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POST SCRIPT  
page 3

FINAL DRAFT

24 January 1969

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : CIA Records Management Board  
Quarterly Report

1. This memorandum is for information only.

2. During the last quarter of 1968, the CIA Records Management Board concentrated on the Agency's most pressing records problem--the storage of retired records. Board members pursued the "Records Purge" in their respective Directorates and studied several long-range methods to control paperwork. As directed, all components are re-examining their holdings at the Agency Records Center in an effort to reduce the volume on hand. (Progress reports from each Directorate and the DCI Area are attached.)

3. The <sup>Progress</sup> ~~attached~~ reports <sup>from</sup> indicate that in the past quarter 5,796 cubic feet of records were identified for permanent removal from the Records Center. A breakdown of these reported dispositions is as follows: DDI--3,104; DDP--740; DDS--1,156; DDS&T--764; and the DCI Area--32. Subtracting new deposits to the Center during the quarter of 2,558 cubic feet from the above authorized removal (5,796) produces a projected net reduction in record volume for the quarter of 3,238 cubic feet. --By similar computation, the cumulative net reduction for the purge to date (July-December 1968) is 1,785 cubic feet. This cumulative net reduction is less than the net reduction for the past quarter because new deposits during the first three months (July-September) considerably outweighed removals.

4. The Board feels the results of document purging to date do not yet provide an adequate base to reliably determine trends or estimate volume reductions that may be expected from the purge. An estimated two thirds of our records remain to be reviewed. Some Offices expect to be finished with special purging reviews by July 1969 while others will continue for several months. During the next quarter the Board will analyze and try to predict the eventual results of the purge.

*Shirley*

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The Board will also try to determine how much longer the emphasis should remain on this disposal phase of the storage problem. Even though normal screening of records will continue indefinitely, the Agency must eventually concentrate its major effort on other alternatives.

5. The Directorates also report on related activities stimulated by the purge which will impact favorably on the space problem. More thorough screening of records prior to their retirement is reducing the volume of deposits. Some scheduled retention periods are being shortened. Surveys are in progress to eliminate or consolidate files and to establish "Office of Record" responsibility. Feasibility studies are underway in each Directorate concerning the conversion of certain hardcopy files to microforms.

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6. The Records Management Board has issued guidance to Records Officers and Historians across the Agency on the identification and retention of historical and legally required records. The National Archives has been formally requested to rule on the suitability of microfilm storage (vice hardcopy) for records requiring permanent retention and they have informed the Agency that a new Federal Regulation covering this question will be published by March 1969. Last October, 87 Records Officers met [REDACTED] for two days to study various microminiaturization techniques and to identify possible applications of microform records storage and retrieval. An increased use of microform systems by this Agency is expected and the Board will coordinate and assist in the development of such systems.

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7. The initial task assigned the Board was to oversee the purging of unnecessary records in order to gain space at the Records Center. It is clear, however, that any relief provided by the purge will be temporary unless other programs are activated such as conversion to microforms and better controls over records creation and file maintenance in order to reduce the volume of new accessions. With the purge now underway in all components, the Board has begun to study long-term solutions to meet future requirements of Agency records. Alternative storage plans currently under consideration are: massive microfilming projects that will permit us to remain in the building at [REDACTED] GSA Records Centers with or without some microfilming; and use of [REDACTED] facilities. The applicability of new space-saving equipment

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and other records management techniques are also being studied. During the coming quarter the Board will analyze the several options available for the storage of CIA's retired records and will make recommendations for Agency action.

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Chairman  
CIA Records Management Board

Attachments:  
Component Reports.

To Board Members for Review Meeting:

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The above final draft (24 Jan.) was reviewed by [REDACTED] He has no objection to its being submitted to the DDS. (You will recall that he personally delivered the DDS Memo of 16 October to the Board, answered questions on it, and explained then that he was asked by Mr. Bannerman to assist him with the Board.) He and I discussed this report the past few days and again today. He finds this has more specifics than our 17 Jan. draft. He remains concerned about the Board's lack of a stated Plan of Action on an Agency microfilming project or space problem solutions. He feels the purge barely exceeds new accessions and may not reach 10% yet alone the intended 50%. He thinks the Board should cite some of its problems and give some warnings or ask for help if necessary.

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