records Management aspects of each request.

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Because of inconveniences caused by motor burnouts, malfunctioning safety mechanisms, defective starter buttons, and other mechanical difficulties occurring in our two present installations (NPIC and RID) we feel that we must make certain that [] take every precaution to assure that the research and testing be accomplished in the respective company plants.

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[] Office of General Counsel, requested that we review his present library in an attempt to provide additional file space for his library book collection. I took [] to the Department of Transportation and to the District Legal Aid Society to see installations of Conserv-A-Stack, a special type shelving designed for book storage which provides maximum file space while at the same time requires less aisle space. I provided them with a space layout using both Conserv-A-Stack and Fullspace filing equipment. I am now awaiting [] decision.

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I have attended several meetings with [] O/L-Building Planning Staff in regard to the possible use of filing cabinets, wardrobe cabinets, over-files, etc. as substitutes for walls in the proposed new building at Headquarters. I was not called in on this until after [] had met with the [] company requesting that they develop a prototype of a modified "Side File" that will be equipped with a combination lock and which will meet security standards as established by our Security Office.

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I did attend one meeting that [] held with [] and I have reservations and [] considerable doubt as to the validity of the floor space savings as outlined by the engineers. I will have a better opportunity to evaluate its effectiveness when the prototype is unveiled in the next few [] weeks. I also attended a meeting with

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25X1 [] offered my services and at the same time informed him that we certainly would appreciate being kept advised on the progress of this ~~xxxx~~ project.

25X1 I mentioned to [] that as long as the OBGI map collection is scheduled to go into this new building ~~xxxx~~ I'd like to discuss the possible use of moveable shelving for these maps. There is a tremendous loss of space in the present rows of these 5-drawer map cabinets and the aisles necessary to permit access.

Periodically since 1963 we have been trying to effect a change in the filing equipment (Profile) being used in the main file room of the Office of Personnel. We thought that a few years ago we had sold them because they had no room for expansion, but they moved the applicant files to Magazine Building and that took the pressure off.

The file room is so crowded that they can't place work stations in the area thereby causing wasted motion of file searchers located in another room going to and from the files.

We have submitted floor plans that, combined with the use of shelf filing, either ~~xx~~ conventional or Conserv-A-File V, will provide anywhere from 13% to 39% more file space and at the same time permit the establishment of a few work stations in the file room itself. [] recently 25X1

25X1 approached [] about this and he has consented to discuss this with us next week.

To relieve a space problem in the Office of Personnel/Statistical REports Branch we installed a module of Fullspace moveable shelving. 25X1 Prior to installing this [] had machine listings piled on top of cabinets, safes, etc.

25X1 The installation of [] Motorized Moveable shelving in DDP/RID has been completed. Although we are certain that this installation will

be very successful, we did experience many inconveniences possibly due to the fact that this was their first installation. Most of the "bugs" have been worked out, and RID is now in a position to see the many advantages that this system can provide. As was stated previously this type of moveable shelving provides 58% additional file space.

With the completion of the motorized shelving in RID the module of manula Fullspace shelving has become surplus to their needs. In no time at all we found an office that can very effectively use the Fullspace. CI Staff is awaiting the performance of a floor load survey by GSA. We

In addition to the Fullspace unit, RID turned in to stock for reuse 384 sections of Remington Rand shelving. Ten (10) sections were given to CI Staff and one (1) section to Personnel. The 11 sections now in use reflects a cost avoidance of approximately \$1,150. The remaining 384 sections in [] should take care of us for sometime to come.

I assisted [] Executive Registry and [] DCI Admin. in the 25X1 procurement of sliding door shelving for their files. These Harbor/Mosler units replaced the Tab files that they previously used. We also procured a Supreme Steel Roll-out unit for his control cards. I doubt if we'll find a taker for the tab file that are now surplus and in [] 25X1 but we'll try. I have found a taker for 100 of the tab file boxes that Dave turned in. The Office of Training can use these.