

D + M 2-1

23 AUG 1966

MEMORANDUM FOR THE RECORD

Subject: Systems Analysis of the CD/BI File Room

1. Introduction

25X1A9a A study of the Cartography Division File Room was requested by the Chief of the Division and carried out by [redacted] of MD/OCR and [redacted] of CD/BI during the period July-August 1966. A previous review had been completed and implemented during March 1964. In the interim period a punchcard system of production records control was instituted in the Front Office of CD/BI. Therefore the purpose of this latest study was to examine the possibility of merging the two independent record systems.

2. Findings

In general, the File Room operation is a very efficient system with no redundancy of records, files, or labor. Two areas, however, warranted close examination. They were the similarities between Forms 296 (Record of Request) and 773 (Map File Record) and the "review of holdings".

a. Form 296 is the primary record control of the CD/BI production system and Form 773 serves that function in the File Room. Copies of both are attached. A comparison of the informational elements of both is as follows:

<u>Element</u>	<u>Form 296*</u>	<u>Form 773</u>
Number	X K	X
Area and Title	X K	X
Area Code	X K	
Branch	X K	
Entry Date	X K	
Required Date	X K	
Completion Date	X K	
Item Required	X K	
Requesting Component	X K	
Program	X K	
Project Number	X K	
Classification	X K	X
Control	X K	
Requester	X	
Phone	X	
Room No./Bldg.	X	
Printed Scale	X	
Item Required	X K	
Status	X K	
Distribution (Degree)	X K	

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

<u>Element</u>	<u>Form 296*</u>	<u>Form 773</u>
Distribution (Copies)	X	
Supersedes Map No.	X	X
Map Size	X	
Disposition of Material	X	X
Other Materials Used	X	
Remarks	X	X
Drawer No.		X
No. of Originals		X
No. of Neg. Lays		X
Total No. of Negs		X
Removed For		X

- X - Element present
- K - Element keypunched
- \* - Excludes Reproduction information

Six elements required for the 773 appear on the 296. Five elements are unique. Of the six elements common to both forms only three are key-punched.

b. The review of File Room holdings is a process now done on an ad hoc basis with no fixed system or review period. The purpose of the effort expended is for weeding out those holdings which are outdated. Currently, the notation on the 296, that a map has been superseded, initiates a destruction routine. However, outdated materials, other than those superseded, make a periodic review mandatory.

### 3. Recommendations

It is recommended that an amended copy of Form 296 replace Form 773 and that the quarterly Catalog of Current Completed Maps replace the review of holdings. The details for each recommendation are as follows:

#### a. Form 296 Replacing Form 773

The present Record of Request (Form 296) should be amended to include the five unique elements of the Map File Record (Form 773). A fifth hard copy, 5x8 inches in size, should also be attached to the new revised form. The "Removed For" element would be printed on the back of the fifth copy only. Each new Record of Request (Form 296), initiated by the Branch Chief, would have the fifth copy removed and left in the Front Office. Daily, all fifth copies would be sent to the File Room and filed.

The advantage of this proposal is primarily that of a one-time recording of certain entries on a unique form, which will eliminate duplicate records and copying errors.

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Because of the forthcoming change in personnel in the File Room and the large stock of Form 296 on hand, it is suggested that the above proposal not be effected until sometime in calendar year 1967 with the changeover being at a convenient stopping point, i.e., all numbers after 57,000. The old 773 file would remain.

b. Catalog Replacing Manual Listing of Holdings For Review

The process for producing the Catalog of Current Completed Maps begins with a proof listing of all current maps arranged by Area within Branch, which is prepared by the Machine Division, OCR. Each Branch Chief edits this printout for correctness, redundancies and currency. The listing is then returned to the Machine Division for IBM card file updating and subsequent production of the Catalog Listings. If this edited copy were returned to the File Room, it could serve as a destruction guide for all the maps indicated as superseded (if previously missed) or outdated. If required, MD could also provide subsequent listings for all numbers issued and/or all numbers superseded, outdated, and cancelled.

This approach has the advantage of a machine prepared listing with a "review of holdings" done systematically on a quarterly basis by geographic areas and eliminates the difficult and lengthy manual preparation of a listing for "review of holdings" on an ad hoc basis.

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Attachment

Distribution:

Orig. & 1 - CD/BI  
1 - EA/OBI ✓  
1 - MD/OCR  
1 - WES  
1 - FR

OBI/CD:WES:cm/6101

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