10 July 1970

MEMORANDUM FOR: Chief, Support Services Staff

THROUGH   :   Deputy Chief, Support Services Staff

SUBJECT   :   Records Information System

1.   I believe there are three reasons <u>for continuing</u> and extending the punched card application[   ] originally developed for DD/ST.   It will provide for the first time an Agency-wide data base containing detailed information about on hand records, and files which can be used to: (1) provide input to a Records System analysis and design effort; (2) test the notion that effective management and control can be exercised through a centralized data base; and (3) provide a basis for developing records creation and storage policies.

STATINTL

2.   Systems Analysis and Design

There has to be a distinction made between a "Records System" and a "Records information system". The former is concerned with the creation of records, on hand storage and use and disposition.   The latter is concerned with building and maintaining a data base which describes the material flowing through the records system.

The Agency has a Records system.   It has problems. <u>We don't really know enough about the system to solve its problems</u>.   Hence the need for the Records Information System.   The punched card application is available and it seems to address the right items.   If unnecessary data is being collected or necessary data is being missed then modifications should be made.   <u>The Records Administration people will have to make those determinations</u>.   In any event it seems an easy way to develop the data base required for the information system.

2

Management and Control

Inability to manage a decentralized program from a centralized location has been a long-term aggravation to those responsible for records management. Alternative organizational solutions have not been accepted, so some alternative to an organizational solution is needed. The development of a detailed data base with broad coverage should have the potential for providing a non-organizational alternative.

The Agency Records officer would be the user of the Agency data base. His use of the data base will depend on his immediate purpose but he should be able to review status, project and analyze trends, identify problems and their source(s) and offer advice and guidance from a position of strength. His position of strength derives from posessing detailed facts. His advice and guidance should be less academic and abstract because he knows more about the problem at hand.

Records creation and storage policy

The capability for developing policy follows logically from the capability for establishing management and control. The possession of an information base can be used to develop policy in the same way it is used to develop a management and control mechanism.

3. Some hesitancy has been expressed about adopting the punched card application. The accuracy of the data, the coding structures being used and the necessity for using punched cards (or any other form of automation) are three of the expressed reservations.

Data accuracy should be very suspect and data validation should be the first use of the data base. Comparisons between the Office inventories, the Office records schedules, and related records center data should develop some clues indicating where the inaccuracies are. On the spot investigation and follow-up should indicate why the inaccuracies occurred and what should be done to eliminate them.

Coding structures are a more difficult problem. Codes can be added or the coding structure can be collapsed rather easily. Problems begin to occur if the coded items in the file have to be split between 2 or more new coding categories. The coding being used has been reviewed and it should be reviewed again. This

3

second review should concentrate on making certain that
the existing codes are homogeneous now and have a reasonable
likelihood of remaining so. New codes can be added or
existing codes combined with no problem so long as the
homogeneity of the existing codes is retained.

The necessity for using automation can be justified
from two points of view. First, it lends a little
glamour to the exercise. The inventory form (Form 138)
might well be redesigned to reflect its status as an
input document. Using punched cards should result in a
manpower savings by reducing the requirements for tabu-
lating and reporting inventory items. Careful watch
should be kept of manpower savings, if they don't
accrue the punched cards should be abandoned and manual
methods employed. This application should not be program-
med for a computer system.
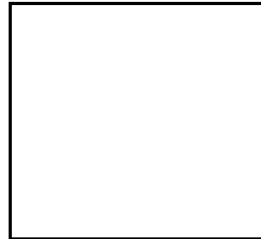
STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
UNCLASSIFIED		**CONFIDENTIAL**		**SECRET**

OFFICIAL ROUTING SLIP

STATINTL

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr.	10 July 70	B
2	SIPS Task Force		
3	2-E-23, Headquarters		
4		13 JUL 1970	
5	STATINTL		
6			

ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

John:

STATINTL

   Here is the proposal to automate our records
inventory and Records Center Activity data developed
by   It has been installed in DDS&T and
a couple of DD/I offices (Inventory only).

   We want to take a "systems" look at this for
possible agency-wide application! Can you review
this and get together with me.

<div align="center">HEP</div>

STATINTL   STATOTHR

FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.		DATE
	DC/SSS 710 Magazine	6/23/70
	CONFIDENTIAL	**SECRET**

FORM NO. 237   Use previous editions   (40)
1-67

(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment by type.

(11) Inventory of storage facilities.

b. Directorate -

(1) Current Directorate volume of records on hand by records retention class and totals.

(2) Volume of records destroyed on site by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Previous year volume on hand by records retention class and total.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment of type.

(11) Inventory of storage facilities.

c. Archives and Records Center -

(1) Accessions by records retention class and totals.

(2) Volume of records destroyed by records retention class and totals.

-2-

(3) Volume of records transferred out by retention class and totals.

(4) Volume of records transferred to the Agency Archives by retention class and totals.

(5) Volume of records transferred to the historical files by records retention class and totals.

(6) Previous year volume of records on hand by records retention class and totals.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Inventory of records in retirement by physical form, by records retention class and totals.

(10) Projected disposition of records by records retention class and totals by year.

(11) Projected accessions by records retention class and totals by year.

