

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATION FOR COMMITTEE MEETING

7 April 1958

25X1A

SUGGESTION NO. 58-246: dated 13 December 1957
[REDACTED], GS-12
Intelligence Officer (Ops)
WH, DD/P

A. Summary of Suggestion

Suggester proposes printing the following on the bottom of Form 610a (Routing and Record Sheet): "On filing document in permanent case file, destroy back pink sheet, locator cards, and abstract slips." This was suggested to stop the general practice of filing these unnecessary blank papers, thus saving safe space.

B. Summary of Evaluations

On 23 January 1958, Assistant Executive Officer, DD/P stated:

"There has been no notification to the staffs and divisions that the back of the cover sheet should be destroyed upon removal of tickets as outlined in references even though this was the intent.

"Copies of abstracts are placed on documents for the convenience of the staffs and divisions. In RI/Files abstracts are removed before filing and certainly may be removed in the staffs and divisions when they are no longer needed (i.e., the document has finished its normal routing).

"An RI memorandum would provide a satisfactory method of advising users that the back part of the cover sheets may be removed and destroyed; hence the printing of a notation on the cover sheet is considered unnecessary and this part of the suggestion is disapproved."

On 5 February 1958, Chief, RI stated:

"The Records Integration Division considers that the destruction of the back part of coversheets and remaining locator tickets for desk file material is authorized in [REDACTED]

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 58-246 Contd.

25X1A

[REDACTED] However, RI will prepare a memorandum to all DD/P Staffs and Area Divisions reminding personnel of this authorization.

(When an Area Desk decides to retain a controlled document in an RI File charged permanently to the Desk, the Document Locator Section must be notified by mailing one Locator Control Ticket and an IBM Location Card on a key ring. Across the face of the card, the word "FILED," as well as the date, should be written. The time need not be recorded. A record of the specific file location of the document must be maintained at the Unit's Locator Point. All remaining Locator Control Tickets attached to the document may be destroyed.)

"RI is in agreement with the DD/P Assistant Executive Officer that it is not necessary to print this authorization notation on coversheets."

On 6 February 1958, Chief, RI sent out a memorandum stating:

"It has come to the attention of RI that there exists an uncertainty within the Clandestine Services as to the disposition of the back part of coversheets with locator tickets attached when a document is retained on an indefinite basis at an area desk.

"It is requested that all personnel be advised that when a document controller by the document locator system is to be filed indefinitely at an area desk, the back portion of the coversheet with the locator control tickets remaining may be destroyed."

On 4 March 1958, Chief, Records Management Staff stated:

"Concur in evaluations of the Assistant Executive Officer, DD/P and the Chief of RI/DD/P. [REDACTED]

25X1A

[REDACTED] adequately cover destruction of the back of the coversheet and unneeded tickets, etc. However, this is a long and complex document and it is well understood how some people might have missed or misinterpreted this buried paragraph.

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 58-246 Contd.

"The C/RI's memo of 6 February 1958 would seem to adequately plug this loophole. I see no need to print any special instructions of the form.

"While the suggestion has not been adopted as submitted, it did trigger a modified course of action. An award seems justified. Benefits appear to be primarily intangible, slight in nature, but with extended application. A \$50 award is recommended."

C. Line of Duty Status

Not in line-of-duty (Intelligence Officer, Ops.)

D. Executive Secretary's Recommendation

1. Recognize the suggestion prompted corrective action.
2. \$25-\$50 award based on Intangible Benefits (Slight-Local)

E. Decision of Committee

Adopted Award Letter of Appreciation
 Not Adopted

25X1A



*- Give 50 -
- awarded*

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to
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