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SECRET

OGC 78-3 141
12 May 1978

OLC #78-1644

MEMORANDUM FOR: Acting Legislative Counsel

FROM : [redacted] 25X1
Assistant General Counsel

SUBJECT : OLC Records Retention Requirements List

1. [redacted] requires this Office to furnish periodically to the Agency's Records Management Officers, through the Records Administration Branch of the Information Systems Analysis Staff of the DDA, a list of the various persons and subject matters which are involved in litigation or are under investigation by the Congress and the Department of Justice. The purpose of this listing is to provide these officials with information necessary to ensure that records which may be relevant to these matters but which were not adequately identified or segregated at the time the original requirement was levied are not inadvertently destroyed at the expiration of the normal retention period established for the records in question by Agency records schedules. It is anticipated that a revision every three to six months will be required. 25X1

2. In the compilation of the original list and its subsequent revisions, I have had the capable support of [redacted] of OLC in regard to ensuring that this listing is reasonably complete and up to date concerning matters of concern to the Congress. However, he has now been reassigned within OLC and is not in a position to provide the updating service necessary to maintain the currency of this listing for congressional matters. As a stop gap measure, I have requested, and have been receiving from OLC, copies of all letters from the Congress which request information from CIA records. These are then furnished to the records officers as a supplement to the listing. The resulting two-part package is very awkward to use and there is no assurance that it by any means represents a complete body of information concerning congressional inquiries at any particular moment. 25X1

3. The listing is now in a computer base, and for ease in coordination and updating I have had the complete list broken down by source components, i.e., OLC, and the various divisions of OGC. A copy is attached of those matters which are included on the list as a result of an OLC requirement.

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FROM ATTACHMENTS.

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Also attached are copies of all the letters I have received from OLC registering congressional interest in any person or subject matter since the list was last coordinated in February of this year. What is needed is a central point in OLC which shall be responsible for accumulating all such inquiries as they are received and which shall be responsible for periodically correlating and ordering that information and adding it to the OLC contribution to this listing as well as reviewing and amending existing OLC entries. You will see that, as a result of the number of congressional inquiries received in this period, this is not a small task. Should this volume persist, or in any case, should you deem it preferable in terms of ease of reference and for other OLC purposes, you may wish for there to be a completely independent OLC list. I believe this could be arranged fairly easily although the result would be to require records officials to check two lists instead of one.

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Attachments