(12) Projected accumulation by records retention class and totals by year.

(13) Projected overall Center space requirement by year.

d. Agency-wide -

(1) Current volume of records on hand by records retention type and totals.

(2) Volume of records destroyed by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Net increment in holdings by records retention class and totals.

-3-

(7) Net accumulation by records retention class and totals.

(8) Volume of records by physical form by records retention class and totals.

(9) Inventory of equipment by type.

(10) Inventory of storage facilities.

(11) Trends in records accumulation.

(12) Cost to house records in office space, current and ✓ projected.

(13) Cost to house records in storage outside office space, current and projected.

(14) Cost to service records. *(How?)*

(15) Equipment costs, current and projected.

(16) Projected space and equipment needs.

INPUT

4. Input will be punch cards containing data obtained from annual inventories of records in active office space, from Archives and Records Center accessions, and Archives and Records Center disposition activity. This does not preclude, however, input media of other types being developed and installed at a later date, nor initially for that matter if such media serves the system better.

OUTPUT

5. Output will include, but is not necessarily limited to:

a. Master data files.

b. Accession information.

c. Disposition information.

d. Equipment inventories.

e. Space inventories.

f. Storage facility directories.

-4-

g. Records series subject comparison studies.

h. Office of record directories.

i. Retention requirement standards comparisons and development.

j. Agency general records control schedules.

k. Cost computations.

l. Space requirement projections.

m. Record accumulation trend studies, as well as trend analysis of incremental factors.

n. Other data comparisons, analyses, and computations as required.

EXHIBITS

6. Charts:

a. CHART A - Records Inventory (TAB A)

b. CHART B - Records Inventory/Sub-Routine (TAB B)

7. Inventory Form (Records Survey Work Sheet, Form 138) annotated with respective unit data card fields. (TAB C)

8. Unit Record Formats:

a. Records Inventory (TAB D)

b. Archives and Records Center Accession Record (TAB E)

c. Archives and Records Center Disposition Record (TAB F)

9. Unit Record Field/Code Labels:

a. Composite Control Fields -

(1) Field B: Records Control Schedule Number (TAB G)

(2) Field D: Subject of Records Series (TAB H)

(3) Field F: Physical Form of Records (TAB I)

-5-

SECRET
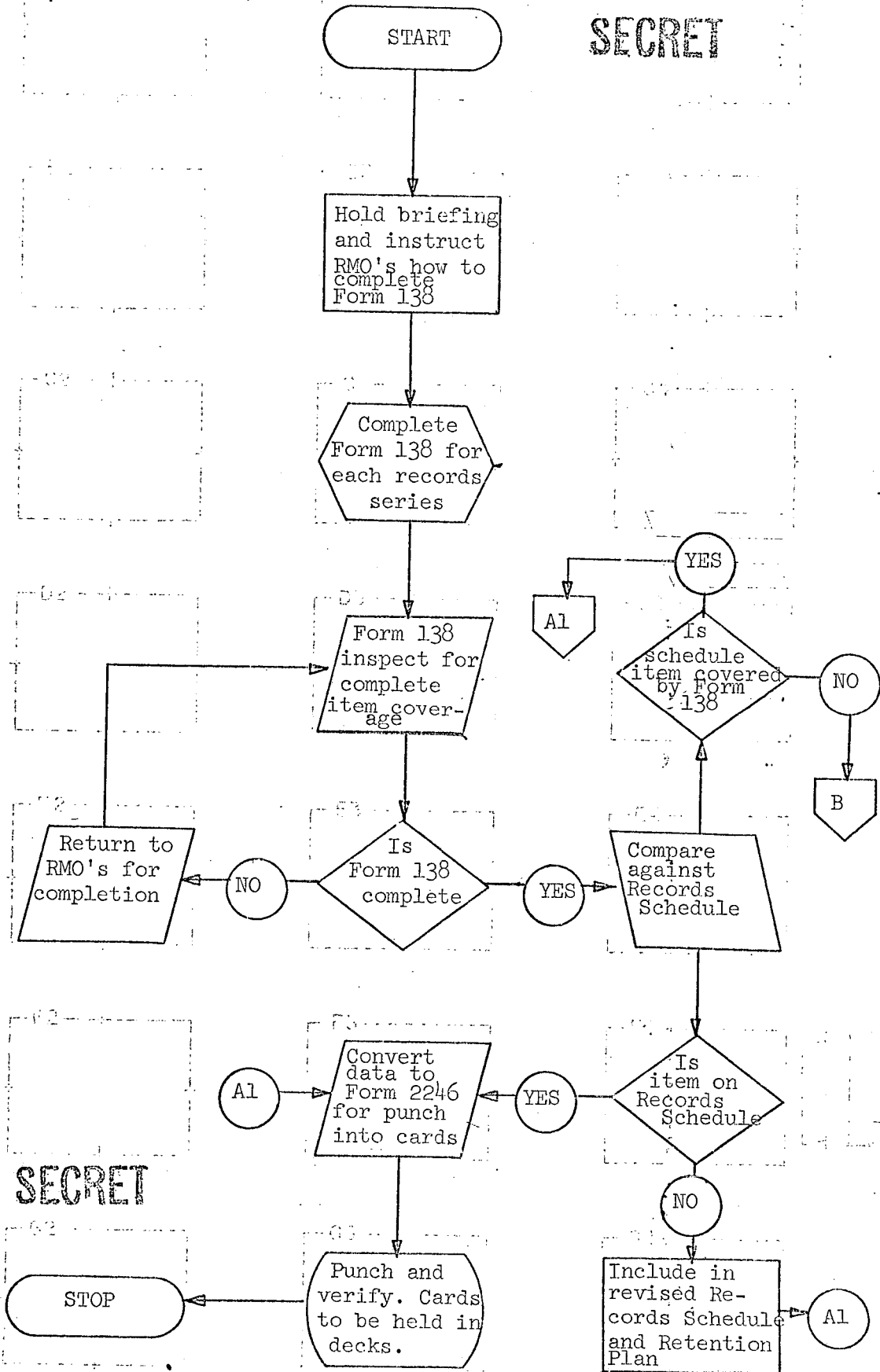
    (4) Field G: Retention Class (TAB J)

