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INACTIVE OFFICE RECORDS
AT
ARCHIVES AND RECORDS CENTER

1 July 1968

	(cubic feet)
DCI	1,388
DDI	17,330
DDP	22,672
DDS	22,102
DDS&T	3,220
Historical Collection File	<u>702</u>
GRAND TOTAL	67,414

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ACTIVE RECORDS

IN

AGENCY OFFICES

Inventory June 1967

	(cubic feet)
DDS	40,633
DDP	39,166
DDI	124,653
DDS&T	10,431
DCI Area	<u>1,971</u>
Total in HQ Area	216,855

25X1



Total Office Records 232,095

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TOTAL OFFICE HOLDINGS

AT

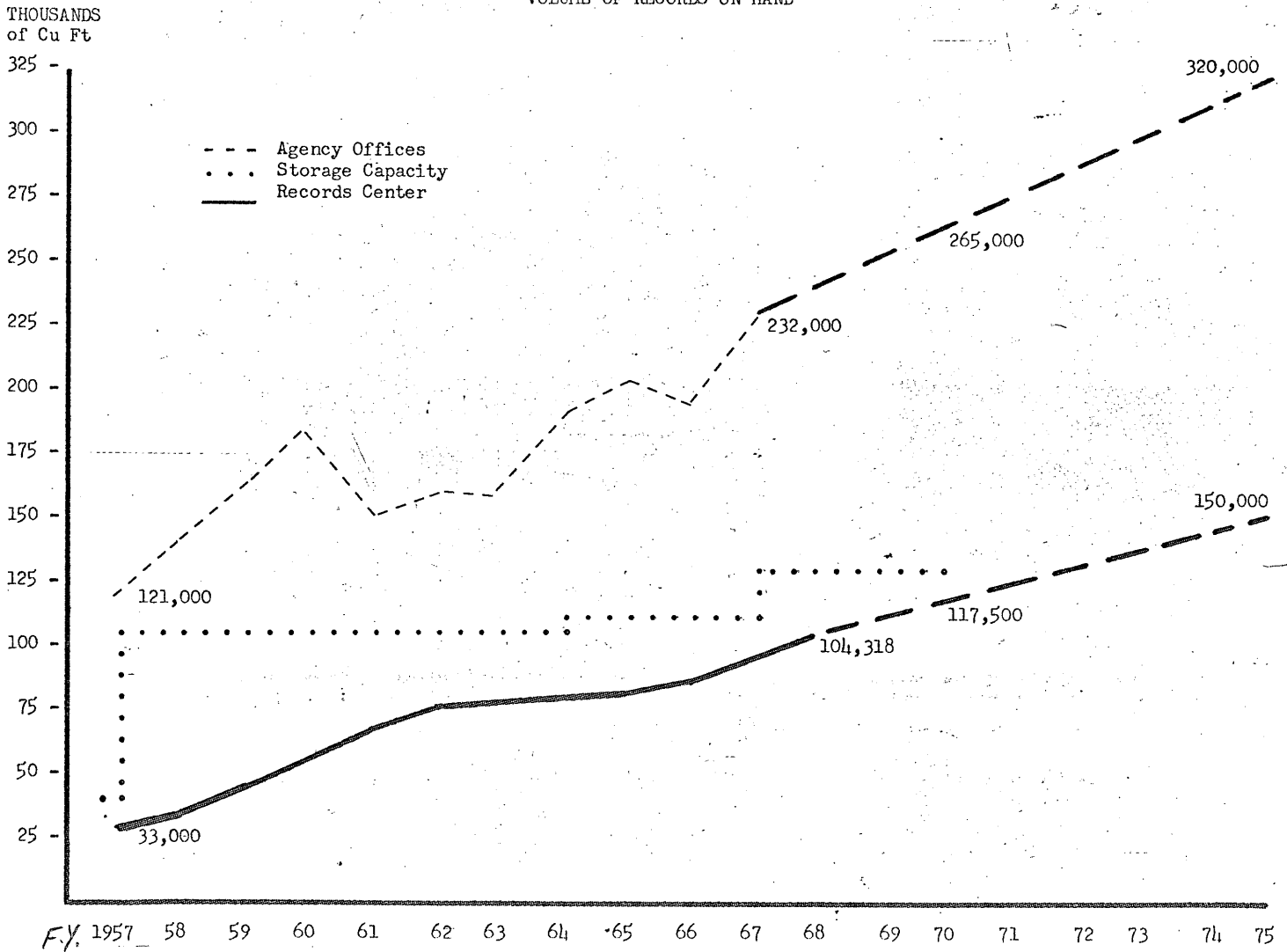
ARCHIVES AND RECORDS CENTER

1 July 1968

	(cubic feet)
DCI	1,644
DDI	44,120
DDP	23,472
DDS	22,618
DDS&T	5,417
Archival	6,345
Historical	<u>702</u>
TOTAL	104,318

