

CIA INTERNAL USE ONLY

Summary of Results From Agency Records Management Program - Fiscal Year 1961 -

STAT

\$1,114,986

1. Tangible Results

- | | |
|---|-----------|
| a. Consolidation of Vital Records Repository and Records Center - | \$100,000 |
| b. Forms Management Activities | 84,510 |
| c. Filing Systems and Surveys | 75,938 |
| d. Records Disposition and Records Center | 854,538 |

By []

2. Intangible Results

- a. Workshops in Filing Systems Presented by Our Staff to 370 Agency Employees.
- b. Seven members of the Records Management Staff and three Component Records Officers completed special training at American University and the General Services Administration.
- c. Developed an Inter-Agency Agreement on Disposition Standards for Intelligence Collections throughout the USIB Community (Army, Navy, Air Force, State, AEC, FBI, and NSC) providing for destruction of inactive documents and a control over the growth of future collections.
- d. Prepared a new handbook on Standardized Filing Equipment and Supplies. STAT
- e. Conducted five Vital Records Seminars [] in collaboration with OCR and OTR, attended by 60 persons.
- f. Installed 22 - Subject Filing Systems and arranged for the Interim Assignment Branch to prepare 95 sets of pre-labeled file folders for filing installations throughout the Agency.
- g. Completed 25 Shelf File Installations.
- h. Developed new Records Control Schedules for seven Headquarters Offices covering 16,000 cubic feet of records and assisted three component Records Officers in revising Records Control Schedules covering over 30,000 cubic feet of records.
- i. Reviewed and approved nine Vital Records Deposit Schedules.
- j. Conducted a comprehensive survey of the Security Records Division, Office of Security, and submitted 64 recommendations, including proposals to: Establish a full time Records Officer position; eliminate all controls, except one, on cases processed through SRD; integrate overt and covert files; revise reporting requirements; purchase modern filing equipment and use official forms. A summary of the survey report was given to the Automatic Data Processing Staff for use in studies on automation or mechanization of the SRD files in connection with the Walnut Project.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		INITIALS
1	[Redacted]				
2	2E-32, Headquarters				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		X INFORMATION		SIGNATURE	
Remarks:					
Colwell:					
Attached is a Listing of the Records Management Projects on hand 1 May 1961, those undertaken since then and the current status of all projects. There are now 28 projects in process and 9 have not yet been started.					
I do not usually compile data showing benefits from the completed projects until end of the Fiscal Year; however, the data is readily available and I can prepare special reports anytime you need them.					
There is also attached a Summary of the Tangible and Intangible results from the Agency Records Management Program for the FY 1961.					
Similar reports are available for Fiscal Years 1954 thru 1960. I will be glad to make these available to you anytime.					
FOLD HERE TO RETURN TO SENDER					
NAME, ADDRESS AND PHONE NO.				DATE	
CIA Records Admini. Officer, DD/S				1/30/62	
UNCLASSIFIED		CONFIDENTIAL		SECRET	