b. Records Inventory -

    (1) Field 2: Equipment Type (TAB K)

    (2) Field 3: Storage Type (TAB L)

c. Archives and Records Center Accession Record -

    Field 7: Container Type (TAB M)

d. Archives and Records Center Disposition Record -

    Field 5: Type of Disposition (TAB N)
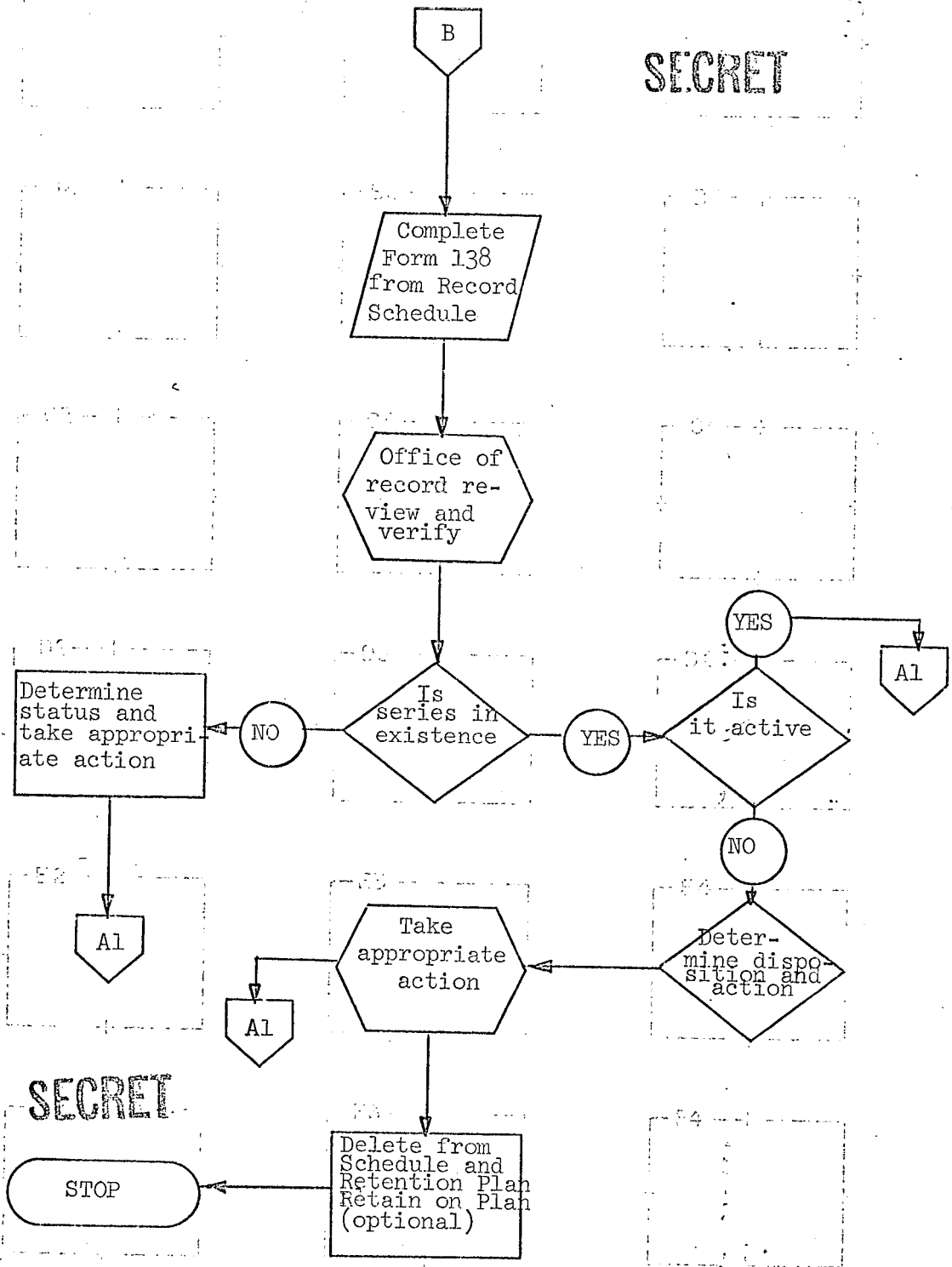
25X1A

-6-

SECRET

SECRET

START

Hold briefing and instruct RMO's how to complete Form 138

Complete Form 138 for each records series

Form 138 inspect for complete item coverage

YES

A1

Is schedule item covered by Form 138

NO

B

Return to RMO's for completion

NO

Is Form 138 complete

YES

Compare against Records Schedule

Convert data to Form 2246 for punch into cards

A1

YES

Is item on Records Schedule

NO

SECRET

STOP

Punch and verify. Cards to be held in decks.

