

CIA RECORDS CENTER

ANNEX III

This Annex supplies administrative data reflecting the current status of the Records Center as revealed by a fact finding survey thereof according to selected topics as follows:

- TAB E - Organization - Functions - Staffing
- TAB F - Requirements
- TAB G - Physical Aspects
- TAB H - Operating Procedures
- TAB I - Production
- TAB J - Control Records
- TAB K - Problems

CIA RECORDS CENTER

ORGANIZATION - FUNCTIONS - STAFFING

The Records Center, identified prior to 15 February 1954, as a branch of the Records Services Division, General Services Office, is organized on an improvised basis, i.e. with a proposed organization for the remainder of Fiscal Year 1954. The Center is now identified as a section of the Records Management Branch.

Organization - The framework of the Center is erected on a foundation of three operating sections; namely, Accessioning, Reference Service, and Disposal sections, respectively. The Office of the Chief appears as a modest super-structure.

Functions - The administrative functions of the Center are basic in detail and adhere closely to the simple operating system employed within the organization framework. They are restated as follows:

Office of the Chief - Administers functions and directs operations of the Records Center. Assumes responsibility for all assignments received from Chief of Records Management Branch to whom he is accountable. (Revised by Examiner)

Accessioning Section - Arranges for transfer of records from operating offices to the Center; assists in the physical movement of records to the Center by supplying technical advice, labor, trucks, containers and labels; maintains controls over accessions by assigning job numbers, processing transfer documents, and allocating all center shelving space for the storage of records; and maintains and prepares reports on accessions.

Reference Service Section - Receives requests for information on documents in the custody of the Center and conducts necessary searches to locate desired documents, using established finding media; provides desired information either by abstracting the data or transferring the document to the requesting office; prepares and maintains research reference aides; enforces restrictions on use of records in custody; maintains records and prepares reports on reference services rendered; receives, stores, reproduces, and distributes supplemental copies of CIA produced intelligence information and reports and makes initial and supplemental distribution of Agency regulations and administrative issuances; maintains a current inventory of distribution materials and prepares reports on services rendered.

Disposal Section - Examines records as they are accessioned in order to determine if their disposal is authorized by any existing schedule; prepares and maintains a disposal "tickler file" that controls final disposition of all records in custody of the Center; initiates and conducts work programs as required designed to evaluate and appraise records in custody for preservation or destruction; and maintains disposal job files and prepares reports on the destruction of records.

The work of the Center is allotted to the three sections on a functional basis and distributed to the employees who are most capable of carrying out the assignments, respectively.

Staffing

Office of the Chief - 1 GS-12, 1 GS-3

Accessioning Section - 1 GS-9 (Ass't. to Chief) 1 GS-7

Reference Service Section - 1 GS-9

 Records Unit - 1 GS-7, 1 GS-5

 Distribution Unit - 2 GS-7, 3 GS-5

Disposal Section - 1 GS-9

In Process - 0

TOTAL PERSONNEL - 13

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CIA RECORDS CENTER

REQUIREMENTS

Administrative - Administrative requirements of the Center entail planning, developing and directing pertinent operations to meet the needs of Agency components in controlling non-current records. Initially, these requirements include transferring, storage, protecting, servicing, and screening of records received. Subsequently, consideration is given to the preservation of records meriting permanent or extended period retention and finally the disposal of records as authorized either via destruction or gift.

Operational - Operational requirements are comparable to the basic skills required of records analysts such as knowledge of laws effecting records, the ability to distinguish between record and non-record material, current and non-current material, the ability to identify and describe a file series of records, and to interpret records disposition schedules to facilitate accessioning, storage, servicing, screening, preserving and disposal of records.

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CIA RECORDS CENTER

PHYSICAL ASPECTS

The Center is currently located in a one-story building in Rosslyn, Virginia. As the physical structure is only an interim facility, it will suffice to classify it as fire resisting save for the roof construction and wooden partitions located in one area.

Efficient layout planning is in evidence. The interior is divided into four areas, three of which are used for records storage where ease of motion is apparent and one where ample working space is available. An expanded steel mesh partition encloses each storage area. Secure walkways for guard inspection are also provided.

The arrangement of sectional steel shelving, use of standard (corrugated fiberboard) records storage containers and safety ladders confirms the application of constructive planning, conforming in general with the standards approved by the National Archives, General Services Administration, and the National Records Management Council.

