

14 JAN 1969

Approved For Release 2000/08/02 : CIA-RDP72-00450R000100280001-1

25X1A9a

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH DECEMBER 1968	
ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	71	445	
2. RECORDS ACCESSIONED	356	3,604	128,443
3. RECORDS DISPOSED OF AT CENTER	1,292	2,929	27,169
4. RECORDS TRANSFERRED FROM CENTER	414	1,472	34,596
5. RECORDS HOLDINGS	66,666		
6. INTELLIGENCE REPORTS RECEIVED	237	1,710	64,948
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	712	1,183	28,094
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	410	668	15,234
9. INTELLIGENCE REPORTS HOLDINGS	21,620		
10. VITAL RECORDS RECEIVED	40	852	18,730
11. VITAL RECORDS DISPOSED OF AT CENTER	17	416	4,931
12. VITAL RECORDS TRANSFERRED FROM CENTER	46	63	4,630
13. VITAL RECORDS HOLDINGS	9,169		
14. ARCHIVES ACCESSIONED	25	144	7,669
15. ARCHIVES DISPOSED OF AT CENTER	14	52	330
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	902
17. ARCHIVES HOLDINGS	6,437		
18. TOTAL HOLDINGS	103,904		
REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,731	33,326	809,171
20. INFORMATIONAL REQUESTS	716	4,356	48,923
21. Archival Documents	176	2,095	
22. INTELLIGENCE REPORTS	2,587	18,297	
23. VITAL RECORDS	103	920	
24. TOTAL	8,313	58,994	
25. NO. OF PAGES REPRODUCED	620	7,823	
ITEMS RECEIVED			
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	85,726	562,727	
A. INITIAL RECEIPT	85,126	548,674	
B. RETURNS	600	8,053	
27. Archival Documents	2,190	14,082	
28. VITAL RECORDS	1,417	10,176	
29. TOTAL	87,333	580,985	
SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
30. TOTAL CAPACITY	132,202		
31. UTILIZED	84,653		
32. COMMUNIST	19,251		
33. AVAILABLE	28,298		

25X1A6a