Include in revised Records Schedule and Retention Plan

A1

RECORDS INVENTORY/SUB-ROUTINE

SECRET

```
           ┌───┐
           │ B │
           └─┬─┘
             ▼
      ╱────────────╲
     │  Complete    │
     │  Form 138    │
     │  from Record │
     │  Schedule    │
      ╲────────────╱
             │
             ▼
         ⬡ Office of
         record re-
         view and
         verify
             │
             ▼
```

Determine status and take appropriate action ◄── NO ── ◇ Is series in existence ── YES ── ◇ Is it active ── YES ──► Al

NO ──► ◇ Determine disposition and action ──► ⬡ Take appropriate action ──► Al

Determine status → Al

Take appropriate action ──► Delete from Schedule and Retention Plan Retain on Plan (optional) ──► STOP

SECRET

RECORDS SURVEY WORK SHEET

	DATE
	Fld. 1 (38-43)

OFFICE, DIVISION, BRANCH, SECTION

Field A (1-10)

LOCATION

NAME OF FILE

Field D (25-27)

CUSTODIAN

Field B (11-18)/or Field C (19-24)

DESCRIPTION *(Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)*

THIS FORM MAY BE USED FOR THE INITIAL INVENTORY OF RECORDS
HELD IN ACTIVE OFFICE SPACE. FROM THIS INVENTORY, INPUT
WOULD BE PREPARED FOR THE RECORDS INVENTORY/ACCESSION/
DISPOSITION DATA PROCESSING SYSTEM. THE NUMBERS IN THE
SEVERAL DATA BLOCKS ON THIS FORM REFER TO THE RESPECTIVE
DATA FIELDS IN THE RECORDS INVENTORY PUNCH CARD.

FILING ARRANGEMENT

INCLUSIVE DATES
Field 4 (48-52)

SIZE OF RECORDS	* LEGAL		* LETTER		OTHER (Specify)	LINEAR FEET
	* 3" X 5"		* 5" X 8"		* Field F (33-34)	Fld.5(53-58)
EQUIPMENT OCCUPIED BY RECORDS	* SAFE		* CABINET		OTHER (Specify)	NO. OF DRAWERS
	* LEGAL		* LETTER		**	*

REMARKS   * Field 2 (44-46)
         ** Field 3 (47)

RECORDS INVENTORY

LAYOUT FORM — IBM CARD

FORM 12-40
PRINTED I

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10	11

A (Cols. 1-10) - Office Identification
B (Cols. 11-18) - Records Control Schedule No.
C (Cols. 19-24) - Control Schedule Item No.
D (Cols. 25-27) - Subject of Records Series
E (Cols. 28-32) - Office of Record
F (Cols. 33-34) - Physical Form of Records
G (Cols. 35-37) - Retention Class

FIELDS
1 (Cols. 38-43) - Report Date
2 (Cols. 44-46) - Equipment Type
3 (Col. 47) - Storage Type
4 (Cols. 48-52) - Date of Records (From - To)
5 (Cols. 53-58) - Volume on Hand
6 (Cols. 59-61) - Volume Retired
7 (Cols. 62-64) - Volume Transferred In
8 (Cols. 65-67) - Volume Transferred Out
9 (Cols. 68-72) - Volume on Hand-Last Report
10 (Cols. 73-76) - Open
11 (Cols. 77-80) - Card Sequence

LAYOUT FORM — IBM CARD

FORM 12-4(
PRINTED I

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10

```
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6
7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
```

FIELDS

A (Cols. 1-10) - Office Identification
B (Cols. 11-18) - Records Control Schedule No.
C (Cols. 19-24) - Control Schedule Item No.
D (Cols. 25-27) - Subject of Records Series
E (Cols. 28-32) - Office of Record
F (Cols. 33-34) - Physical Form of Records
G (Cols. 35-37) - Retention Class

1 (Cols. 38-43) - Date Job Number Assigned
2 (Cols. 44) - Request Media (Mail or Telephone)
3 (Cols. 45-51) - Accessioning Job Number
4 (Cols. 52-57) - Date Records Received
5 (Cols. 58-61) - Volume Received
6 (Cols. 62-64) - Number of Containers
7 (Col. 65) - Container Type
8 (Cols. 66-69) - Date of Records (From - To)
9 (Cols. 70-76) - Open
10 (Cols. 77-80) - Card Sequence

