Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8
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10 March 1970

X1A MEMORANDUM FOR: [redacted]

SUBJECT : Machine System of Agency Records

1. Last year our Annual Records Inventory included data intended for a machine language system. Again this year we will request detailed reports related to Records Control Schedules as well as a records equipment inventory which will be put into a machine processable system which can provide periodic reports and analysis for use by Agency Records Managers.

X1A 2. I am requesting [redacted] to report to you each Friday for the remainder of the Fiscal Year to assist in designing the Inventory Request Form and the Machine System. He has developed a records inventory machine system in DDS&T and is working on one in DDI.

3. Because the System covering Office Records must be compatible with the System to Control Records in the Archives and Records Center,
X1A I am requesting [redacted] to report to me each Wednesday to work on the related revision and expansion of his punch card system.

4. I consider these systems developments to be of the utmost importance to the future of the Total Records Program in this Agency. I will be particularly interested in your ability to work with these people and successfully develop and complete this priority project before July 1, 1970. I will look forward to reading your proposals, plans, and time schedules after you meet with Ray. I will expect you to include reports of your progress and problems in your regular weekly reports to me.

25X1

[redacted]
Chief
Records Administration Officer

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8
SECRET

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

SECRET

10 March 1970

X1A MEMORANDUM FOR: [redacted]

SUBJECT : Assignment at Central Staff Office

1. Your assistance is required in the Office of the Central Records Staff. You are requested to report to me in Room 702 Magazine Building each Wednesday for the balance of Fiscal Year 1970. You may select the work hours best suited to your travel requirements such that you are available for duty here either between 8:00 and 4:30, 8:30 and 5:00 or 9:00 and 5:30. You will find room in the Visitor's parking area of Magazine Building.

2. You are to work with me primarily on (1) improving the machine record system for control of material in and out of the Archives and Records Center and for processing and (2) analyzing that data and producing periodic reports for use by component and Agency Records Managers. This system and data will be compatible with the equipment and records controls and data analysis systems used in the Central Staff.

3. Additional duties related to the Total Record Program may be assigned to you for completion during your period at Headquarters. You will be expected to work with me on some Records Management Board activities and this may require an occasional extra few days at Headquarters.

4. The remainder of the week you will continue your regular duties at the Archives and Records Center after you have attended to the current systems work and Conferences not completed at Headquarters.
X1A [redacted] will be advised to remove and adjust several of your duties and responsibilities to accomodate this additional priority work in and for the management of the Total Records Program.

25X1

[redacted]
Chief
Records Administration Branch

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

SECRET

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

10 March 1970

X1A

MEMORANDUM FOR: [redacted]

SUBJECT : Assignment in the Office of Records Administration Branch, Support Services Staff

1. Your assistance is required in the Office of the Central Records Staff. You are requested to report to Room 702 Magazine Building for duty each Friday for the balance of Fiscal Year 1970.

2. You are to report to [redacted] and work with her primarily on the inventory of Records in Agency Offices. Secondly, this 1970 inventory and all past inventory information, collected or deducible from the data gathered, shall be organized and entered into a machine language system whereby the data may be processed and analyzed and consistent periodic reports produced for Agency Records Managers. This System and Records Management Information, its data input and output will be made compatible with the records data control and analysis systems used by the Records Center.

25X1

3. Each Friday, I will meet with you for a progress report and planning session. These oral sessions will supplement the necessary Project documentation, time schedule, flow charts, code developments, and other written proposals, justifications, and explanation of alternatives considered.

25X1

4. You are to continue with your work to support [redacted] in DDI as time will allow. Priority will be given to this systems development to control records information Agencywide. Other Total Records Program activities may require priority attention and should be expected to be assigned to you for action during this period in the Central Staff.

25X1

[redacted]

Chief
Records Administration Officer

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

31 March 1970

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	Total	HQ	[redacted] Form Fld		
DDS	5,389	2,977	2,412	181 5	Compl P. T.
DDP	6,218	3,526	2,692	258 37	
DDI	3,746	3,391	355	53 24	
DDS&T	1,456	1,205	251	25 11	
DCI	421	408	13	3 4	
Totals	17,230	11,507	5,723		

Overall Agency Total 17,419 (incls 189 TAS.) (185 + 4 fld)

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Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

STATINTL

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

Records Program Information Processing System

I. Purpose. The purpose of this proposed System is to provide an effective method for the economical management of the Agency's Records and Information Progessing Program.

II Scope. The scope of this system will include all elements of the Agency Records Administration Program as set forth in Agency

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Regulation [redacted] In addition, the system will include all subsystems through which the program is implemented, such as Forms, Correspondence, Reports, Records Control Schedules, Record Center Actitities, Records Personnel.

III System Objectives. The objectives of this System are:

to provide management with current and reliable data upon which to make future planning, policy and strategy decisions;

to exploit the inventory data to determine records trends;

to plan constraints for the Records Center;

to forecast Archives and Records Center activity expectations;

to assist management in evaluating the Records Program.

to provide management with data upon which to base planning decisions.

IV Input Requirements and Data Elements. The System will require data from the annual inventories of records holdings in all Agency offices; a report on the volume of paperwork destroyed within the offices; the Archives and Records Center accessioning activities; the Archives and Records Center disposition actions.

