

CONFIDENTIAL

8 FEB 1963

MEMORANDUM FOR: Deputy Director (Plans)

ATTENTION

[Redacted box]

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SUBJECT : Agency Records Disposition Activities

1. I am attaching, as a matter of interest to those who are concerned with records, two charts which show the cubic feet of records on hand and the records destroyed by all headquarters offices for the Fiscal Years 1957 - 1962. These charts were prepared from data furnished by headquarters records officers.

2. Application of records disposition policies and procedures throughout the Agency resulted in the following achievements in FY 1962:

a. The destruction of records at headquarters offices reached a new high of 23,973 cubic feet, the equivalent of almost 3,000 safes - 10 per cent more than in 1961.

b. Sixty-eight per cent of all Agency records holdings, the equivalent of over 20,000 safes, is housed in office space and equipment.

c. Thirty-two per cent, the equivalent of over 9,000 safes, representing records having a relatively low reference rate, is kept in the Agency Records Center.

d. While records holdings increased by 6 per cent during FY 1962, it was due almost entirely to the transfer of functions from the Department of State to the DD/I area.

GROUP 1
Excluded from automatic
downgrading and
declassification

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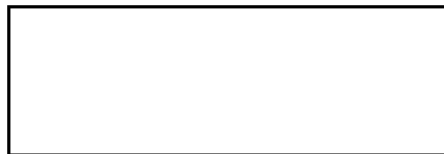
3. Significant progress was made Agency-wide last year by eliminating 45,768 cubic feet of records, the equivalent of over 5,700 safes, through retirement to low-cost storage at the Center and by destruction. While this progress is encouraging, we still have some way to go to reduce the average office accumulation [redacted]

[redacted] I am particularly concerned to control the growth of records at the Center.

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Executive Assistant to the
Deputy Director (Support)

2 Atts: Charts

EA-DD/S:RBF:maq (8 Feb 63)

Distribution:

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✓ 1 - CIA Records Administration Officer

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File 1-4-1

TRANSMITTAL SLIP		DATE 8 February 1963
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ROOM NO. 604	BUILDING 1016 16th Street	
REMARKS: Fran: I am attaching for your files copies of memos which <input type="text"/> sent out together with <input type="text"/> original drafts. <input type="text"/>		
FROM: EA-DD/S		
ROOM NO. 7 D 24	BUILDING Headquarters	EXTENSION <input type="text"/>

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

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ORIGINAL DOCUMENT MISSING PAGE(S):

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