SECRET

ARCHIVES AND RECORDS CENTER DISPOSITION RECORD

LAYOUT FORM — IBM CARD

FORM 12-4(
PRINTED

A
B
C
D
E
F
G
1
2
3
4
5
6
7
8
9
10

FIELDS

A (Cols. 1-10) - Office Identification
B (Cols. 11-18) - Records Control Schedule No.
C (Cols. 19-24) - Control Schedule Item No.
D (Cols. 25-27) - Subject of Records Series
E (Cols. 28-32) - Office of Record
F (Cols. 33-34) - Physical Form of Records
G (Cols. 35-37) - Retention Class

1 (Cols. 38-44) - Accessioning Job Number
2 (Cols. 45-50) - Date Records Received
3 (Cols. 51-57) - Disposition Case Number
4 (Cols. 58-63) - Disposition Date
5 (Col. 64) - Type of Disposition
6 (Cols. 65-70) - Volume Destroyed
7 (Cols. 71-72) - Volume Transferred Out
8 (Cols. 73-74) - Volume Transferred to Archives
9 (Cols. 75-76) - Volume to Historical File
10 (Cols. 77-80) - Card Sequence

SECRET

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FIELD   B
RECORDS CONTROL SCHEDULE NUMBER

OFFICE	RCS #	CODE
DCI		
ODCI	12.02-64	00120264
PA	12.11-66	00121166
SAVA	12.10-66	00121066
A/Coord.	12.04-61	00120461
OCB	12.01-56	00120156
OPPB	12.05-64	00120564
CABLE	12.02-66	00120266
HS	12.06-64	00120654
OGC	32.61	00003261
OLC	32.61.1	00032611
ONE	20-66	00002066
OIG	12.03-62	00120362
AUDIT	33-65	00003365
NSC	NSC LIST # 1	NSCLIST1
	NSC LIST # 2	NSCLIST2
	NSC LIST #3	NSCLIST3
	NSC LIST #4	NSCLIST4
DDI		
ODDI	13-60	
COMIREX	13.1-68	00013168
IRS	29-64	00002964
OBGI	27-67	00002767
OCI	23-67	00002367
CRS	24-59	00002459
OO	25.01-61	00250161

25X1A

FDD	25.06-59	00250659
OER	22-68	00002268
NPIC	28-66	00002866
NPIC/IAD	28-66A	0002866A

SECRET

SECRET

OFFICE	RCS #	CODE
DCI		
ODCI	12.02-64	00120264
PA	12.11-66	00121166
SAVA	12.10-66	00121066
A/Coord.	12.04-61	00120461
CCB	12.01-56	00120156
OPPB	12.05-64	00120564
CABLE	12.02-66	00120266
HS	12.06-64	00120664
CGC	32.61	00003261
OLC	32.61.1	00032611
ONE	20-66	00002066
OIG	12.03-62	00120362
AUDIT	33-65	00003365
NSC	NSC LIST # 1	NSCLIST1
	NSC LIST # 2	NSCLIST2
	NSC LIST #3	NSCLIST3
	NSC LIST #4	NSCLIST4
DDI		
ODDI	13-60	
COMIREX	13.1-68	00013168
IRS	29-64	00002964
OBGI	27-67	00002767
OCI	23-67	00002367
CRS	24-59	00002459
OO	25.01-61	00250161

25X1A

FDD	25.06-59	00250659
OER	22-68	00002268
NPIC	28-66	00002866
NPIC/IAD	28-66A	0002866A

SECRET

SECRET

OFFICE	RCS #	CODE
DD/S&T		
O D D		
O/DD/S&T	90-63	00009063
SPINT	95-65	00009565
ORD	91-67-1	00091671
OEL	92-63	00009263
OSA	93-671	00093671
FMSAC	94-65	00009465
OSI	21-66	00002166
OSP	94-67-1	00094671
OCS	95-67-1	00095671
DDS		
ODD	14-58	00001458
SPA	14.01-59	00140159
SSA	14.02-65	00140265
OC	50-66-03/1	05066601

25X1A
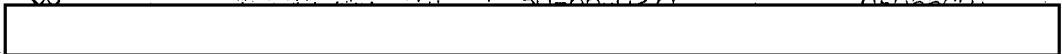
OF		
OD	31-61	00003161
NSC	31.01-57	00310157
COM. & TAX	31-66/38/3	31663813
GAO	31-66/3880	31663880
SUPP. STAFF	31.05-57	00310557
FISCAL	31.02-57	00310257
ICAD	31.07-57	00310757
MONETARY	3164/3850	31643850
CERT. & LIAISON	3165/3860	31653860
PROP. & ACCOUNT	3164/3870	31643870
OL		
OD	34-60A	0003460A
PSD	34-61J	0003461J
PD	34-56D	0003456D
RECD	34-L-63	0003463L
LSD	34-E-65	0003465E
SUPPLY	34-56-F	0003456F
SUPPLY/WTC	34-61-N	0003461N
TRANS.	34-56-M	0003456M
MGT. STAFF	30-61	00003061
CMS	35-59	00003559
CP	40-64	00004064
OS	36-54	00003654
NEW BLDG. SITE	36.01 59	00360159
OTR	60-62 1100	60621100

-2-

SECRET

OFFICE	RCS #	CODE

D)P

25X1

ODD	15-59	00001559
☐	70.0601-01	70060101
RID	71.1-60	00071160
TSD	7300-61	00730061
FI	70.01-59	00700159
CA	72-60	00007260
CCS	75-66	00007566
Managerial Records	15-64	00001564
Auxiliary Paper Holdings		APH00001
Filing & Disposition Guide		FDGSS001
OSS Preliminary Inventory		OSS INVE

