

~~SECRET~~

3 June 1968

25X1

[Redacted]

MEMO

Your attached ~~draft~~ to IPC's nicely covers my original concern as to what ADP Systems they could foresee or were developing that would involve records storage [Redacted] Your memo should be sent without delay.

25X1

My other concern was to advise the Director of Communications of our proposed expansion study, but I'm sure [Redacted] does that regularly. At the same time I intended to alert him and his experts of communication possibilities, as yet unknown, by sending him a copy of the IPC memo. Perhaps a simple buck slip copy for info or comment would be adequate and appropriate.

25X1

[Redacted]

25X1

25X1

DDS/SSS/RAB/[Redacted] fms (3 June 68)

~~SECRET~~

SECRET

2 July 1969

MEMORANDUM FOR THE RECORD

SUBJECT: DDS Meeting on the Records Program and Board Report

25X1
1. From 10 to 11:30 a.m. on Wednesday, 2 July 1969 Mr. Bannerman met with [redacted] to review the 30 April 1969 report and recommendations of the Records Management Board which the DDS was preparing to forward to Col. White.

2. Mr. Bannerman discussed several statements in the Board's report and requested several follow up staff actions related to the Records Program:

- a. Mr. Bannerman requested that he be provided a list of the unilateral decisions made throughout the Agency which influence the operation of the Records Program. The DDS considers these to be recommendations until he reviews them and approves their inclusion in the Program. (An example is the demand the CI Staff levied upon the Office of Finance to hold certain Finance records 30 years rather than the legal 12 years.)
- b. Mr. Bannerman requested any necessary background material to make an issue of the 30,000 cu. ft. of material in the "Indefinite" category. This is material now stored in the Records Center with no positive disposal date scheduled. All the items have only

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

"review" dates set for 5, 10, or 20 years in the future and so far experience shows the reviews invariably result in moving the review date forward for another period of storage.

- c. Mr. Bannerman asked that we develop the plans and proposals for renovating the [] for the storage of records -- probably Archives. The DDS said he wished he had had such a plan in time to utilize recent year-end funds.

25X1

25X1

[] suggested the Engineer Planning and staff work may make this a possible proposal for next year's year-end funds.

- d. Mr. Bannerman inquired as to progress in the establishment of "Offices of Record" to eliminate duplication of permanent files being stored. If there is any delay or resistance in developing and establishing Retention Plans and Offices of Record the DDS would like to have the details so that he can make an issue of the delay.
- e. Mr. Bannerman feels quite certain he knows what the answer will be but he feels it is time to again request a new Security review of the proposal to store Agency records in Federal Records Centers. He does believe we will have to ask for an extension of our stay at Suitland.
- f. Mr. Bannerman said he would contact Mr. Clark about the assignment of a full-time Senior Records Officer for the DCI Area to properly supervise the Records Program in the DCI components and to serve on the Records Management Board. Further Mr.

SECRET

SECRET

Bannerman said he will appoint a full-time DDS Senior RMO.

g. Mr. Bannerman questioned at length and discussed many aspects of microfilm systems and procedures. In essence he was concerned about:

1. Has the technology of microforms improved to overcome our hesitancy of last year?
2. Is there inherent in microform systems an ability for overall indexing and compatibility among the several various systems our many components will require?

Mr. Bannerman would like to receive an overall proposal for a Study Group of microform experts (not necessarily from each Directorate) to review the Agency's progress with microforms and to recommend to him an Agency plan for an Agency approach to the use of microforms.

h. At the conclusion of the meeting Mr. Bannerman said he would personally authorize Logistics to proceed with the feasibility study of the floor load, electrical requirements, and other matters related to the possible installation of the movable shelving proposed for the Records Center.

SECRET