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Approved For Release 2000/04/14 : CIA-RDP73-00099A000200100003-4

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10 July 1970

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Records Management Board Report - January thru June 1970

1. This report is primarily for your information but does contain a recommendation for your approval in paragraph 9.
2. The period covered by this report is for six months rather than the usual quarterly reporting established two years ago. We have done this in order to include progress on major items pending at the time the quarter ended. Also this enables us to provide summary statistics on progress made during the two years of effort devoted to purging the Records Center holdings.
3. During this six-month reporting period Agency components disposed of 10,000 cubic feet of material from the Records Center and deposited 6,400 cubic feet. The effort to reduce the volume on hand resulted in a net reduction of 3,600 feet in the past six months. This latest rather significant reduction is primarily attributed to purging the DDI supplemental distribution holdings.
4. Since the campaign to purge material from the Records Center began ~~1/1/70~~ two years ago we have disposed of a total of 40,750 cubic feet. ~~in amount~~
~~disposal records~~ The space gain has been offset by new accessions of

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some 32,600 feet. The overall net gain was 8,150 cubic feet of freed storage space. This can accommodate about eight months of new accessions at the recent rate of records retirement. Although the holdings review will continue as a regular part of the Records Program, it appears that we have gained our maximum benefits from the Purge Campaign because the Board members do not foresee any large-size disposals for the near future. These ~~findings~~ overall results of the purge confirm earlier estimates that in spite of concentrated efforts by all components to reduce their holdings in the Records Center the Agency requirement to augment its storage capacity will continue. The purge was successful to the extent that for the first time in the history of the Agency we were able to effect a significant net reduction in component records holdings at the Center over a two-year period. Our emphasis will now be focused on the ~~continued improvement of records systems in the~~ improvement of records systems in the offices, ~~and~~ careful screening of material scheduled for retirement, and miniaturization when it will serve a useful information handling or records purpose in a particular component system.

5. ~~The Office of Logistics has primary action for the installation of motorized shelving on the second floor of the Records Center and for the conversion of the [redacted] to a temporary records storage facility. That Office has contracted with the [redacted] to administer this project. When completed these actions will result in an additional 38,000 cubic feet of storage capacity. Target dates for completion are November 1970 for the [redacted] and April 1971 for the~~

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motorized shelving in the Records Center. The current status of the project is that the [redacted] engineers are drafting detailed specifications for bidding purposes.

6. ~~Microfilm is a permanent medium and is suitable for long-term storage of records.~~ In February we received a final draft of the National Archives and Records Services (NARS) regulation on Federal Microfilming Policies and Procedures. Federal policy emphasized that the microfilming of material now in Records Centers to reduce storage space needs is prohibitively expensive and not generally recommended. The payoff from microforms is measured in a systems context after it has been established that a microform system is actually appropriate. Microforms are an appropriate tool if there are systems benefits to be derived such as information processing improvements or greater speed, efficiency, and accuracy than is available in the current paperwork operation or alternate methods. ~~Only when the savings of space are always subsidiary to the systems considerations.~~ Savings of space are always subsidiary to the systems considerations. ~~Even then the savings of office space far outweighs the much later by-product of reduced Records Center volume.~~ Even then the savings of office space far outweighs the much later by-product of reduced Records Center volume. Standards in the NARS regulation permit the microfilming of permanent records and the destruction of the converted hard copy. This opportunity can be utilized as the ~~medium~~ ^{related to such records} systems/are developed.

7. In January the Office of Logistics completed an inventory of microform use and equipment in the Agency. This data has been reviewed

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by the Records Board and our initial conclusions are that there is valid justification for differences in the nine major microform systems identified in this survey. These include various reel films, minicard, three different aperture cards, two types of microfiche, [REDACTED] and Computer Output Microfilm (COM). Within these nine major microform systems there are approximately 55 microform applications in current use and we are pleased to report that there is adequate compatibility among the 55 applications within their respective microform systems.

8. Recurring breakthroughs in the microform technology regularly open up new fields for its application in day-to-day paperwork, information processing, and records keeping systems. But, microform systems are warranted only when they meet specific ^{information handling and records management} needs. The Board members feel that because of ^{basic} differences in the mission and functions of the various Directorates the development of microform systems are best managed at the Directorate level in order to be responsive to specific needs. ~~Directorate level~~


~~Microform systems are best managed at the Directorate level in order to be responsive to specific needs. The Board members feel that because of differences in the mission and functions of the various Directorates the development of microform systems are best managed at the Directorate level in order to be responsive to specific needs.~~

If the management of microform systems is to be handled ~~on an Agency basis~~ on an Agency basis it will require a specialized staff, competent in microforms and sensitive to Directorate needs with an expertise exceeding that in the Directorates, which they will accept and turn to for guidance. In the meantime the Board members exchange information of microform plans and developments in order to serve the best interests of Agency Management. The members also find that technical limitations imposed to insure the uniformity of component microform applications can be a liability, unless there are systems requirements for the component applications to communicate with each other and to exchange data or information.

The members have no objection to the contracting of consultant services to study whether microforms would be useful in a context broader than those identified by the individual Directorates. In the coming months the Board will continue to examine the problems of records miniaturization and compaction.

9. Since the major thrust of activity on the records purge has been completed, the Board would like to discontinue quarterly reporting. We recommend that the Records Management Board report to you on an annual basis in the future with supplementary reports as conditions may require.

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Chairman
Records Management Board

The recommendation in Paragraph 9 above is

Approved. _____ Date. _____