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Approved For Release 2005/08/16 : CIA-RDP70-00211R000500110013-9

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY			MONTH
ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	65	332	
2. RECORDS ACCESSIONED	577	3,456	101,377
3. RECORDS DISPOSED OF AT CENTER	77	727	18,804
4. RECORDS TRANSFERRED FROM CENTER	247	1,643	27,985
5. RECORDS HOLDINGS	54,588		
6. INTELLIGENCE REPORTS RECEIVED	199	1,463	53,109
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	116	476	22,003
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	33	215	12,379
9. INTELLIGENCE REPORTS HOLDINGS	18,727		
10. VITAL RECORDS RECEIVED	145	755	13,706
11. VITAL RECORDS DISPOSED OF AT CENTER	0	68	2,569
12. VITAL RECORDS TRANSFERRED FROM CENTER	11	151	1,259
13. VITAL RECORDS HOLDINGS	9,878		
14. ARCHIVES ACCESSIONED	12	316	3,268
15. ARCHIVES DISPOSED OF AT CENTER	0	5	13
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	2,371		
18. TOTAL HOLDINGS	* 85,564		
REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,958	25,778	614,188
20. INFORMATIONAL REQUESTS	519	2,664	25,401
21. Archival Documents	116	776	
22. INTELLIGENCE REPORTS	7,120	28,613	
23. VITAL RECORDS	346	1,154	
24. TOTAL	13,059	58,985	
25. NO. OF PAGES REPRODUCED	124	2,129	
ITEMS RECEIVED			
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	49,322	473,360	
A. INITIAL RECEIPT	46,698	461,005	
B. RETURNS	2,624	12,355	
27. Archival Documents	1,063	4,968	
28. VITAL RECORDS	2,312	13,580	
29. TOTAL	52,697	491,908	
SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
30. TOTAL CAPACITY	97,880		
31. UTILIZED	83,252		
32. COMMITTED			
33. AVAILABLE	14,628		

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*Includes 2312 Cu. Ft. in FRC

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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR NOV. 1965

1. There were 933 cubic feet of records accessioned from various Headquarters components. These retirement actions released filing space equivalent to 117 4-drawer safe cabinets, with a replacement value of over \$52,000.

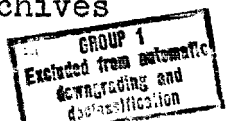
2. Disposition Action was taken on 484 cubic feet of records no longer needed by the Agency or required by law. There is once again a backlog in the Disposition operation. There are 453 cubic feet pending burning, of which over 200 cubic feet are still occupying shelving space because there is no place in the building to hold it until it can be burned.

3. There was a net increase of 449 cubic feet to the Total Holdings, which now amounts to 85,564 cubic feet. There are 2,312 cubic feet of USIB Reference material at the Federal Records Center in Alexandria.

4. There were 13,059 reference items pulled and forwarded to various requestors in the Agency, other USIB Agencies, and foreign governments. This is about 3,000 items above the monthly average.

5. Visitors:

NSA	5	Tour & Briefing; NSA is preparing to occupy their Records Center, and the visit was to gain knowledge of CIA's operation that would benefit NSA.
DIA	4	Discuss Vital Records Storage.
DDI/OCR	2	Discuss Reference Procedures
DDS&T	6	Tour & Briefing
DDP/EE	2	Update Vital Records
DDI/OCR	2	Discuss Reference Procedures
DDI/ORR	2	Review Records and Transfer to Archives

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DDI/OBI

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Review Records and
Transfer to Archives

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6. [redacted] attended a two day Symposium on "Reducing Paperwork Costs", sponsored by National Archives and Records Service of General Services Administration.

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7. [redacted] attended a presentation on filing at Headquarters.

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8. [redacted] visited NSA and received a briefing on the "History and Organization" of NSA, a briefing on "TIPS" and a briefing on the NSA Records Management Program.

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