

meetings

EX 3-8613

~~SECRET~~  
Security Information

~~CONFIDENTIAL~~

(Handwritten mark)

MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS

31 March 1953

DISTRIBUTION

- Deputy Director (Administration)
- Assistant Deputy Director (Administration)
- Assistant Director (Personnel)
- Personnel Director
- Director of Security
- General Counsel
- Comptroller
- Auditor-in-Chief
- Chief of Logistics ✓
- Chief, General Services
- Chief, Organization and Methods Service
- Chief, Medical Staff
- Director of Training
- Chief of Administration, DD/P
- Special Assistant (Administration), DD/I
- Chief, Administrative Staff, Office of Communications
- Chief, Project Administrative Planning Staff

Document No. 6

No Change in Class.

---

Class. Changed To: TS S (C)

Date: 6-10-78 By: 35

~~SECRET~~  
Security Information

~~CONFIDENTIAL~~

SECRET

Security Information

MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS

31 March 1953

25X1A9a

25X1A  
25X1A

1. Colonel White commented on the current status of the program to strengthen the Agency Regulations system. He stated that, although much progress had already been made, some of the administrative offices had not contributed their share of new or revised regulatory materials. Since the Agency is looking to the Deputy Director (Administration) organization collectively to furnish leadership in this area, each office has the obligation to give this project the attention that is needed. [REDACTED] is available for guidance and help in getting the program started and functioning within the administrative offices. In this connection, Colonel White referred to the issuance of [REDACTED] which replaces former [REDACTED]. He pointed out that the Inspection and Security Office is redesignated the "Security Office" and the office head is named, "Director of Security." The Procurement and Supply Office is now designated as the "Logistics Office" and is headed by the "Chief of Logistics."

2. Colonel White stated that the Director and the Comptroller will confer with the Director of the Budget on 1 April 1953. He expected that these discussions would provide some answers to questions regarding the Agency's budgetary allotment.

3. Colonel White observed that the Agency would soon obtain a substantial amount of additional space. During April, Currie Hall and Building [REDACTED] should be made available, and, subsequently, Barton Hall and the remainder of Alcott Hall. He pointed out that allocation of space to Agency offices will be based on the principle of accomplishing maximum physical consolidation of the Deputy Director (Plans) units in the I, J, K, and L Buildings area and to concentrate the Deputy Director (Intelligence) units in the area occupied by M and Q Buildings and adjacent locations. The Deputy Director (Administration) offices will have to be dispersed to areas where best service can be provided without sacrificing organizational integrity and efficiency. It was stated that the Chief, General Services, would confer with all offices involved in any moves in order to develop detailed plans.

25X1A6a

4. Colonel White observed that too many papers containing grammatical errors, misspelled words, erasures, and otherwise lacking neat presentation were being released from the administrative offices for referral to the Director of Central Intelligence and to offices outside of the Deputy Director (Administration) area. He asked office heads to take appropriate steps to eliminate these problems.

5. Incidents of embarrassment to the Agency in connection with relationships with other Federal agencies were mentioned to illustrate the need for improved staff work. Colonel White noted that it is imperative that a pro-

SECRET

Security Information

~~CONFIDENTIAL~~

952

**SECRET**  
Security Information

posal submitted for decision be correct as to facts presented and that any conclusions drawn must reflect the best possible analysis of the problem by all offices participating and concurring in the study. Necessary coordination is occasionally neglected prior to forwarding staff papers to the Deputy Director (Administration) for decision. In some cases Deputy Director (Administration) offices have failed to obtain concurrences required from other Deputy Director (Administration) offices. The Comptroller and the General Counsel, in particular, need to be consulted in a large number of cases.

25X1A9a 6. Plans developed by the General Services Office to give program guidance for conducting expanded records management activities were explained by [REDACTED]. He expressed the hope that each office head would designate an office Records Management Officer to give continuing assistance and technical supervision to the records disposition problem in the office to which he is assigned. To obtain the caliber of personnel needed for this task, he recommended setting up the position at the grade GS-11 level. At least until the program is fully established, the assignment should be of a fulltime nature for each Records Management Officer.

25X1A9a [REDACTED] outlined a forthcoming training program designed to orient and instruct Records Management Officers and other interested persons in the elements of this activity. The training program will get under way on 14 April and will continue over a seven- to eight-week period. Lectures of one to one and one-half hours' duration will be scheduled twice weekly. The initial presentation will feature experts in the field, including Mr. Emmett Leahy, who headed the Hoover Commission task force on records management. Mr. Wolf summarized the discussion with a full endorsement of plans to stimulate increased records management work. He expressed confidence that costs of administering the program would be many times saved through simplification of operations and through reduced personnel and space requirements resulting from the systematic disposition of Agency records.

-2-

**SECRET**  
Security Information