MISCELLANEOUS

Memo from CIA/RAO Re: personal papers   RAS MEMO

FIELD D

SUBJECT OF RECORDS SERIES

02. ADMINISTRATION MANAGEMENT RECORDS
24. ANALYSIS WORKING (Reference) FILES
11. AUDIT RECORDS
03. BUDGET FILES
14. COMMITTEE RECORDS (Board & Panels)
28. COMMUNICATIONS RECORDS
01. DIRECTIVES
18. EMPLOYEES BENEFITS AND SERVICES RECORDS
13. EXCHANGE RECORDS & DISSEMINATION & RELEASE
31. FINANCE RECORDS (Vouchered)
30. HUMAN SOURCES
26. INDEXES AND LISTINGS
07. INSPECTOR GENERAL RECORDS
09. LEGAL FILES
08. LIAISON RECORDS
27. LIBRARY MATERIAL AND REFERENCE FILES
05. OPERATIONAL RECORDS
29. PAYROLL AND LEAVE RECORDS
12. PERSONAL RECORDS
16. PERSONNEL RECORDS
10. PRESENTATION RECORDS (Government Only)
32. PROCUREMENT RECORDS
15. PROGRAM PRODUCT FILES
04. PUBLIC AFFAIRS AND RELATIONS
22. RAW INTELLIGENCE DATA
23. REAL ESTATE AND PROPERTY RECORDS
06. RECORDS MANAGEMENT FILES
21. RESEARCH & DEVELOPMENT RECORDS (Incl. Ext)
17. SECURITY RECORDS
19. SUPPLY RECORDS
20. TRAINING RECORDS
25. TRAVEL FILES
33. FINANCE COVERT
34. HISTORY RECORDS
35. PERSONNEL MGT. RECORDS
36. CONTRIBUTORS RECORDS TO INTELL. REPORTS
37. ADP RECORDS
38 - 999 expansion

FIELD F
PHYSICAL FORM OF RECORDS

.1   PAPER RECORDS

.2   MICROFILM

.3   MOTION PICTURE FILM

.4   MAGNETIC TAPE

.5   SOUND RECORDINGS

.6   PHOTOGRAPHS AND/OR NEGATIVES

.7   IBM CARDS

.8   3X5 & 5X8 CARD FILES

.9   COMBINATION

10 - 99 expansion

FIELD G
RECORDS RETENTION CLASS

RECORDS INVENTORY

Code	Label
01	PERMANENT - Hold indefinitely in Office of Record on a current basis.
02	PERMANENT - Cut off at end of 1 year, hold 1 year, and retire to the Archives and Records Center.
03	PERMANENT - Cut off at end of 1 year, hold 2 years, and retire to the Archives and Records Center.
04	PERMANENT - Hold indefinitely in the Office of Record until termination of active status plus 6 months, and retire to the Archives and Records Center.
05	TEMPORARY - Destroy when superseded or transferred, or no longer needed for reference.
06	TEMPORARY - Cut off at end of 1 year, hold for 1 year and destroy.
0700	TEMPORARY - Hold indefinitely in Office of Record until termination of active status plus 6 months. Screen and transfer records to other files or offices as appropriate.
0800	TEMPORARY - Cut off at end of 1 year, hold for 1 year, and retire to the Archives and Records Center. Archives and Records Center destroy after number of specified years.*

* ACCESSION/DISPOSITION RECORD

Code	Label
O	PERMANENT
1 - 99	TEMPORARY - Number of years to be retained in the Archives and Records Center.

SECRET

SECRET

* FIELD 2
TYPE OF EQUIPMENT

Code	Label
01	4-Drawer Safe File - Legal
02	4-Drawer Safe File - Letter
03	5-Drawer Safe File - Legal
04	5-Drawer Safe File - Letter
05	5-Drawer File Cabinet - Legal
06	5-Drawer File Cabinet - Letter
07	5-Drawer File Cabinet - Card Safe
08	Kardex - 5 x 8
09	Power File
10 - 999	Etc.

* This list is only an indication of the types of information to be coded into this field. The field will permit the coding of 999 different types of record maintenance equipment. This coverage is premised as adequate.

SECRET

FIELD 3
TYPE OF STORAGE

This field is included to provide tabulation of the types of
storage in which records are held, other than in conventional
record maintenance equipment. If, for instance, records need
be held in safe files in a secure area, this fact would be
recorded in both fields 2 and fields 3.   The type of storage
used is shown below.

Code   Label

1   Vault area

2   Secure area

3   Secure storage area

4 - 9   Etc.

SECRET

FIELD 7
ACCESSION RECORD

TYPE OF CONTAINER

1. Standard Records Center Container

2. ½ Standard Records Center Container

3. X-ray box

4. 5X8 Card box

5. map box

6. combination

7. - 9 expansion

M

SECRET

SECRET

FIELD 5
TYPE OF DISPOSITION

1	Destroyed
2	Transferred Out
3	Transferred to Agency Archives
4	Transferred to Historical Files
5 - 9	expansion

SECRET

STATINTL

STATINTL

STATINTL

Questions of [ ] _Proposal:_

original of [ ] purposes
attached is Xerox & most
of it — also my initial

I. Clarify input from Records Center on Accession and Disposition Activity

Questions !

