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11 June 1970

MEMORANDUM FOR: Executive Director-Comptroller  
THROUGH : Deputy Director for Support  
SUBJECT : Records Management Board Report - 1 January - 31 May 1970

1. This report is for information only. You will note that it covers a period of five months rather than the normal quarterly reporting period established two years ago. We have done this in order to include progress on major items pending at the time the quarterly report was due. Also this enables us to provide summary statistics on progress made during the two years of effort devoted to purging Records Center holdings.

2. As a continuing effort in our purge of material at the Records Center, during this reporting period Agency components disposed of 8,800 cubic feet and deposited 5,400 cubic feet resulting in a net gain of 3,400 cubic feet in Records Center space. This rather significant gain is primarily attributed to reduction in the DDI supplemental distribution holdings.

3. Since the campaign to purge material from the Records Center began nearly two years ago a total of some 39,700 cubic feet has been disposed of but new accessions have permitted an overall net space gain of 8,000 cubic feet of storage capacity. These figures confirm our earlier contention that in spite of concentrated efforts by all components to reduce their holdings in the Records Center our requirements to augment 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 of records holdings over a two-year period. It appears that we have gained our maximum savings from the purge of the Records Center holdings. Our emphasis will now be focused on the miniaturization and improvement of records systems in the offices to reduce the volume being created and on careful screening of material scheduled for deposit to the Records Center.

25X1A 4. The Office of Logistics has started action on the project to install motorized shelving on the second floor of the Records Center and the conversion of the [redacted] for a temporary records storage facility. When completed these projects will result in an additional 38,000 cubic feet of storage capacity. [redacted] 25X1C

25X1C [redacted] will administer these projects and serve as the Agency's agent for all aspects of the installation. Target dates for completion are November 1970 for the [redacted] and April 1971 for the motorized shelving in the Records Center. 25X1A

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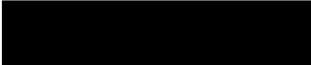
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5. We can report some developments on the microform front. In February we received a final draft of the National Archives and Records Services (NARS) regulation on Federal Microfilming Policies and Procedures. Federal policy emphasizes that the microfilming of material now in Records Centers to reduce storage space is prohibitively expensive and not generally recommended. The payoff on microform comes from miniaturization of records in current use by designing microform systems adapted to provide efficient, accessible, and accurate means of manipulating information to meet the operating requirements of the organization. Standards established in the NARS regulation will permit us to proceed with a program to convert to microform active office records destined for permanent archival retention, and to destroy the hard copy.

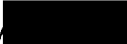
6. In January the Office of Logistics completed an inventory of microform equipment and usage in the Agency. This data has been reviewed by the Records Board and our initial conclusions are that there is valid justification for differences in the nine major microform systems identified in this survey. 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 microform applications within their respective systems. Recurring breakthroughs in microform technology regularly open up new fields for its application in day-to-day business. The problem now facing us is how to obtain manpower and resources to develop systematic programs to manage installation of new microform systems in order to expand the use of microform as a means of processing and manipulating information in a more efficient way. The secondary benefit of microform will be savings in records storage space in headquarters offices and ultimately in our Records Center.

7. Since the major thrust of activity on the records purge has been completed, we would like to discontinue quarterly reporting and report to you in the future when we feel we have something of interest or which warrants your attention.

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Chairman  
Records Management Board

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