

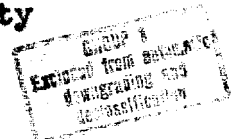
*Records Center***SECRET****CIA ARCHIVES & RECORDS CENTER**

9 February 1966

MEMORANDUM FOR: [REDACTED]**SUBJECT** : Operating Budget FY 1967 and Preliminary Estimates for FY 1968 - FY 1972**REFERENCE** : Memo [REDACTED] Subj: "Revised Operating Budget for FY 1967 and Preliminary Estimates for FY 1968 - FY 1972," dtd. 1 Feb. 1966

1. The Archives and Records Center receives, protects, and makes available the inactive records from all Agency components and other USIB Agencies. At the end of FY 1965 there were 82,859 cubic feet of records in the Center. This volume is equivalent to 10,358 four-drawer legal size safes with a replacement value of more than four million dollars. To put the cost at the unit level; it costs \$1.78 to store and service one cubic foot of records (2000 pieces of paper) in the Center. To store and service the same volume of records in Agency office space costs \$59.15 per cubic foot. In fiscal years 1964 and 1965 the Archives and Records Center, without an increase in T/O has been able to devote time to the arrangement of the Agency's permanent records into Archival Service and Arrangements. A by-product of the Archival program is the identification and elimination of duplicate files. In addition to the regular Archives and Records Center operation described above, the A&RC is the repository for the Vital Operating Records of CIA and other USIB agencies. Although the work load has constantly grown as the volume of records has grown, the Archives and Records Center, through continuing work simplification, work measurement and management improvement programs, has been able to operate without an increase in T/O.

2. Attached is a detailed operating budget for the Archives and Records Center for FY 1967. In addition to the items on the attached, three work orders (copies attached) were submitted to the Engineering Division for estimating and exclusion in the FY 1967 [REDACTED] Budget. Two of these items (the ventilation for rest rooms and "dumb waiter") have been requested in past years and are still needed not only from an operational standpoint, but also for health and moral of the employees of the Archives and Records Center. It is imperative that the third item (temperature and humidity

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control) be corrected as this condition is very unsatisfactory and will cause the permanent records of the Agency to deteriorate.

3. The Archives and Records Center does not anticipate any increase in personnel through FY 1972 at this time. This is based on certain events taking place that will reduce some of the current work load and thereby free employees to handle the expected increase in other areas. The items in the AARC Budget other than personnel costs should only increase approximately 10 per cent each Fiscal Year due to the raising cost of boxes and supplies.



Chief

ATTACHMENTS:

1. FY 1967 Operating Budget
2. Copies of Work Orders (3)

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