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22 April 1969

MEMORANDUM FOR: CIA Records Management Board

SUBJECT: Quarterly Report of Intelligence Directorate

1. During the first quarter of 1969, Intelligence Directorate components continued a vigorous review of retired records holdings. Additional progress in removal of records from [REDACTED] resulted in a gross reduction in holdings of 7,356 cubic feet or 16.6 percent of our holdings on 1 July 1968. The net reduction has been 4,952 cubic feet, or 11.2 percent of Directorate holdings.

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2. In July 1968, the Directorate held 17,358 cubic feet of Inactive Records; this figure has been reduced to 14,480 cubic feet, a net reduction of 2,878 cubic feet, or 16.6 percent. Most components now have completed review of inactive records; however, CRS predicts a 50 percent disposal (4,000 cubic feet) by July 1969.

3. As predicted in the report for last quarter, substantial reductions are assured in Supplemental Distribution holdings. OBGI, for example, expects to complete the review of its SD holdings by the end of April, and soon thereafter will have authorized disposition of at least 50 percent of this category. The reduction will be over 8,000 cubic feet in OBGI alone, which will account for a reduction of almost one-quarter of the Directorate's total holdings.

4. Some preliminary consideration has been given to the possibility of substituting microforms for hard copy. The Directorate Records Management Officer, in company with Directorate records management personnel, has visited other agencies where successful microforms programs exist, has met and conferred with CIA personnel who are presently engaged in Agency microfilming and printing projects, and has considered the feasibility of running pilot projects which would utilize microfilm equipment now available in the Agency. A serious obstacle still exists, in that the National Archives and Records Service has not yet approved the use of microfilm for preservation of permanent records, but approval is expected in the near future.

5. Other plans for lowering the volume of records to be retired in the future include conferences and training of Directorate records management personnel. These programs will take place "in-house" and on-the-job, and will be directed at specific problems rather than

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following a pattern of generalized approach. For example, a training program will be conducted in how to make inventories of all active records, and records disposition and retirement will be planned and scheduled as part of the program.

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6. One of the components must make a policy decision before completing its records reduction efforts. NPIC is carrying over 3300 cubic feet of Vital Records at [REDACTED] but has no personnel scheduled to work on the VR program at [REDACTED] in event of an emergency. In fact, it is said that Department of Defense will take over NPIC during a national emergency, so these Vital Records have no reason for being stored at [REDACTED]. The disposition of these records would gain over 50 percent additional space for NPIC.

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Chief, Administrative Staff
O/DDI

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