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

STATINTL

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

Next 4 Page(s) In Document Exempt

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

Paper to be drafted from the attached.

1. Definition of the Problem
2. Objectives
3. Background
4. General Requirements
   - A. Records Accumulation
   - B. Equipment
   - C. Forms
   - D. Personnel

Chart - list of common data elements (tentative)

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[redacted]

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

31 MARCH 1970

SECRET

RECORDS MANAGEMENT INFORMATION SYSTEM

1. ~~Assumptions~~ Definition of Problem

A. In order to manage effectively we must have information about that which we are managing.

B. ~~That~~ the information currently furnished to Agency managers about the Records Program and problems is inadequate and antiquated.

C. ~~That the~~ only way to overcome the information gap in Records Management is ~~through~~ ADP.

2. Objectives

A. To provide Agency managers at all levels with information concerning all phases of Records Administration.

B. To provide Top Management with timely reports that will reflect the total picture of the Records problem in the Agency.

3. Background

A. Some information has always been available in various forms and in various places. Even if all this information could be brought together in one place, it could not be manipulated or used effectively. ~~and it still would not reflect the total program~~. The reports that are currently being prepared in the Records Administration channel are not complete; and by the time they reach the TOP, they are hopelessly out-of-date.

B. The Records Officers in the various components take physical inventories of records under their jurisdiction. Traditionally, this inventory has only been concerned with volume which is reported to RAB; a report is prepared for National Archives, then it is filed away and forgotten. With a little more effort on the part of the Records Officers, a great deal of additional information could be gathered at the same time; and if automated, this information would be available on a continuing basis.

C. The Archives and Records Center prepares statistical reports monthly, quarterly and yearly. These reports are read and filed away. It is impossible to relate these reports one to the other over a long period of time, and it is impossible to establish definite trends or to make realistic predictions. However, if made a part of

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

SECRET

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Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

SECRET

an over-all ADP system, this information could be an extremely valuable tool in analyzing the Agency's records ~~storage~~ problems.

D. The Records Administration Branch prepares periodic reports and answers a multitude of questions concerning various aspects of the Records Program. Considerable research goes into many of these reports and studies; however, usually they are pertinent for only a short time and are used to answer a specific question. If these reports and studies could be made a part of an over-all data base, the research and answers to the questions could be updated and recalled at a later date.

E. With all the reports, inventories, studies and statistics, there are still many questions about our records that have not and cannot be answered, such as: "What is the Agency's total annual record handling cost?" "What is the total square footage used to store records?" "How many employees, at what grade, spend how much time working with records?" "What is the volume of records scheduled to be transferred to the Archives next year - to the Records Center?" and "What is the Agency's investment in filing equipment - how much will be needed next year - the next ten years?"

F. By broadening our data base and establishing an ADP system, we can overcome this too-little, too-late effort that characterizes our current reporting effort. When we conduct research, collect data or prepare reports, we add this information to our data base for future recall. Eventually we will not have to do extensive research when a question is asked or a problem arises; we go to our data base in the computer and obtain the answers.

G. Two small functions of the records program have been automated to some extent with much success. These are the Forms Management Program and the Archives and Records Center. The Archives and Records Center has a tab card system that is currently furnishing information to Records Officers that would be impossible to do manually. Accurate, up-to-date reports are currently being furnished the Records Management Board, Records Officers and other Agency officials as necessary. The Forms Program has been automated by OCS and quarterly listings by numerical, alphabetical, functional and OPI are produced. Copies of the listings are sent to the OPI's Records Management Officer for review and corrective action. Logistics, Supply and Printing Services also use the central ADP data on forms.

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

SECRET

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Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

H. Several of the components have developed automated systems to control various records programs. DDS&T developed an ADP system for the annual inventory in 1969, CRS and Communications uses a tab card system to control TOP SECRET documents, NPIC is using tab cards to control reports, the Retirement of Security case files is a part of an ADP system, the DDP Records Management Staff has proposed plans to automate the 1970 inventory in DDP and DDI is working on an automated inventory.

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

GROUP 1
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Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

3 April 1970

1. Definition of Problem

A. OK

B. The information currently available to Agency managers about the Agency Records, the Agency Records Problems, and the Agency Records Program is inadequate and antiquated.

C. The Primary Product and medium of the Agency is Records. It permeates every segment of the organization and impinges on every person and decision in the Agency. Agency Records and Problems grow larger and more complex every day. Programs to control those records and records decisions by top management are inhibited by the lack of adequate information.

D. Records Problems and Control extend throughout the entire life cycle of a document from its Creation to its disposition including its very expensive systems for storage, retrieval, and use. This involves hundreds of administrators, thousands of clerks, millions of dollars in equipment and space as well as a direct impact on the speed and efficiency of any and all Agency functions whether administrative or Operational, automated or manual.

~~E. The restore of the records problem~~

2. Objectives

A. OK
B. OK

C. To have available and provide upon call all information on specific problem areas. ~~This~~ These data to be so organized to facilitate its formated presentation as well as to prepare integrated reports on related areas and the results of comparison analysis.

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

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Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8

Next 27 Page(s) In Document Exempt

Approved For Release 2001/11/07 : CIA-RDP74-00390R000100040005-8