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SECRET

MEMORANDUM FOR: CIA Records Administration
Officer

SUBJECT : Assistance to the Deputy Director
for Intelligence

REFERENCE : Memorandum for the CIA Records
Administration Officer from
the DDI/RMO, dated 16 October
1969, Subject: Records Manage-
ment Assistance to the Deputy
Director for Intelligence

1. Assistance to the Deputy Director for Intelli-
gence from 6 January to 22 January 1970 was provided
as follows:

a. Development of tentative plans for the
accomplishment of the tasks outlined in the
referenced memorandum, including:

(1) Conference with the Chief,
Administrative Staff, O/DDI; Deputy
Chief, Administrative Staff, O/DDI;
and the DDI/RMO. The purpose being
to outline general rules and obtain
policy direction as the framework
within which to accomplish the re-
establishment of the Directorate-wide
records management program.

(2) Conferences with DDI component
records management officers apprising them
of the content and procedures involved
in the DDI records management program
re-establishment.

(3) Conducting a DDI-wide records
inventory as basic to the program re-
establishment and task accomplishment
as outlined in the referenced memorandum.

b. Development of a basic draft directive instituting a DDI-wide records management program. (Draft attached for review and comment.)

c. Preliminary review of revised Central Reference Service records control schedules and providing advice and guidance as to the further preparation of these schedules under a general schedule concept.

2. Assistance was also provided the Office of Special Projects in the further development and implementation of the automated OSP Document Control and Inventory System previously developed while in OSP. Assistance was also provided OSP in its further effort to reduce its records holdings to micro-forms, including further queries and negotiations with prime contractors for microfilm and aperture cards of research and development contract documentation.

3. Assisted the DDS&T/RMO in the further evaluation of research and development contractual records series, as well as in extending micro-reduction systems and procedures to other DDS&T components.

4. Projected activities consist of:

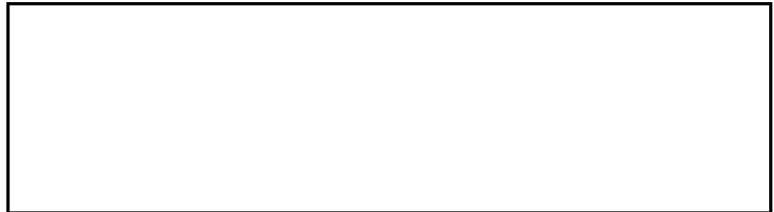
a. DDI/RMO meeting in the Rosslyn area as outlined in paragraph 1.a.(2) above with records officers from FBIS, DCS, and OBGI on 27 January 1970.

b. DDI/RMO meetings with other DDI component RMO's, to be scheduled.

c. Extended leave from 2 February to 9 March 1970 to engage in academic pursuits, during which time DDI components are to be conducting a records inventory preliminary to the preparation of a DDI Records Retention Plan [Task 1.a.(3)], revision of component records schedules [Task 1.a.(2)], and conversion of data to an automated system (Task b) as outlined in the referenced memorandum.

d. Meeting with DDS&T/RMO and representatives from the Office of Research and Development on 27 January 1970 for the purpose of advising on

the reduction of certain ORD file series to
microforms.



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