

*New File  
Hqs Records  
Review*

29 JUN 1981

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Thomas H. White  
Director of Information Services  
SUBJECT: Headquarters Records Review

Harry:

1. Attached is the proposed DDCI memorandum we have discussed which formally initiates the headquarters records review. Also attached is a memorandum for your signature forwarding the DDCI memorandum to Adm. Inman for approval. After the DDCI memorandum is distributed, we will be preparing for your signature an implementing memorandum to the other Deputy Directors and Heads of Independent Offices, as well as to the DDA Office Directors. In addition, we will be submitting for your signature a Headquarters Notice informing Agency employees of the records review requirement. For your background below is a run down of where DDA Offices stand vis-a-vis records management.

2. Within the DDA, the Office of Communications is furthest along on the work involved in the review. That office has been performing a records review based on the current items in its 1977 records control schedule, and has submitted to us for coordination and approval an overall revision to that schedule. OL accomplished a 10 percent reduction in its headquarters holdings last year, and we have been assisting them in improving some of their records systems. ODP is well along in setting up a full-scale records management program for the first time and this process includes the actions necessary for the review. OF has submitted to us informally updates to several of its schedule items.

3. OIS still has much work to do to bring its records into alignment with our structure as an Office, and we will be working on the ODDA schedule to split off the records that were included when ISAS and IPD were part of the DDA staff, as well as make updates necessary to reflect other organizational changes such as the transfer of History Staff and the merger of Budget Staff into the new Management Staff. We recently have approved several updated items in the OS schedule, and we are just beginning to work with them on reviewing records in preparation for the OS move from Headquarters Building next year. We also need to begin working with OTE and OMS on updating their records schedules and with all offices on tying their filing systems in with the schedules.

/s/ Tom

Thomas H. White

Attachment:  
As stated

OIS Registry  
81-62111

DC/A Registry  
81-1359/1

JUL 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence  
FROM: Harry E. Fitzwater  
Deputy Director for Administration  
SUBJECT: Headquarters Records Review

1. Action Requested: Approval of a memorandum to senior Agency officials, initiating an Agency-wide project to review our headquarters area holdings of paper and other hard copy records and, where possible, to reduce them.

2. Background:

a. Records are taking up too much headquarters office space. Moreover, the Agency Archives and Records Center (AARC), to which components retire records from headquarters, may run out of space within the next five years to store these records at present rates of accumulation. In addition, to avoid excessive expenditures for replacement of non-secure safes, we must reduce our records so they will fit into existing secure safes. This is especially important as components continue to move from Headquarters Building into outlying locations such as

b. The requirement to review headquarters records holdings was originally established as part of a long-term records review program by the Acting DDCI, John F. Blake, in his 29 July 1977 memorandum to the Deputy Directors and Heads of Independent Offices (attached). This requirement should be given current policy emphasis in view of the manpower resources involved and the need for Agency managers to make time available to properly accomplish the task. We must begin to take action now to ensure that Agency recordkeeping practices remain in compliance with Federal laws governing the maintenance and disposition of records and thus avoid a more serious and labor-intensive effort in the future.

3. Recommendation: That you sign the attached memorandum, subject: Headquarters Records Review.

Harry E. Fitzwater

Attachments:  
As stated

29 JUL 1977

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Acting Deputy Director for Administration  
Deputy Director for Science and Technology  
Acting Deputy to the DCI for the Intelligence  
Community  
Deputy to the DCI for National Intelligence  
Office of General Counsel  
Office of Legislative Counsel  
Office of Inspector General  
Office of the Comptroller

FROM: John F. Blake  
Acting Deputy Director of  
Central Intelligence

SUBJECT: Implementation of Records Control Schedules

REFERENCE: Memo from DCI to DD's and Heads of Ind.  
Offices dtd. 20 April 76; subj: Disposition  
of Agency Records

1. The Agency has completed updating the 22 Directorate and Component records control schedules and has submitted them to the National Archives and Records Service for approval by the Archivist of the United States. Thus far nine schedules have been approved, and the schedules of the DDI and DDO are expected to receive approval in the next two weeks. The next step in the process of bringing Agency records practices into compliance with requirements of the law is the implementation of these approved schedules.

2. The new schedules clearly identify, for the first time, permanent Agency records and generally reduce retention periods for non-permanent records. These requirements must now be applied to the 19,810 cubic feet of records in the Agency Archives and the 90,454 cubic feet in the Agency Records Center. Reviewing and screening, as well as documenting where necessary, the materials in the Agency Archives and Records Center will require the expenditure of time and resources by offices throughout the Agency, but it is a job

that must be done now. The screening process also is necessary to prepare the earliest permanent Agency records for the declassification review which will begin in September.