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VOLUME OF RECORDS ON HAND



REFERENCE SERVICES

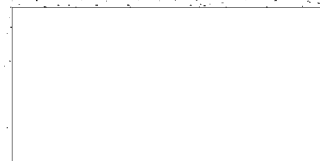
by

ARCHIVES AND RECORDS CENTER

1 July 1968

<u>Records Group</u>	<u>VOLUME</u> Cubic Feet	<u>REFERENCES</u>	
		<u>June 1968</u>	<u>FY 1968</u>
Retired Office Records	67,414	4,384 — 219	62,130
Supplemental Distribution	21,761	3,666 — 183	27,562
Vital Records	8,798	93 — 4	3,275
Agency Archives	6,345	115 — 5	3,506
Information Requests		690 — 37	7,503
TOTALS	104,318	8,948 — 447	102,976

ILLEGIB



MAJOR RECORDS GROUPS
AT
ARCHIVES AND RECORDS CENTER

1 July 1968

	(cubic feet)
Inactive Office Records	67,414
Supplemental Distribution	21,761*
Vital Records	8,798
Archives	<u>6,345</u>
TOTAL	104,318

* 18,099 is at Suitland

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QUIZ

SCOPE OF RECORDS PROGRAM PROBLEMS

RECORDS CREATION

1. Number of Agency forms today _____.
2. Other-Agency documents DDI/CRS receives annually _____.
3. Cables processed by Cable Secretariat annually _____.

FILES MAINTENANCE

1. Volume of records in Agency Offices _____ cu. ft.
2. Cost of a 4-drawer Safe \$ _____. Safes in use _____.
3. Vital Record documents deposited last year _____.

RECORDS DISPOSITION

1. Volume of records now in the Records Center _____ cu. ft.
2. Reels of Microfilm in the Records Center _____.
3. Obsolete Files destroyed in last Fiscal Year _____ cu. ft.

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QUIZ ANSWERS

SCOPE OF RECORDS PROGRAM PROBLEMS

RECORDS CREATION

1. NUMBER OF FORMS IN AGENCY TODAY. 2,789

We have 2,601 and use 188 from other Agencies.
But ---- we print 50 million copies of these each year.
Printing costs were \$250,000 for forms last year.

2. OTHER-AGENCY DOCUMENTS DDI/CRS RECEIVES ANNUALLY. 18 million

They receive about one million documents each year.
But ---- they average 18 copies of each.
However, that is not enough.
They copy 100,000 pages per month for distribution.

3. CABLES PROCESSED BY CABLE SECRETARIAT ANNUALLY. 750,000

But ---- they average 25 copies of these for distribution.
This averages 18.7 million copies per year.
And this is but a portion of the total cable traffic.

FILES MAINTENANCE

1. VOLUME OF RECORDS IN AGENCY OFFICES. 232,000 cubic feet

This 1967 inventory is an increase of 34,000 over 1966.
From 1961 thru 1966 the average annual increase was 11,000 cu. ft.

2. COST OF A 4-DRAWER SAFE. \$585. SAFES IN USE. 12,000

A safe holds 8 cubic feet of records.
A safe requires 8 square feet of floor space.
(4 for the safe and 4 for the drawer to open over)
Shelf files provide greater density of files per foot of space.

3. VITAL RECORDS DOCUMENTS DEPOSITED LAST YEAR. 17,000 items

This is an expensive and active program Agencywide.
It occupies almost 9,000 cubic feet at the Center.
Few of the Emergency Teams have tested their emergency records.

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QUIZ ANSWERS

SCOPE OF RECORDS PROGRAM PROBLEMS

RECORDS DISPOSITION

1. VOLUME OF RECORDS NOW IN THE RECORDS CENTER. 104,318 cubic feet

But ---- this volume is half the total amount received.
The average net annual increase the past 3 years was 7,500 cu. ft.

2. REELS OF MICROFILM IN THE RECORDS CENTER. 93,000 reels

A reel averages 2,000 images.
A cubic foot of correspondence averages 2,000 sheets.
This one for one ratio totals a Records Center of paper on microfilm.

3. OBSOLETE FILES DESTROYED IN FISCAL YEAR 1967 40,000 cubic feet

The offices destroyed 36,000 cubic feet of files in FY 1967.
The Records Center destroyed 4,000 cubic feet of files.
In the past 5 years Offices destroyed 175,000 cu. ft.
In the past 5 years the Center destroyed 60,000 cu. ft.