

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington, D.C. 20408



December 6, 1968

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[Redacted]
Central Intelligence Agency
Chief, Records Administrative Staff
Washington, D. C. 20505

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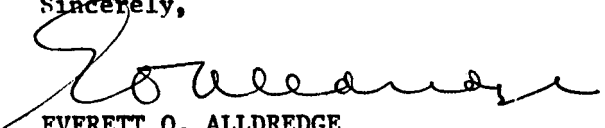
[Redacted]
We are interested in getting information concerning magnetic tape libraries in the Washington, D. C. area, and the number of the tapes held in such libraries.

Will you assist us insofar as your agency is concerned? Our first interest is to have known the physical location of the tapes, the organizational location of the library, the name of the "librarian," the number of reels in the library, and those over five years old. To gather this data we are enclosing GSA Form 7025, which should be filled out for each tape library.

We are next interested in assisting agencies in determining what information now recorded on magnetic tapes warrants permanent retention. As a start toward that end we are enclosing GSA Form 7036. This form asks for a description of record content of all archival tapes, nature and amount of usage, a copy of the source data input, where the information may be duplicated, and whether the permanence of the information has been officially established.

If an analyst from our office can be of assistance in this effort, please do not hesitate to call us. Several copies of both forms are enclosed. If you need more they are available on request.

Sincerely,


EVERETT O. ALLDREDGE
Assistant Archivist for Records Management

Enclosures

Keep Freedom in Your Future With U.S. Savings Bonds

AGENCY TAPE LIBRARY CHARACTERISTICS SURVEY

| | | | |
|----------------|------------------------|------------------------------|-----------------------|
| 1. AGENCY NAME | 2. DIVISION OR SECTION | 3. PERSON INTERVIEWED (Name) | 4. PHONE (Code, ext.) |
|----------------|------------------------|------------------------------|-----------------------|

SECTION I - GENERAL

| | |
|--|-----------------------|
| 2. NAME OF MANUFACTURER(S) OF HARDWARE | 2. MODELS OF HARDWARE |
|--|-----------------------|

| | | |
|--------------------|--|-------------|
| 3. NUMBER OF REELS | 4. IF STANDARD 1/2" TAPE, GIVE LENGTH (Feet) <input type="checkbox"/> 300 <input type="checkbox"/> 1200 <input type="checkbox"/> 2400 <input type="checkbox"/> 3600 | 5. BPI USED |
|--------------------|--|-------------|

| | |
|--|--------------------------------------|
| 6. IF OTHER THAN STANDARD 1/2" TAPES MAINTAINED, GIVE SIZE AND NO. REELS | 7. NUMBER OF PROGRAMS STORED ON TAPE |
|--|--------------------------------------|

8. DESCRIBE ARRANGEMENT OF REELS

| | | |
|-------------------------|---------------------------|--|
| 9. NUMBER OF DISK PACKS | 10. DATE OF EARLIEST TAPE | 11. NUMBER OF TAPES MORE THAN FIVE YEARS OLD |
|-------------------------|---------------------------|--|

12. LIST PROGRAMS FOR WHICH TAPE IS RETAINED FIVE YEARS OR MORE

13. ARE THERE DIFFICULTIES IN READING OR CORRECTING OLDER TAPE? NO YES (Explain)

14. DOES LIBRARY MAINTAIN RUN BOOKS AND OTHER PROGRAM DOCUMENTATION? NO YES (Briefly describe)

15. SAMPLES OF TAPE LABELS, RECEIPT, AND DISCHARGE FORMS FURNISHED NO YES

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GSA FORM 7025 OCT 67

SECTION II - LIBRARY ENVIRONMENT

| | |
|--|---|
| 1. IS LIBRARY AIR-CONDITIONED? <input type="checkbox"/> NO <input type="checkbox"/> YES | 2. INSPECTION OF TEMPERATURE AND HUMIDITY <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> PERIODIC <input type="checkbox"/> IRREGULAR <input type="checkbox"/> NONE |
|--|---|

3. SPECIFY OTHER METHODS OF CONTROLLING TEMPERATURE AND HUMIDITY

| | |
|--|---|
| 4. ARE LIBRARY AND COMPUTER FACILITIES SEPARATE? <input type="checkbox"/> NO <input type="checkbox"/> YES | 5. IS ACCESS TO LIBRARY LIMITED TO ADP PERSONNEL? <input type="checkbox"/> NO <input type="checkbox"/> YES |
|--|---|

6. HOW IS LIBRARY PROTECTED FROM FIRE?
 FIREPROOF FACILITIES SMOKE DETECTION DEVICE SPRINKLERS CARBON DIOXIDE SPRAY OTHER (Specify)

7. SPECIFY TYPE OF CONTAINERS USED (e.g., Plastic, metal, etc.)

8. DESCRIBE MEASURES TO CONTROL DUST (e.g., No rugs; use of special vacuum; no eating, drinking, smoking, etc.)

SECTION III - PRESERVATION TECHNIQUES

1. TAPES PROTECTED FROM UNAUTHORIZED ERASURE BY:
 FILE PROTECTION RING RECORDING RETENTION PERIOD ON LABEL SPECIAL PROTECTION DEVICE IN HARDWARE OTHER (Specify)

| | |
|--|---|
| 2. INFREQUENTLY USED TAPES REWOUND <input type="checkbox"/> NO <input type="checkbox"/> YES (How often) | 3. TAPES CLEANED? <input type="checkbox"/> NO <input type="checkbox"/> YES (How often) |
|--|---|

| | |
|--|--|
| 4. TAPES RECERTIFIED <input type="checkbox"/> NO <input type="checkbox"/> YES (How often) | 5. TESTING MATERIALS AVAILABLE <input type="checkbox"/> NO <input type="checkbox"/> YES |
|--|--|

SECTION IV - REMARKS

NAME OF EXAMINER

DATE

| | | | |
|--|--------------------|--|-------------|
| ARCHIVAL MAGNETIC TAPE INVENTORY | | 1. CONTROL NUMBER <i>(For NARS Use Only)</i> | |
| 2. TO: OFFICE OF RECORDS MANAGEMENT NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, D. C. 20408 | | 3. FROM: | |
| 4. ADDRESS OF TAPE LIBRARY | | | |
| 5. DESCRIPTION OF RECORD CONTENT | | | |
| 6. NATURE AND FREQUENCY OF USE | | | |
| 7. DETAIL | | | |
| A. SOURCE DOCUMENT(S) USED AS INPUT | | B. TYPE OF TAPE <input type="checkbox"/> PERIODICALLY REVISED OR UPDATED DATA <input type="checkbox"/> ONE-TIME COLLECTION OF DATA | |
| C. INCLUSIVE DATES FROM _____ TO _____ | D. NUMBER OF REELS | E. LENGTH OF REELS | F. BPI USED |
| G. RUN BOOK <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(Describe)</i> | | H. DUPLICATION ELSEWHERE <i>(Physical or Content)</i> | |
| 8. DISPOSITION | | | |
| A. HAS INFORMATION BEEN DESIGNATED PERMANENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | B. If YES, WHEN WILL REELS BE TRANSFERRED TO NARS? | |
| 9. SIGNATURE | 10. TITLE | 11. DATE | |

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GSA DC 69-3966

GSA FORM
SEP 68 7038