A. What is source document?

B. Who prepares it?

C. Is it an add on to what we are now doing?

D. Who punches cards on Records Center accession and dispositions?

E. What is volume of activity on these items?

F. Any projection of manhours and work load to maintain this part

of system?

STATINTL

G. Doe[ ] now have capability?

H. Is it consistant or compatible with what he now is doing?

Can paperwork and cards be prepared by depositors?

II. How Accurate is Information going into System?

Suspect that it may be far less than perfect! If so: we would

be using erroneous data bases to make decisions!

III. What is frequency of update?

Annual on inventory?

STATINTL

A. What type and how do you get accession - disposition activity

[ ] into Component and office runs?

What frequency -- monthly, quarterly, etc.

IV. Who will use this information?

For what purposes:

For what decisions:

(i.e. what is significance of having precise inventory on component

basis of safes of record keeping equipment?) Would not OL property in

use records serve same purpose?

A. LSD records

B. Supply division records

(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment by type.

(11) Inventory of storage facilities.

b. Directorate -

(1) Current Directorate volume of records on hand by records retention class and totals.

(2) Volume of records destroyed on site by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Previous year volume on hand by records retention class and total.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment of type.

(11) Inventory of storage facilities.

c. Archives and Records Center -

(1) Accessions by records retention class and totals.

(2) Volume of records destroyed by records retention class and totals.

-2-

(3) Volume of records transferred out by retention class and totals.

(4) Volume of records transferred to the Agency Archives by retention class and totals.

(5) Volume of records transferred to the historical files by records retention class and totals.

(6) Previous year volume of records on hand by records retention class and totals.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Inventory of records in retirement by physical form, by records retention class and totals.

(10) Projected disposition of records by records retention class and totals by year.

(11) Projected accessions by records retention class and totals by year.

(12) Projected accumulation by records retention class and totals by year.

(13) Projected overall Center space requirement by year.

d. Agency-wide -

(1) Current volume of records on hand by records retention type and totals.

(2) Volume of records destroyed by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Net increment in holdings by records retention class and totals.

-3-

(7)   Net accumulation by records retention class and totals.

(8)   Volume of records by physical form by records retention class and totals.

(9)   Inventory of equipment by type.

(10)   Inventory of storage facilities.

(11)   Trends in records accumulation.

(12)   Cost to house records in office space, current and projected.

(13)   Cost to house records in storage outside office space, current and projected.

(14)   Cost to service records.

(15)   Equipment costs, current and projected.

(16)   Projected space and equipment needs.

INPUT

4.   Input will be punch cards containing data obtained from annual inventories of records in active office space, from Archives and Records Center accessions, and Archives and Records Center disposition activity. This does not preclude, however, input media of other types being developed and installed at a later date, nor initially for that matter if such media serves the system better.

OUTPUT

5.   Output will include, but is not necessarily limited to:

a.   Master data files.

b.   Accession information.

c.   Disposition information.

d.   Equipment inventories.

e.   Space inventories.

f.   Storage facility directories.

-4-

SECRET

g. Records series subject comparison studies.

h. Office of record directories.

i. Retention requirement standards comparisons and development.

j. Agency general records control schedules.

k. Cost computations.

l. Space requirement projections.

m. Record accumulation trend studies, as well as trend analysis of incremental factors.

n. Other data comparisons, analyses, and computations as required.

EXHIBITS

6. Charts:

a. CHART A - Records Inventory (TAB A)

b. CHART B - Records Inventory/Sub-Routine (TAB B)

7. Inventory Form (Records Survey Work Sheet, Form 138) annotated with respective unit data card fields. (TAB C)

8. Unit Record Formats:

a. Records Inventory (TAB D)

b. Archives and Records Center Accession Record (TAB E)

c. Archives and Records Center Disposition Record (TAB F)

9. Unit Record Field/Code Labels:

a. Composite Control Fields -

(1) Field B: Records Control Schedule Number (TAB G)

(2) Field D: Subject of Records Series (TAB H)

(3) Field F: Physical Form of Records (TAB I)

-5-

SECRET

SECRET

(4) Field G: Retention Class (TAB J)

b. Records Inventory -

(1) Field 2: Equipment Type (TAB K)

(2) Field 3: Storage Type (TAB L)

c. Archives and Records Center Accession Record -

Field 7: Container Type (TAB M)

d. Archives and Records Center Disposition Record -

Field 5: Type of Disposition (TAB N)

SECRET

START

SECRET

A

Hold briefing
and instruct
RMO's how to
complete
Form 138

Complete
Form 138 for
each records
series

YES

A1

Form 138
inspect for
complete
item cover-
age

Is
schedule
item covered
by Form
138

NO

B

Return to
RMO's for
completion

NO

Is
Form 138
complete

YES

Compare
against
Records
Schedule

Convert
data to
Form 2246
for punch
into cards

A1

YES

Is
item on
Records
Schedule

SECRET

NO

STOP

Punch and
verify. Cards
to be held in
decks.