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ANNEX III TAB H

CIA RECORDS CENTER
OPERATING PROCEDURES

Accessioning - This procedure implies the retirement of non-current records from an operating activity to the Center, thus releasing much needed filing equipment and occasionally valuable space for further use. The physical transfer is initiated by the area records officer who prepares Form 60-52, "Records Retirement Request," in quadruplicate. He then packages and labels the records storage boxes, assigns box numbers, and compiles the list of records being retired.

The Center supplies boxes and labels, provides the vehicle and personnel for transportation and renders other assistance upon request. The accessioning section of the Center assigns a job number. When retirement has been effected, a receipted copy of Form 60-52 is returned to the Area Records Officer for subsequent reference.

Storage - Upon receipt of records in the Center, the shelf location is noted by area and room number in the space provided on the reverse side of Form 60-52. One copy of the form is filed numerically by job number and another copy by the office of primary interest. Thus a two-fold reference source is provided. The fourth copy is used to support the Disposal Schedule Tickler File (See TAB J)

Servicing - A reference service to meet the needs of offices of interest is provided because availability of stored records for subsequent reference is essential. Servicing includes extracting information upon request, loaning records, and transferring records back to the office of origin. Reference servicing is more efficient when the job number can be furnished.

Information from the records is sometimes furnished via telephone. The courier force is used to deliver records called for by an office of origin. Normally, a request for the loan of records is processed within eight working hours. Thus a set of records requested in the morning will be delivered in the afternoon. In exceptional cases where time is a matter of importance a record may be obtained on a priority basis through the medium of a special courier.

A reference search area equipped with microfilm readers is provided in the Center where files or film are made available to the searcher.

Screening - Screening of records is the detailed process of examining, analyzing, and evaluating non-current records for subsequent retention or disposal as appropriate. While the records analysts and area records officers collaborate in establishing disposition schedules, it is sometimes necessary

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to perform the actual screening in the Center. To date, screening has been held in abeyance due to several factors such as the selection and training of area records officers and center personnel for the immediate work, insufficient space in the former interim center to accept records from office of origin, the completion of a physical move to a larger interim center and incompleteness of inventory, appraisal and preparation of control and disposition schedules in various offices. In this respect, experience to date has required the installation of new filing systems in some offices before proper scheduling could be accomplished.

Disposal - Similarly, disposal procedure has been held to a minimum for the reasons cited above. The Center is prepared, however, to implement the records program by physical destruction of files for which disposal action has been authorized.

Records will at no time be destroyed without the concurrence of the area records officer concerned. To effect disposal, Form 36-145, "Notification of Disposal Action" is prepared. The records authorized for disposal and the authority for the destruction thereof are reflected on this form. When prepared, the form is forwarded to the area records officer for final review and approval.

Supplemental Distribution

Published Reports - Requests for published reports are received at the Center via telephone or memoranda and referred to the Reference Service Section. Intra-agency requests are received directly from various offices. Inter-agency requests are received through ID/CD. The operations in the unit include searching for the requested material, packaging it properly and dispatching it to the requestor with courier receipt.

Information Reports - Requests for information reports are received at the center via telephone or memoranda and referred to the Reference Service Section. The operations in the unit include pulling the "Master Copy" of the requested report from file, determining the type of master, i.e. original, photocopy or ditto, selecting and starting the duplicating equipment required for the type of master, running the necessary quantity (Average is four items per request), stopping equipment, enclosing information report copies in envelope, dispatching sealed envelope with courier receipt and refiling "Master copy."

Six employees, in all, have received on-the-job training in operating the duplicating equipment. Thus, ample provisions have been made for substitution of operators.

Responsibility for security of the reproduced report copies rests with the receiving office.

Initial Distribution - Initial distribution of regulations, notices and other issuances begins with the receipt of a distribution control list from MIS. The material is received directly from the Reproduction Plant. Operations include addressing envelopes, sorting, counting and enveloping the material according to the control list, and dispatching the sealed envelopes with courier receipt.

