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DD/S 69-2857

7 JUL 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Quarterly Report of CIA Records Management Board

1. There is attached the quarterly report of the CIA Records Management Board dated 30 April 1969. I regret the delay in forwarding this report but there has been considerable discussion on its contents.

2. As regards the four proposals set forth in paragraph 8, it was my thought that we would proceed along the following lines:

Proposal One: Purchase Movable Shelving for Records Center.

It is proposed that an A&B study be conducted on the movable shelving proposal to consider all the related factors that should go into such an undertaking. The A&B will cost between \$7,000 and \$10,000. If this proposal is feasible and the cost is within reason it would achieve a saving of 40,000 cubic feet in the [REDACTED] Records Center. This would give us a six year headroom at the current rate of record growth. I would not propose to move the supplemental distribution at [REDACTED] but will endeavor to retain them in the Washington area for ready access and in less costly space than the Records Center. Additionally, through other measures I hope that we can achieve a limitation on the annual growth in records at [REDACTED] by certain other actions consisting of (a) better control by the components of the point of origin of records and (b) if feasible, a microfilm/microform program.

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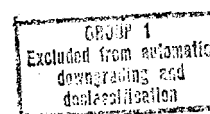
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Proposal Two: Authorize Seven Contract Personnel to Relocate Records.

The DD/S has included within its contract personnel ceiling seven slots for the purpose of meeting this requirement.

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Proposal Three: Compel Component Support of Program.

This proposal is stated in terms implying that there is limited attention by the components in support of the records program. This is really not the case as each of the components has taken an active interest in improving their records program. There is much to be done, particularly responding to guidance from the professional records management officers. I propose to take up with each component certain aspects of their program which I think they are not pursuing vigorously enough, however, it would be improper to imply in any form that they are failing to support the program.

Proposal Four: Develop an Integrated Microfilm/Microform Program.

This is one of the more important proposals. The deficiencies of microfilming permanent records have now been corrected. There has recently been developed vastly improved systems for microfilming or microforming records which permit storage and retrieval in a systematized form. We have held up microfilm/microform proposals heretofore because of the deficiencies in the microfilm/microform itself and the absence of developed systems. It is my intent to establish a technical task force to study and propose the application of a microfilm/microform system for all Agency use. The system would permit individual filing systems of the various components of the Agency but bring them into a broader system which would ensure certain common denominator elements and compatibility between the systems. The system would be designed with a projection into the future covering a minimum of 10 to 15 years so as to minimize the future critical storage problems that will develop under our present system. At the moment I am ignoring the estimate of additional personnel as this was predicated on setting up a special group to accomplish a microfilm/microform program. I would propose to reorganize it so that the microfilming will take place within the components at the point of origin of the documents and this would be a function the components would have to absorb. There will be other costs, of course, for equipment and the processing of the film but hopefully these can be projected and be within reason. At the moment we have no idea as to costs but it is obvious we need to create a record storage system and microfilm/microform can achieve a storage saving at the rate of 100 to 1. It is quite possible that we will have to establish the system at a specified date and handle all records thereafter within the system and perhaps letting the present storage at [REDACTED] tend to reduce itself with the scheduled destruction of records.

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Of importance is a DD/S study group, now in being, which is considering the very nature of Agency records breaking them down into archives, vital records, historical records and inactive records. We expect to propose a new system of administration of such records as the first three constitute types of records that should be controlled and managed by archivists, historians and emergency management officers and not by records management officers. Hopefully, we should have a report from this group within the next six weeks. Additionally, I am going to reconsider the warehouse at [REDACTED] as a records storage vehicle even though the first report indicated that it was not really suitable for this purpose.

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SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att: Memo dtd 30 Apr 69 for ExDir-Compt
C/RMB, same subj

DD/S:RLB:ksd (7 July 69)

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