

17 July 1969

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report of Records Management Activities
in DDS Area

This paper is intended to serve as a summary of the Records Management activity in the DDS Offices for the period 1 April thru 30 June 1969.

A review of reports received from the DDS Offices indicates that 466 cubic feet of inactive records, stored at the Agency Records Center, were authorized for destruction during this reporting period. This increases the cumulative total to 2,343 cubic feet authorized for destruction since the DDS purge started in August 1968.

In addition to the records authorized for destruction, the Office of Finance has reviewed, consolidated and prepared shelf lists for sixty (60) cubic feet of records at the Records Center that will be transferred to the Department of Defense, Adjutant Generals Office, during July.

I have in previous progress reports noted the favorable impact that this purge has made on other Records Management operations. This quarter is no exception and I would like to enumerate a few of these actions:

1. Records Control Schedules have been reviewed and where necessary have been revised to reflect reduced retention periods.
2. A revision to Office of Finance Instruction #52, Financial Records Management Program (Retirement of Financial Records) was issued.
3. Screening of retired files considered for purging continues in the Office of Personnel. Records of seven (7) operating divisions in the Office of Personnel have been, or are still being screened. To date, purging of the Official Personnel Folders has resulted in a 41% reduction. This project is 41% completed.
4. An historical reference file was established in the Support Staff Finance Office to accumulate historical documents and files pertinent to the history of the Office of Finance.

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5. The purge of old payroll files in the Compensation and Tax Division has started. When this is completed they expect to free, for reuse, 4,500 pressboard file folders. This will result in a cost avoidance of \$4,500.
6. A task force in the Medical Office, during a recent Records Survey, recommended that approximately 15,000 "dead files" (files which have not had any medical activity in the past ten years) be retired to the Records Center. This will provide the Medical Office relief from their critical space problem and result in an equipment cost avoidance of approximately \$5,000.
7. A recent review and up dating of the Office of Logistics Records Control Schedule uncovered 300 cubic feet of obsolete files that were filed in office area. Although this does not immediately help the current Records Center space problem it does assure us that these 300 cubic feet will never find their way into the Center.
8. The Office of Personnel is currently working on the establishment of office of record for all records that the Office of Personnel needs to document its mission, function responsibilities and operations.
9. The Records Administration Branch requested the return of 20 boxes of inactive records and 4 boxes of Vital Records for review. The findings indicate that 50% of these records will be destroyed during the ensuing quarter.

During this current quarter we hope to concentrate on the following problems that have been of concern to us from the start of the purge:

1. Request that a review be made of the seven (7) cubic feet of project files that are in the DDS vault. The Records Officer feels that a determination should be made as to their disposition.
2. Considerable attention will be given to the Office of Finance. Meetings will be held with the DDP/RMO and Finance Officials to determine what will be needed to assure proper segregation and boxing of records having varying retention periods.
3. Records Officers will be requested to concentrate on screening of their retired records. To accomplish this they should request the return of the boxes to their office and in conjunction with responsible operating officials perform a thorough screening of these files.

I am convinced that if we promote a campaign that calls for the return and review of retired records by responsible persons we will come very close to Col. White's goal of 50% reduction. The activity in the Office of Personnel and the results in our own office indicates the success that can be achieved by screening. I am certain that these examples are not exceptions.



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