

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 AUG 1960

Mr. S. A. Andretta
Administrative Assistant Attorney General
(Attn: Mr. Armando di Giralomo)
Department of Justice
Washington 25, D. C.

Dear Mr. Andretta:

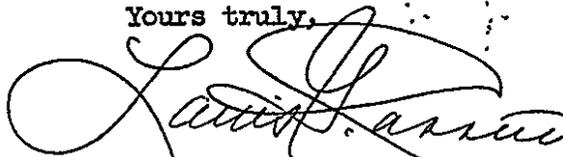
The CIA and the Federal Bureau of Investigation produce intelligence reports copies of which they exchange for reference use. For example, CIA regularly receives reference copies of DBF reports from the FBI. Each Agency retains record sets of their own reports. The exchanged copies normally accumulate in libraries or other central reference points. Disposition instructions issued by both Agencies for this material call for destruction when no longer needed for reference.

We have found, as have some other agencies of the USIB community, that custodians of such reference collections are often reluctant about using the disposal authority. This reluctance is due to uncertainty about future availability of a document if a need should develop.

We believe that disposal practices in respect to reference collections could be significantly improved if custodians had some assurance of future retrievability. Therefore, we propose that the FBI concur with CIA in the attached agreement. We have been establishing similar agreements within the USIB community and to date have received concurrences from Army, Navy, Air Force, State Department, and the Atomic Energy Commission.

I would appreciate your concurrence in our proposal.

Yours truly,



Louis G. Carrico
Chief, Records Management Staff

APPROVED FOR RELEASE - CIA INFO DATE:
16-Aug-2011

Attachment

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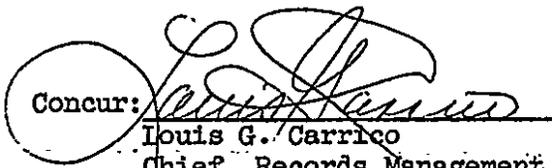
CIA-FBI AGREEMENT ON
DISPOSAL OF REFERENCE DOCUMENTS

The purpose of this agreement is to reduce and control the volume of intelligence documents accumulated by each Agency. These documents are produced by each Agency and are exchanged for reference use. Basic to this agreement is acceptance of the concept that each Agency is the Agency of record for the documents it produces..

Therefore, it is agreed that CIA and the FBI may dispose of each others reference documents 5 years after such documents become inactive.* It is further agreed that any occasional requests for such documents, or copies thereof, beyond this retention period will be serviced by the Agency of record.

This agreement relates only to copies of documents accumulated for reference purposes. Documents having no reference value to the recipient will be destroyed upon receipt.

Concur:


Louis G. Carrico
Chief, Records Management Staff, CIA

Date:

August 15, 1960

Concur:

Date:

*CIA retains inactive references documents in its Records Center where experience indicates that requests for such material are negligible after 5 years.

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