

Approved For Release 1999/09/17 : CIA-RDP73-00099A000200040011-2

INITIAL REPORT FOR THE DCI AREA ON PURGE OF INACTIVE RECORDS

COMPONENT	RESPONSIBLE OFFICER(S)	TYPE MATERIALS	ON HAND JULY '68 (cu.ft.)	DESTROYED TO DATE (cu.ft.)	CANDIDATE FOR DESTRUCTION (cu.ft.)	REMARKS
Executive Registry	[REDACTED]	O/DCI correspondence, memos, reports, etc.	143	0	?	Purge action awaiting arrival of [REDACTED] (contract retiree) who will evaluate these O/DCI documents. 25X1A 25X1A
Public Affairs	[REDACTED]	1) Employee manuscript clearance and contact file. 2) Personalities file (Non-CIA personalities).	8 54	6 0	0 40	1) The 1954-1964 segment of this file was destroyed on 28 August 1968. 2) Plan to purge c.75% of this file in near future. 25X1A
Historical Staff	[REDACTED]	Inactive historical materials from other offices.	20	0	10	Upon review, expect 6 cu. ft. can be destroyed. Four (4) cu. ft. will be transferred from [REDACTED] to Executive Registry. (25 cu.ft. of extra copies of STUDIES are stored at [REDACTED] Can be reduced to 10 cu.ft.) 25X1A

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			JULY '68 (cu.ft.)	TO DATE (cu.ft.)	DESTRUCTION (cu.ft.)	
Cable Secretariat	[REDACTED] 25X1A	1) DCI Cable Reference File, 1953-1962. (Microfilm)	6	0	0	1) Considered permanent. (Already on microfilm). Duplicate film kept at Headquarters.
		2) DCI Cable Reference File, 1962-1966. (Hardcopy)	28	0	0*	2) Considered permanent. Growth rate is 6 cu. ft./year. *Could be microfilmed to reduce volume. (These cables also contained in CIA Cable Reference File.)
		3) CIA Cable Reference File, 1946-1963 (Microfilm)	65	0	0	3) Considered permanent. (Already on microfilm). Duplicate film kept at Headquarters.
		4) CIA Cable Reference File, 1963 to present. (Hardcopy)	685	0	?	4) Considered temporary in paper form. Fifteen year retention policy. Growth rate is 150 cu.ft./year. Serves both V.M. and inactive records purposes. Could be microfilmed to reduce volume; 15 year retention policy might be altered after consultation with Users, particularly DD/P Area. Follow-on investigation of these options has been initiated by Cable Secretariat.
NIPE	[REDACTED] 25X1A	No materials at [REDACTED] 25X1A	(0)	(0)	(0) 25X1A	Note: The SCIP files (of interest to [REDACTED] are under CRS/DDI control.



COMPONENT	RESPONSIBLE OFFICER(S)	TYPE MATERIALS	JULY '68 (cu.ft.)	TO DATE (cu.ft.)	DESTRUCTION (cu.ft.)	REMARKS
USIB Secretariat	[REDACTED]	1) IAC (USIB predecessor) official documents.	4	0	0	1) Considered permanent. Historical material. (Duplicate file kept at Headquarters.)
		2) USIB official documents, 1961 to present.	15	0	0	2) Considered permanent. Serves both V.M. and historical purposes. (Duplicate file kept at Headquarters.)
		3) USIB/SIGINT official documents	6	0	0	3) Considered permanent. Serves both V.M. and historical purposes.
		Note: USIB files are community files rather than CIA files. USIB Secretariat is "office of record" for these materials. Files could be microfilmed if space needs require. USIB files at Headquarters used as reference file.				
SAVA	[REDACTED]	No materials at [REDACTED] 25X1A	(0)	(0)	(0) 25X1A 25X1A	Prior to present purge, 14 cu.ft. of records formerly at [REDACTED] were destroyed through regular records policy. SAVA is holding 1 1/2 cu.ft. of historical materials to be shipped to [REDACTED] eventually as archival material.
O/PPB	[REDACTED]	Program & Budget files	19	0	?	Holdings will be reviewed for possible destruction during Oct. 1968. Retention schedules on remaining materials will be shortened where feasible. (It is hoped an OF file on budgetary matters will be transferred from OF to O/PPB and purged under O/PPB policy.)

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OGC	[REDACTED]	1) Opinions & decisions, legislation, Executive Orders, etc.	58	0	0	1) Considered permanent. However, files will be reviewed to eliminate anything that can properly be purged.
25X1A		2) Outgoing correspondence.	2	0	2	2) Considered temporary. Will be reviewed in October for possible destruction.
OLC	[REDACTED]	Files on Congressional activities, legislation, members of Congress, etc.	79	0	? 25X1A	Will review [REDACTED] holdings & schedules. Expect some purging possible and some shortening of retention schedules.
Inspection Staff, OIG		1) IG surveys & special studies	21	0	0	1) This "office of record" file considered permanent.
		2) Employee Grievance Cases	14	0	?	2) Considered temporary. Schedule calls for review for possible destruction after 10 years. OIG now reviewing sample boxes to see if significant amount of contents can be destroyed now. Also, OIG may propose change in review schedule from 10 yrs. to 5 years. OIG does not favor microfilming of these relatively small files.

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COMPONENT	RESPONSIBLE OFFICER(S)	TYPE MATERIALS	ESTIMATED VOLUME			REMARKS
			JULY '68 (cu.ft.)	TO DATE (cu.ft.)	DESTRUCTION (cu.ft.)	
Audit Staff, OIG		1) Subject Files (Correspondence, etc.), 1952-1966.	3	0	3	1) Will be reviewed for possible destruction now.
25X1A		2) Audit Reports, 1950-1965	9	0	0	2) Considered permanent. Gov't. policy classifies official audit reports as permanent. -No objection to microfilm if deemed worthwhile.
ONE		1) ONE office records	77	0	?	1) Recent sampling indicates much can be purged from these files. Two boxes per week will be recalled & reviewed by ONE.
		2) Supplemental Distribution copies of NIE's and development files.	c.130	*	*	2) *This file is regularly purged of reserve copies of estimates, per standing procedure. The "development files" form the bulk of this holding. ONE policy classes these development files as permanent. Hardcopy form preferred in view of purpose of file.
National Security Council		Official files of the NSC	224	0	0 25X1A	Considered permanent. Historical papers. Stored at  by 1961 agreement with White House Staff (McGeorge Bundy).

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