

~~CONFIDENTIAL~~

3 June 1968

# 5849

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MEMORANDUM FOR: Mr. [redacted] Printing Requirements and Equipment Survey Team *28-45117*

SUBJECT : Review of Volume of Reports in Storage

1. Upon receipt of your request, I asked the Chief, Agency Archives and Records Center, about the deposits in the Center and the possibility of their providing some indication as to instances of excessive production. He replied in the negative.

2. He explained that "over the years we have worked with the personnel of the organizational elements responsible for production and I feel that they are doing a good job in most cases in determining how many copies are needed in reserve stock." He felt the question you pose is too complex for the Records Center operation to determine whether or not any given series of reports is being printed in an excessive number of copies. He suggested that only the production personnel connected with the specific report can possibly examine their continually changing requirements, customer requests, and report contents to decide if and when they can increase and decrease their production volume. He offered to work with those personnel on such a review but insisted that his operation at the end of a long sequence of requirements did not have sufficient information on many variables to enable him to judge specific production needs.

3. Since I am familiar with your Survey, I regret that I must provide this limited response but I must agree with the Chief of the Records Center and not permit partial statistics of our distribution procedure to mislead you. Our records control program does require periodic review of all deposits at the Center. The copies on hand are continually purged and updated. Because of our decreasing available space at the Center, during 1965 and 1966 a concentrated campaign was conducted with each of the production offices to tighten the purging requirements and to reduce the volume of extra copies deposited for supplemental distribution. The success of that effort removed the possibility of our being able to note any exceptional cases of excessive copies being deposited today.

[Redacted Signature]

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CIA Records Administration Officer

Distribution: 25X1

Orig & 1 - addressee,

*Copy sent to [redacted] DDS (6/18/68)*

1 - RAB file

DDS/SSS/RAB/[redacted]:fms (3 June 68)

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