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6 January 1972

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Semi-Annual Report of Records Management Board

1. This report is for your information only.
2. During the past six months the Records Board has addressed itself to three principal areas: (a) Control of Records Storage Growth, (b) Development of Retention Plans for Permanent Records, and (c) Increased use of Microfilm Systems.
3. In those areas the progress and problems are as follows:

a. Control of Records Storage Growth:

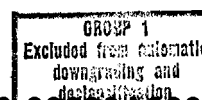
During this first six months of the new Limited Storage Policy all Directorates are within their projected annual storage limits at the Records Center. Many components have managed to reduce their net holdings. In a related development to control records volumes in the offices more stringent restraints have been placed on requests for records equipment. Senior Officers in each Directorate are monitoring this effort.

b. Development of Retention Plans:

Considerable progress was made in the campaign to identify the permanent records of the Agency as well as to list the Offices responsible for the preservation of those files (office of record).

Implementation of both the Storage Limitation Policy and Record Retention Plans were the subjects considered at the two-day Conference of Records Officers in December. Several new proposals to implement the plans were developed. We expect completion of Retention Plans in several components during the next six months.

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c. Increased Use of Microfilm Systems:

Each Directorate reports new microfilm systems being established.

In the Support Directorate a systems analyst position has been established and an officer assigned full time in the Support Services Staff to work exclusively on Agency microfilm activities. A consultant on microfilming has been brought in six times during the reporting period to spend a total of 16 days on Agency microfilm systems analyses and applications. In the past year the consultant has conducted three microfilm information seminars and two special sessions on microfilming systems. At the special sessions were 14 DDS office heads, deputies, and executive officers; 13 managerial personnel from other directorates and the DCI area; and 51 DDS managerial personnel. For the three regular seminars we had 100 people attend: 7 from the DCI area, 16 from the DDI, 17 from the DDP, 44 from the DDS, and 16 from the DDS&T.

Significant progress was made in the Office of Finance microfilming program permitting the destruction of 300 feet of old paper records. Similarly, microfilm projects are being developed in the Offices of Communications, Logistics, Medical Services, Personnel, Security, and Training.

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The DDP reports that during this reporting period approximately 400 feet of old applicant files were microfilmed and the files destroyed. Forty feet of files at [REDACTED] were converted to film and the hard copy destroyed as part of a pilot microfiche program. Other microfilm studies are underway in [REDACTED] as well as for the [REDACTED] at Headquarters.

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In the DDS&T microfilm activities were reported in seven components and in this period involved disposal of another 28 feet of files, the leasing of a high-speed rotoline camera to film some 400 feet of telemetry analogs during the coming year, and purchase of reader/printer equipment for the Office of Special Projects.

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The DDI continues its major microfilm program in Central Reference Service and is studying other possible applications. In the DCI Area the Cable Secretariat reports having completed the microfilming of all its cable files except those of the last six months. To date about 500 feet of cable files were destroyed as a result of this microfilm application.

The Board notes the rapidly increasing volumes of magnetic tapes, NPIC films, collections of microfilm files, and other non-paper records of various kinds for which storage policy and systems will have to be developed.


4. Besides these principal activities the Directorates report developments in other related program areas which provide a general picture records activities:

- a. Recent DDP reviews have obsoleted 40 forms, DDS&T records disposition permitted return of 17 safes to supply for reissue, new DDI controls over printing and distribution of Agency reports eliminated from the volume of extra copies some 700 feet of excess material, and a review of the emergency Vital Records eliminated 100 feet from the DDP and 700 feet from the DDI collections. In the DDS a concurrence was obtained from DDP to dispose of about 2,600 feet of station accounting files more than 12 years old.
- b. During this period the annual inventory of office files was completed and showed a volume of 236,200 cubic feet in the Headquarters area. The actual net volume growth was small in each Directorate but additional emphasis will have to be given to reducing office volumes during the coming year.
- c. Besides the active office files and reference materials there are some 89,000 feet of semi-active material stored in the Agency Archives and Records Center. In this volume there was a net reduction of 1,200 cubic feet in the last six months. The installation of movable shelving at the Records Center is progressing satisfactorily since the change of sub-contractors and the arrival of engineers from the manufacturer's staff. The completion date is scheduled for June 1972.

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5. Finally, the Records Management Board evaluated its own status and future. Three members (DDI, DDS, and DDS&T) favored continuing the Board because they consider the records purge and study of other records problems to be continuing requirements for Board action. They also feel the Board strengthens their administration of their Directorate Programs as well as their supervision of component Records Management Officers. The DDP representative favors using the chain of command to manage the Agency Records Program. The DCI representative feels the Board charter and membership should be re-constituted because it gives the impression of a greater problem solving mechanism than actually is possible in this Board without any staff or authority. The Chairman recommends continuation of the Board because it requires a direct report of Records Program problems and progress to management and this, he feels, has stimulated greater coordinated participation at all organizational levels. Although the majority favors continuation of the Board, the members concluded that the final decision will rest with the Executive Director-Comptroller based upon the needs of the DDS who is charged with responsibility for the overall Agency Records Program.


Chairman
CIA Records Management Board

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2nd draft.

Sent to
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1-11-72