3. To accomplish the task of implementing the new schedules and preparing for the declassification review, the Agency Records Management Officer has established the following priorities:

a. The 19,810 cubic feet of records in the Agency Archives must be reviewed, screened, and properly documented (in some cases documentation describing the records from the late 40's and early 50's is non-existent and must be prepared now). Temporary records which require continued retention must be prepared for transfer to the Records Center, while those temporary records approved for disposal must be prepared for destruction. The offices responsible for the various collections in the Agency Archives must assign both professional and clerical resources as necessary to complete this task expeditiously.

b. Records Center personnel must identify the temporary records in the Records Center now eligible for disposal based upon audit trails prepared by responsible Agency components. Appropriate forms will be initiated by Records Center personnel to authorize destruction of these records, as well as the records in Agency Archives which have been identified for disposal as described above. These forms will then be submitted to the component and, where necessary, to the Office of General Counsel and the Agency Records Management Officer for approval.

c. All permanent records now deposited in the Records Center must be reviewed, screened, and properly documented. Where required by the new schedules, these permanent records will be transferred to the Agency Archives.

d. The 234,958 cubic feet of records maintained in office areas must also be reviewed to determine which series must be destroyed and which must be transferred to the Agency Archives and Records Center in accordance with the approved schedules. Additionally, all Agency files must be specifically identified with the item in the records control schedule that provides instructions for their ultimate disposition. This identification must be recorded directly on each file or annotated on each file index.

4. All records identified for destruction through the efforts of a., b., and d. above are subject to inspection by the Senate Select Committee on Intelligence before the actual destruction occurs. To this end a destruction holding area has been identified at the Archives and Records Center building where these records will be held pending inspection.

5. Procedural guidelines for these disposition reviews will be furnished by the Records Administration Branch, ISAS/DDA, [redacted] Guidelines for the declassification review will be furnished by the Records Review Branch, ISAS/DDA, [redacted] Questions on implementing the disposition and declassification requirements should be addressed to either of these two offices as appropriate.

6. As all Agency components complete this process of review, documentation, and declassification, Agency records will be brought into compliance with current requirements established by law, Executive Order, and the Congress. Properly documenting Agency records also will pay dividends by facilitating information retrieval and avoiding future "surprises" such as the recent surfacing of records that were previously reported as being non-existent.

/s/John F. Blake

John F. Blake

70 11 21 11.11

EB

81-1359/2

Executive Registry  
81-7735/11

9 JUL 1981

MEMORANDUM FOR: Director, Intelligence Community Staff  
Director, National Foreign Assessment Center  
Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Comptroller  
General Counsel  
Inspector General  
Director of Personnel  
Director of Policy and Planning  
Director, Equal Employment Opportunity  
Executive Secretary

FROM: Deputy Director of Central Intelligence

SUBJECT: Headquarters Records Review

1. This memorandum sets forth requirements for reviewing our holdings of paper and other hard copy records in headquarters area buildings, and establishes a schedule for carrying out this review.

2. The Agency began a long-term program in 1976 to dispose of unneeded records, improve the retrieval of those retained, and generally make our records more usable. Through the efforts of records management officers and many other personnel, the first stages of this program--preparing records control schedules and applying the schedules at the Agency Archives and Records Center (AARC)--are essentially completed. As a result, our records holdings at AARC are 25 percent below the 1977 level, and computer systems are now aiding in retrieving the records that remain there.

3. It is now time to complete this program with the 225,000 cubic feet of records in headquarters area buildings. This headquarters records review will involve updating the records control schedules, as required annually in any case by [redacted] with a view to further reducing the retention time of temporary records. It also will involve destroying many of these records, or in some cases transferring them to AARC, in accordance with the reduced retention periods. It will include improving Agency filing systems and tying the filing systems directly to the schedules, thus avoiding the need for large-scale review in the future. It also will

STAT

include reviewing our large collections of permanent records and asking the National Archives and Records Service (NARS) to reappraise them in order to reduce permanent holdings, where appropriate, through sampling or other means.

4. The headquarters records review is a major undertaking, requiring the efforts of many people to perform the surveys and make the necessary decisions. It will require Agency employees to make time available so that component and directorate records management officers can work with those most knowledgeable of the information needs, work flow, and records content of each office. The benefits in terms of space savings and improved access to information will be well worth the effort.

5. Please initiate action to conduct the headquarters records review in accordance with the following schedule:

a. By 31 August 1981 develop detailed component plans, down to the branch level, for carrying out the review.

b. By 28 February 1982 update the records control schedules, including reappraisal of permanent records and of the retention periods for temporary records.

c. By 31 May 1982 destroy temporary records due for disposal under the updated records control schedules, and transfer to AARC the records scheduled for retention there.

d. By 30 September 1982 establish new filing systems in accordance with  Files Management (now in preliminary coordination). The filing systems will identify each file with the records control schedule instructions governing its ultimate disposition.

6. In conjunction with the development of directorate and component plans, the Deputy Director for Administration (DDA) will provide, by separate memorandum, detailed instructions for conducting the review. In addition, a Headquarters Notice will be published informing Agency employees of the records review requirement. Deputy Directors and Heads of Independent Offices may request exception to the above deadlines, where necessitated by special circumstances in a particular component, by memorandum addressed to the DDA.

7. Monthly progress reports from each directorate and from the DCI Area are to be submitted to the DDA beginning with the month of August 1981. Questions or requests for assistance may be directed to the Agency Records Management Officer, Records Management Division, Office of Information Services, DDA, 1236 Ames Building, extension

/s/ B. R. Inman

B. R. INMAN  
Admiral, U.S. Navy