CIA RECORDS CENTER

Production

ANNUAL REPORTING

Research disclosed that consistent fiscal year totals are not available for records retired, record holdings, and records destroyed. It was determined, however, that calendar year totals are available in part as follows:

	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>
<u>Accessions</u>				
Jobs	60	73	111	205
<u>Holdings</u>				
Cubic Feet	--	--	728 ^{1/}	4670
<u>Disposal</u>				
Cubic Feet	--	--	72.5 ^{1/}	194

Apparently, conversion to fiscal year reporting occurred as of 1 July 1953, as the following totals in cubic feet were found available for the current period to 1 March 1954:

<u>Accessions</u>	<u>Holdings</u>	<u>Disposal</u>
1922	523 ^{42/} 675 ^{13/}	62

MONTHLY REPORTING

Examination of report for the month of February 1954 reveals certain statistical data of interest such as accessions-339 cubic feet; destroyed-41 cubic feet; reference service-621 items furnished; shelving space - total capacity of erected shelving 18,948 cubic feet, available space remaining 6,963 cubic feet; material received for supplemental distribution comprising intelligence reports, information reports and regulatory issuances - 20,074 items; total requests for supplemental distribution-778; material furnished on supplemental distribution - 5,520 items; total reproduction service - 13,578 pages and finally material furnished on initial distribution - 25,266 items.

1/ 8 Months--May through December

2/ Records

3/ Distribution Material

CIA RECORDS CENTER

CONTROL RECORDS

Control records maintained in the Center are described as follows:

Locator File - Records Unit

Arrangement of this Kardex file is numerically by accession job number. Each card reflects the location by area, row and section number for each job. A record of reference service is also maintained on each card.

Locator File - Distribution Unit

This Kardex file is arranged by office of origin and thereunder by title and number. It shows the location by area, row and section. A running inventory of records material distributed is maintained on each card.

Organizational Accession File - Records Unit

This file contains copies of transfer documents for each job along with any shelf lists or other finding aids. It is arranged by the name of the operating activity by Agency component.

Disposal Tickler Files

Disposal Schedule Tickler File - This file contains cards arranged chronologically by disposal date for records definitely covered by a control schedule.

Contingent Disposal Tickler File - This file houses cards for records material authorized for disposal upon the occurrence of a given event or contingency, the exact timing of which is not definite in terms of years. (examples: "Dispose of two years after audit by GAO," "Dispose 3 years after separation from service.") The cards are arranged by name and office of origin.

Disposal Authorization Requested File - This file contains cards for records material that appears to be disposable but for which Agency approval has not been obtained.

Permanent Retention File - This file contains cards on records material considered to have continuing value.

RECORDS CENTER

PROBLEMS

The survey of the Records Center brought to light several problems as follows:

Transportation - Difficulty has been experienced in obtaining transportation for the transfer of records when needed. Thus, on several occasions the use of personal cars has been necessary to carry out priority assignments in the retirement of records to the Center. Arrangements whereby a light truck or station wagon be made available to the Center on a given schedule would be helpful. An effort will be made to determine this possibility.

Reproduction - The equipment used for developing prints made by the photocopy process is not dependable in providing proper photographic quality and legibility. The experience of the Printing and Reproduction Division will be obtained to overcome this deficiency.

The ozalid equipment is being used to furnish a reproduction service to certain sources in FDD. Lengthy reports ranging from twenty to 240 pages in volume have been reproduced in four copies at the Center. An examination of the Center's monthly production report tends to confirm that approximately 11,000 ozalid copies for other than information reports were reproduced in the month of February. An administrative determination requiring either a report of justification for the performance of the work or the transfer of the work to the Reproduction Plant should be made.

Security - No definite control exists on intra-agency requests for supplemental distribution of published reports, i.e. on a need to know basis. For a brief period in the past a memorandum request including the justification therefor was required. At present, a list of names of authorized persons is maintained for control purposes, i.e. via verification. Requests are received via telephone or memorandum. The reports are dispatched with a courier receipt which does provide a record. The responsible employee states that he complies with telephonic requests if he knows the persons calling. Is it essential to establish a firm "need-to-know" basis for each request? Further study will be made to determine the need of a definite policy on this question.

Monthly Production Report - Discussion with the Chief of Records Center disclosed the advisability of revising the format used in preparing the monthly production report. Research will be made to determine the feasibility of converting the present improvised vertical method to one constructed along more practical lines, reflecting Center activity on a horizontal basis such as: On hand - Received - Dispatched - Processed - Destroyed, etc. Balance on hand.