Include in
revised Re-
cords Schedule
and Retention
Plan

A1

RECORDS INVENTORY/SUB-ROUTINE

SECRET

B

Complete
Form 138
from Record
Schedule

Office of
record re-
view and
verify

Determine
status and
take appropri-
ate action

NO

Is
series in
existence

YES

Is
it active

YES

A1

NO

A1

Al

Take
appropriate
action

Deter-
mine dispo-
sition and
action

A1

SECRET

STOP

Delete from
Schedule and
Retention Plan
Retain on Plan
(optional)

(When Filled In)

RECORDS SURVEY WORK SHEET	DATE Fld. 1 (38-43)

OFFICE, DIVISION, BRANCH, SECTION

Field A (1-10)

LOCATION

NAME OF FILE Field D (25-27)	CUSTODIAN Field B (11-18)/or Field C (19-24)

DESCRIPTION *(Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)*

THIS FORM MAY BE USED FOR THE INITIAL INVENTORY OF RECORDS
HELD IN ACTIVE OFFICE SPACE. FROM THIS INVENTORY, INPUT
WOULD BE PREPARED FOR THE RECORDS INVENTORY/ACCESSION/
DISPOSITION DATA PROCESSING SYSTEM. THE NUMBERS IN THE
SEVERAL DATA BLOCKS ON THIS FORM REFER TO THE RESPECTIVE
DATA FIELDS IN THE RECORDS INVENTORY PUNCH CARD.

FILING ARRANGEMENT

INCLUSIVE DATES Field 4 (48-52)

SIZE OF RECORDS	*	LEGAL	*	LETTER	OTHER *(Specify)*	LINEAR FEET
	*	3" X 5"	*	5" X 8"	* Field F (33-34)	Fld.5(53-58)

EQUIPMENT OCCUPIED BY RECORDS	*	SAFE	*	CABINET	OTHER *(Specify)*	NO. OF DRAWERS
	*	LEGAL	*	LETTER	**	*

REMARKS   * Field 2 (44-46)
            ** Field 3 (47)

FORM NO. 138   REPLACES FORM 30-101
1 SEP 55   WHICH MAY BE USED.

(43-50)

Layout form showing IBM card columns labeled A B C D E F G 1 2 3 4 5 6 7 8 9 10 11 with punch positions numbered 1-80 and rows 0-9.

A (Cols. 1-10) – Office Identification
B (Cols. 11-18) – Records Control Schedule No.
C (Cols. 19-24) – Control Schedule Item No.
D (Cols. 25-27) – Subject of Records Series
E (Cols. 28-32) – Office of Record
F (Cols. 33-34) – Physical Form of Records
G (Cols. 35-37) – Retention Class

FIELDS

1 (Cols. 38-43) – Report Date
2 (Cols. 44-46) – Equipment Type
3 (Col. 47) – Storage Type
4 (Cols. 48-52) – Date of Records (From – To)
5 (Cols. 53-58) – Volume on Hand
6 (Cols. 59-61) – Volume Retired
7 (Cols. 62-64) – Volume Transferred In
8 (Cols. 65-67) – Volume Transferred Out
9 (Cols. 68-72) – Volume on Hand-Last Report
10 (Cols. 73-76) – Open
11 (Cols. 77-80) – Card Sequence

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10

(Punch card grid with rows of digits 0 through 9 across columns 1–80)

FIELDS

A (Cols. 1-10) - Office Identification
B (Cols. 11-18) - Records Control Schedule No.
C (Cols. 19-24) - Control Schedule Item No.
D (Cols. 25-27) - Subject of Records Series
E (Cols. 28-32) - Office of Record
F (Cols. 33-34) - Physical Form of Records
G (Cols. 35-37) - Retention Class

1 (Cols. 38-43) - Date Job Number Assigned
2 (Cols. 44) - Request Media (Mail or Telephone)
3 (Cols. 45-51) - Accessioning Job Number
4 (Cols. 52-57) - Date Records Received
5 (Cols. 58-61) - Volume Received
6 (Cols. 62-64) - Number of Containers
7 (Col. 65) - Container Type
8 (Cols. 66-69) - Date of Records (From - To)
9 (Cols. 70-76) - Open
10 (Cols. 77-80) - Card Sequence

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10

FIELDS

A   (Cols. 1-10) - Office Identification
B   (Cols. 11-18) - Records Control Schedule No.
C   (Cols. 19-24) - Control Schedule Item No.
D   (Cols. 25-27) - Subject of Records Series
E   (Cols. 28-32) - Office of Record
F   (Cols. 33-34) - Physical Form of Records
G   (Cols. 35-37) - Retention Class

1   (Cols. 38-44) - Accessioning Job Number
2   (Cols. 45-50) - Date Records Received
3   (Cols. 51-57) - Disposition Case Number
4   (Cols. 58-63) - Disposition Date
5   (Col. 64) - Type of Disposition
6   (Cols. 65-70) - Volume Destroyed
7   (Cols. 71-72) - Volume Transferred Out
8   (Cols. 73-74) - Volume Transferred to Archives
9   (Cols. 75-76) - Volume to Historical File
10 (Cols. 77-80) - Card Sequence

SECRET