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29 May 1968

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MEMORANDUM FOR: Agency Information Processing Coordinators

ATTENTION : PPB

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THROUGH : DDS Information Processing Coordinator, SUBJECT : Systems Requirements for Proposed Records Center
Expansion

1. For the Agency Records Program I have recommended that, in order to store future inactive records, an addition be constructed contiguous to the Agency Archives and Records Center . An engineering Feasibility Study is being made. Any new developments that may depend upon the Records Center facilities should be made known to me before 1 July 1968.

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2. At the present time the Agency Archives and Records Center at stores some 102,000 cubic feet of Agency Records and the volume increases about 40 cubic feet a day. Through two courier runs and the telephones some 500 reference services to these records are completed daily. About once a week a special emergency trip is necessary to hand-carry urgent material from the Center to the Headquarters area. Several thousand cubic feet of extra copies of material for supplemental distribution are temporarily stored and serviced by us from the Federal Records Center in Suitland, Maryland.

3. The current Records Center procedure is a manual storage and retrieval service with the individual Offices providing for their own information processing. The volume of records in storage includes 266 reels of magnetic tapes, some three million punch cards, and 93,000 reels of microfilm. Other specialized records, besides paper copy files, include 300 cubic feet of voice recording tapes, 4,000 cubic feet of photo films, and 1,000 cubic feet of machine listings. Two interfiling operations are provided for DDP and DDI Vital Records storage and require about 70 hours per month on our very old IBM Card Sorter to update their special tab-card files.

4. Although the current microfilm technology does not provide a more economical system for simple storage and retrieval, it is anticipated that some such breakthrough will be practical within the next

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several years. Likewise, current developments with communication links and integrated data systems hold promise of completely revised procedures and files in the next several years. Although the space requirements at the Center are immediate, we are endeavoring to include consideration of as yet unspecified and often unknown, even unimagined, types of future records.

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5. Such planning for the future is complicated by the limited servicing involvement permitted or possible by the Records Center personnel as well as by budget considerations. [redacted]

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[redacted] Nonetheless, the possibility of transferring from storage any documents, tapes, and images by communication links or computer equipment must be evaluated. If such developments are likely and will involve some space needs or special facilities at the Agency Archives and Records Center, I should be informed of the possibility with some estimate of the requirement details before our engineering study is too far advanced. A positive or negative reply from each of the Directorate coordinators before 1 July will be appreciated.

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[redacted]
CIA Records Administration Officer

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