

Reports-1-4-4

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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

APRIL 1966

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	88	718	
2. RECORDS ACCESSIONED	865	6,563	104,484
3. RECORDS DISPOSED OF AT CENTER	48	1,667	19,744
4. RECORDS TRANSFERRED FROM CENTER	379	2,644	28,986
5. RECORDS HOLDINGS	55,754		
6. INTELLIGENCE REPORTS RECEIVED	227	2,833	54,479
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	142	1,438	22,965
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	25	385	12,549
9. INTELLIGENCE REPORTS HOLDINGS	18,965		
10. VITAL RECORDS RECEIVED	55	1,495	14,446
11. VITAL RECORDS DISPOSED OF AT CENTER	18	393	2,894
12. VITAL RECORDS TRANSFERRED FROM CENTER	304	960	2,068
13. VITAL RECORDS HOLDINGS	9,484		
14. ARCHIVES ACCESSIONED	190	894	3,846
15. ARCHIVES DISPOSED OF AT CENTER	4	11	19
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	2,943		
18. TOTAL HOLDINGS *	87,146		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,437	49,805	638,215
20. INFORMATIONAL REQUESTS	517	5,541	28,278
21. Archival Documents	286	1,714	
22. INTELLIGENCE REPORTS	5,550	53,318	
23. VITAL RECORDS	412	2,803	
24. TOTAL	11,202	113,181	
25. NO. OF PAGES REPRODUCED	390	3,390	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	56,310	945,049	
A. INITIAL RECEIPT	54,779	921,208	
B. RETURNS	1,531	23,841	
27. Archival Documents	1,023	12,228	
28. VITAL RECORDS	2,389	92,822	
29. TOTAL	59,722	1,050,099	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	103,260	
31. UTILIZED	84,834	
32. COMMITTED		
33. AVAILABLE	18,426	

SECRET

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES & RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR APRIL 1966

1. There were 1,337 cubic feet of records accessioned from various Agency components. The first accession from NPIC was received on 28 April.

2. Disposition Action was taken on 920 cubic feet of records no longer needed by the Agency. The only backlog in the physical destruction is the "special" records. This backlog cannot be eliminated until the Burn Man receives his "special" clearance.

3. The net increase in April was 417 cubic feet, which increased the Total Holding to 87,146 cubic feet. There are 2,312 cubic feet of USIB reference material in the Region #3 Federal Records Center.

4. There were 1,023 references to the Archives; 210 of these were to FDD Summaries by another Agency. ORR has been added to the list of components sending copies of Internal Issuance to the Archives. The Archivist of the U.S. has ruled that the Agency must keep a records copy of Foreign Government Intelligence Reports that are received and disseminated.

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5. There were 11,202 reference items pulled and forwarded to various requestors in the Agency, other USIB agencies and Foreign Governments. It was necessary to make a Special Delivery for the Director of Logistics.

6. Visitors:

Medical	2	Review Vital Records
DDP/NE	3	" " "
DDP/CA	1	Review Records
DDP/RID	1	Deposit Sensitive
		Vital Records
DDP/CA	1	Update Vital Records
ORR	1	Review Records

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DDP/CCS	2	Update Vital Records
NPIC	3	Deliver and Pick up Records
Cable Sec.	3	Retire Records

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7. [redacted] made a survey of the security of the Archives and Records Center on 4 and 5 April.

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8. [redacted] was at Headquarters for two days working out procedure for additional Archival Accessions from OCR.

- 2 -

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