

5 June 1981

MEMORANDUM FOR: Office of Logistics
Records Management Officer

VIA: Chief, Information Technology Branch
Agency Records Management Officer
Deputy Director for Administration, RMO

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FROM:
CIA Audiovisual Records Management Program Manager

SUBJECT: The Organization, Arrangement, Management, and
Disposition of the OL Still Photography Collections

1. As you will recall, I have been working on the development of the Agency's audiovisual records management program. My immediate work in this area has concerned the photographic collections of P&PD. One of these is in the records center and the other is on the premises. For the purpose of preparing a draft schedule item and a filing organization plan, I examined the collections in P&PD on 9 March and 1 May and the archival collection on 9 April. For the purposes of direct policy guidance, a visit to the audiovisual records custodial unit at NARS made was on 20 May.

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2. The results of these activities is the attached plan for the organization, arrangement, and disposition of the collection. Please review the document and contact me on extension at your earliest convenience. Any comments which you have will be welcome. If the proposal meets your approval, mutually agreed-upon plans can be made for its implementation.

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Attachment:
a/s

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File Plan for P&PD Photography Collection

1. The P&PD still photograph collection comprises the following:
 - (a) photos of DCI's, DDCI's, and General Donovan;
 - (b) official photographs of senior Agency personnel;
 - (c) official photos of various Presidents;
 - (d) photos of Presidential visits to the CIA;
 - (e) photos of former CIA occupied buildings;
 - (f) interior and exterior shots of the Headquarters building, including its construction;
 - (g) aerial shots of CIA buildings;
 - (h) photographs of various employee activities and internal events;
 - (i) pictures of the Agency seal and its various medals, shot in 1978;
 - (j) the "Reber Project" (a collection of posed scenes with overt Agency personnel used for public relations purposes);
 - (k) albums of a DCI staff meeting and of exterior Headquarters scenes which are given as gifts to visiting VIP's;
 - (l) assorted P&PD and general OL shots;
 - (m) photos of various secretaries and clerical personnel.

These photos are color and black and white and exist in both negative and positive prints (in a number of cases, both for some discrete items).

2. Taken as a whole, this collection is a valuable one deserving permanent retention. However, since it has essentially no preconceived organization and was essentially thrown together in the course of P&PD's responsibilities, it suffers from a variety of serious defects. These are:

- (a) an enormous number of copies of many pictures far in excess of any reasonable need (e.g. hundreds of prints of former DDA's Blake and Wortman);
- (b) numerous pictures which have no relevance to the CIA (e.g. assorted Presidential photo portraits or pictures of public figures such as Cyrus Vance, who never worked for the CIA);
- (c) a broad scattering of "grip and grin" photos of an ephemeral nature (secretaries, training class mug shots, retirement ceremonies etc);
- (d) negatives and positives filed in the same containers;
- (e) no adequate identifiers or labels (usually crude hand lettering);
- (f) poor to non-existent storage containers (e.g. loose storage in the file cabinet drawers, ragged manila envelopes, etc.);
- (f) no clearly assigned responsibility for keeping the collection in order (although several employees do work with it in the course of other duties).

3. The following should be done to properly arrange these pictures:

(a) removal of all personality photos (both negative and positive) not of senior Agency figures, passport photos, routine award and retirement ceremonies, events and activities not related to the Agency's mission, photo portraits of Presidents and other U.S. government officials having nothing to do with the CIA;

(b) disposition of multiple copies (both negative and positive) of all photographs to be retained;

(c) segregation of retained negative prints in a separate file;

(d) arrangement of each discrete file series (e.g. DCI's and DDCI's seals and medals, Agency officials, buildings and grounds, Presidential visits etc.) in an orderly fashion (either topically, alphabetically or chronologically);

(e) storage of each photo in a proper container (see 4 below);

(f) labelling each container with identifying information;

(g) disposition of the photograph albums;

(h) the folders holding the record copy of each print should be clearly labeled with an identifier;

(i) a determination of the retention merits of the "Reber Project" (see 5 below).

(j) someone in P&PD should be given the explicit responsibility for keeping the collection in order and up-to-date but if this is not considered desirable then the collection should be retired to the Agency records center and maintained there. ? ?

4. The audiovisual custodial unit of NARS was contacted concerning the appropriate containers for photographs. Negatives require acid-free envelopes but such are not mandatory for positive prints. Such envelopes are not stocked as standard items but are available from the Hollinger Corporation, from which NARS orders them on an "as needed" basis. The CIA should also do this, once needs are determined.

5. The "Reber Project" was a program undertaken by the Office of Public Affairs in 1978 to photograph posed scenes of such Headquarters facilities as the library, credit union and auditorium. These photos were shots by a commercial photographer who was a former Agency employee and utilized overt employees. The "outtakes" are part of the P&PD collection. They should be offered to OPA for their storage and use, or if no longer desired, disposed of.

6. If the excess photographs are considered necessary for gratis distribution then P&PD might wish to keep them at hand, but they should remain separate from the "official" collection.

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7. The same ground rules for the arrangement of these photographic files would apply to the collection at the Agency records center. Should P&PD not wish to maintain a permanent photographic collection, the two could be interfiled and maintained as one at the records center, provided that someone knowledgeable in proper archival procedures is given responsibility for preparing the combined file. However, since the History Staff is the OPI for this collection, their interest should be engaged before proceeding.