

ACTIVITY AND ACCOMPLISHMENT REPORT FOR FISCAL YEAR 1969

OFFICE OF PERSONNEL

1 JUL 1969

In addition to maintaining liaison with the Records Administration Branch of the Support Services Staff, DDS and other Agency components in the operation of the Records Management Program for the Office of Personnel, below is a workload report for the ending fiscal year.

Records Management

Have maintained control of all activities relating to the purge of Record Center holdings by those office with material stored there. It is anticipated that all material scheduled for purging will be screened prior to the end of the present calendar year. When the purge began last August, 2,501 feet were on hand at the Records Center. Holdings now stand at 1,855 feet which includes 198 feet of new material deposited during the fiscal year. Breakdown of purge activity thus far is as follows:

Material not to be purged	- 434 feet
Material returned to offices for purging	- 989 feet
Material yet to be purged	- 902.5 feet
Material destroyed from purging	- 469.5 feet
Purged material returned to Records Center	- 396 feet

In conjunction with the purge, the possibility of microfilming certain inactive records was considered. However, it was found to be impractical.

During the fiscal year the rewriting of all record control schedules for the Office of Personnel was completed and now all functions of the various divisions and staffs as shown are current.

At present work is being done on the establishment of office of record for all OP offices. When completed it will alleviate all questions as to responsible office. Records Administration Branch, SSS/DDS will be furnished a copy for information purposes in order to verify any duplication of effort which may exist between the Office of Personnel and other offices of the DD/S.

Other records management duties remained unchanged from previous reports.

Vital Materials

Deposits since January have totalled 101.

In addition to the routine processing of all Office of Personnel deposits, schedules for the Statistical Reporting Branch and the Office of the Director of Personnel were recently revised to bring them up to date. All other schedules are presently current.

Forms Program

A forms survey was conducted in April.

During the fiscal year just ended -

38 forms were revised

15 forms were initiated

10 forms were made obsolete

Activities relating to the responsibility of replenishing all forms, including those of the Department of Defense as well as standard forms for EOD and exit processing for which the Office of Personnel is office of primary interest, remained unchanged. Approximately one-third of requisitions processed by PSD for the Office of Personnel were for the replenishment of non-stocked personnel forms.

Printing Services Requests Processed - 439

Continued unchanged from previous years with special printings and routine reprintings of such items as clerical and professional brochures, material dealing with fund drives, seminars, Employee Activity Association, and miscellaneous material used as handouts.

Requests for Publications Processed through Library Facilities - 116

No change from previous years.

Authorized all expenditures for publications purchased through Central Reference Service.

Conducted annual survey of periodicals provided specific offices. Recipients contacted, listings updated as necessary and current requirements forwarded to the Library.

Distribution Function

No change in the responsibility for disseminating all material received within the Office of Personnel for distribution, including publications received from outside sources.

Continued to serve as Agency liaison point for procuring and distributing Civil Service Commission documents and other material which is of Agency interest and on which information is received in the capacity as Distribution Control Officer, Office of Personnel. When requested, verifies accuracy of material on hand used for reference purposes, inter-Agency as well as intra-Agency, and other information relating to the above.

  
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