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Returned Published Reports - The return of published reports after initial distribution has been a continuing problem at the Center in the past. Some relief has been obtained in recent months through collaboration of the Liaison Division, OCD, and the Printing Advisory Staff, OCS, in establishing, as feasible, predetermined needs of both IAC and non-IAC agencies on NIS, and thus preclude the distribution of unwanted copies. Notwithstanding, the AAF returned approximately 600 cubic feet of NIS in the month of January 1954, alone.

Copy of a memorandum dated 3 March 1954 to Assistant Director, OCD, from Chief, D/B/RR Subject: "Return of NIS to Records Center," follows as an attachment to this TAB to show the latest developments together with proposed plans to solve the problem.

3 March 1954

MEMORANDUM FOR: Assistant Director, OCD

THRU: AD/ORR

FROM: Chief, D/B/RR

SUBJECT: Return of NIS to Records Center

REFERENCE: Memorandum for Chief, Liaison Division, OCD, and Chief, D/B/RR, from Chief, General Services Office, dated 19 October 1953, subject: "Report on NIS Returned to the CIA Records Center."

1. Attached as Tab A is a summary of the Report on NIS Returned to the CIA Records Center which accompanied the reference memorandum. The following significant facts were disclosed with respect to these returns:

a. A total of 1821 NIS elements were returned during the quarter ending 30 September 1953, which is equal to $3\frac{1}{2}\%$ of the number of elements disseminated during this same period (50,000).

b. Of the total elements returned 1428 (79%) came from 19 different offices in CIA.

c. Only 289 (15%) of the elements were returned from IAC Agencies, and the other 104 elements (6%) were returned from various other governmental offices.

2. It is apparent that the major corrective action is necessary within CIA in the first instance since more than three-fourths of all returns came from within this Agency. With respect to this problem in other Agencies, the NIS Committee maintains a continuing surveillance of NIS requirements and dissemination. The low percentage of returns in relation to the number of new elements distributed (about $\frac{1}{2}$ of 1%) is close to the irreducible minimum resulting from ever fluctuating requirements.

SUBJECT: Return of NIS to Records Center

3. A study of the situation in CIA has led to the conclusion that the excessive returns within the Agency are due in large part to the practice of distributing all published NIS directly to individual offices, rather than disseminating only certain elements selected on the basis of the immediate requirements of these offices. This practice has resulted in many elements being returned to Records Center when it is found that they are not relevant to projects currently in process. It has also been common practice in some offices to call for NIS elements in supplemental dissemination, and then return them to Records Center when they have served their purpose.

25X1A9a 4. A solution to the problem, which has been discussed at some length with [REDACTED] of your office, all of whom concur in the feasibility of the plan, appears to be the expansion of library service on NIS to the extent necessary to meet requirements within the Agency, which would permit the discontinuance of direct dissemination to the various offices and thereby remove the cause for the greater part of the NIS returns. Further, conveniently located reference centers containing complete sets of all published NIS will afford users an opportunity to utilize all of the various NIS elements in their research. This will greatly increase the usefulness of the NIS, since topics which are given primary treatment in one element are given related treatment in many other elements, and unless all are available for reference important information might be overlooked.

5. It is requested, therefore, that OCD take such action as is necessary to implement the NIS library service plan in CIA.

Attachment:
Tab A

[REDACTED] 25X1A9a

25X1A9a D/B/RR: [REDACTED] pw

Distribution:
Orig & 1 - addressees
1 - AD/ORR
1 - Records Mgmt
1 - D/B

SURVEY OF NIS RETURNED TO RECORD CENTER

Consolidated Figures - Quarter Ending 30 Sept. 1953

<u>Returned From:</u>	<u>Number of Elements</u>
TAB/TR/S	199
BR/DC	1
FE/FT	12
RI/RD	11
EE/RED/CAP	37
ODP	5
RR/D/GC	1
D/B/RR	4
ORR	116
OSI	6
OO/C	24
████████	2
FDD	8
SR/ OCD	712
LD/CD	85
OGD	39
RQM, OIS	37
OCI	104
LIBRARY	25
Total CIA Offices	1,428
State	175
Office of Def. Mobilization	3
ONI	1
USAF	3
Weather Bureau	10
MSA	7
Sec. of Def.	9
US AEC	51
US DA	112
Total Outside Agencies	371
Unknown	2
Review from Reproduction	20
TOTAL RETURNED	1,821

25X1A7b