

SECRET

20 NOV 1959

ORGANIZATION	Cu. Ft. of Records On Hand In HQs At End Of Fiscal Years			Cu. Ft. On Hand At Records Center - End of FY 59	Total Cu. Ft. On Hand End Of FY 59	Percent Of Total Volume In Records Center	Date of Records Control Schedule	Items In Schedules Never Acted Upon As Of 10/23/59		Cu. Ft. Of Records Destroyed in HQs Offices			Percent Of FY 59 HQs Volume Des- troyed In Offices
	1957	1958	1959					Number of Items	Total Cu. Feet	FY 57	FY 58	FY 59	
OFFICE OF THE DD/I	101	101	144 ^{1/}	19	163	11.6	Jan. 56	10	19.1	-	-	-	-
ONE	349	282	307	70	377	18.6	Aug. 57	5	2.6	227	298	445	144.9
OSI	2159	2704	2522	403	2925	13.8	Sept. 59	5	13.3	587	140	276	10.9
ORR	27,631	28,061	29,101	768	29,869	2.6	July 55	52	241.7	829	1108	1563	5.4
OCI	3,057	2,772	3,712	334	4,046	8.2	Feb. 56	35	455.0	324	384	301	8.1
OCR	35,803	34,688	36,468	9,642	46,110	20.9	Jan. 59	28	70.1	-	616	675	1.9
STATISTICS OF AD/OO	27	31	39	19	58	32.8	March 55	0	0	35	-	35	59.7
SOVMAT	21	19	18	9	27	33.3	Aug. 57	3	5.5	2	2	4	22.2
	1,274	1,296	1,486	217	1,703	12.7	May 56	9	54.4	866	782	514	34.6
FDP	3,029	3,920	2,700	114	2,814	4.1	June 59	1	6.5	153	188	462	17.1
CONTACTS	1,360	1,458	1,424	929	2,353	39.5	Feb. 58	18	29	48	54	76	5.3
OBI	1,316	1,320	1,350	80	1,430	5.6	Aug. 55	4	10.0	-	400	450	33.3
PIC	1,330 ^{2/}	5,184 ^{2/}	8,886	619	9,505	6.5	July 55	0	0	-	34	894	10.1

^{1/} Based on estimated 75% space utilization of 21 4-drawer safes and 6 2-drawer safes.

^{2/} Volume for PIC has been indicated prior to organization date (August 1958) to reflect
OCR volume exclusive of PIC material.

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Records Disposition for FY 59.

Component	BECAUSE OF FY 1959	BECAUSE OF FY 60	Disposed FY 59	TRANSFERRED TO RC	+ or - for FY 59	RC Holdings FY 59	RC Holdings FY 59
<i>Agency Total</i>	<i>END FY 59</i> 152014.8	<i>END FY 59</i> 165985.6	10254.8	9708.0	+10685.4	24977.0	31874.0
DCI	286	238	126.1	29	-42	33	62
DDI	81749.2	88012.7	5695	4572	+6264.5	104372	13211
DDP	44740.1	48058.1	1735	3462	+3318	5596	8688
DDS	25232.5	29667.4	1560.5	2045	+1744.9	8686	9442
DDC	80	93	13				

Records Disposition for FY 59 (Based on Annual Inventory reports and Records Center Annual Report)

Component	On Hand FY 59	On Hand 7-1-59	Disposed FY 59	Transferred to R.C.	+ or - FY 59	RC Holdings FY 59	RC Holdings FY 59
Office of the Director	286	238	1261	29	-42	33	62
Director							
Executive Registry	103	104	11	29	+1	33	62
Cable Secretariat	177	134	1250		-43		
Inspector General	6	No Report					
Spec Asst to Dir.	No DATA Available						
Historical Staff.	No DATA Available						
Dep Director/Coordination	8	9.3	1.3	0	+ 1.3		

RS.

Records Disposition for FY 59

Component	On Hand FY 59	On Hand 7-1-59	Disposed FY 59	Transferred to RC	+ or - FY 59	RC Holdings FY 58	RC Holdings FY 59
DDI Area.	81748.2	88012.7	5695	4572	+ 6264.5	10432	13211
Deputy Director	No Report					7.	7.
ONE	282	307.	445	12.	+25.	62	70
OSI	2704.1	2522.1	275.9	205.	-182.	231.	403.
ORR	24926.6	29122.9	1563.4	262	*+4174.3	724.	666.
O CI	2772.	3712.	301.	182	+940.	1551	334.
OCR	35800.	36468	675	2892.	+668	7898.	9642.
STATSPEC							
OO							
Chief	31.2	38.7	35.	0	+ 7.5	19	19.
Samuel	19.5	18.0	4.	3.	- 1.5	9	9
	1296.	1486	514.	44.	+190.	209	217
JDD	3919.8	2709.	462.	86.	-1219.8	30	114
Contacts	1458.	1424.	75.7	267.	- 34	937	929
OBI	1320	1350.	450	0	+30.	150	80
PIC. (Est Aug 1959)	** 75.7	8206	274	619.	+ 1667	-	619.

Records Disposition for FY 57

Component	7-1-56 on Hand FY 59	7-1-59 on Hand FY 60	Disposed FY 59	Transfer to RO	+ or - for FY 59	RC Holdings FY 58	RC Holdings FY 59
DDP AREA	44740.1	48058.2	1735	3062	+3318	5596	8658
Deputy Director		167.2					
DDP		864.2					
CI Staff		2633.8					
FI Staff		1784.					
PP Staff		1564.3					
ISS		4093.					
OPSER							
Chief		252.2					
CCD		361.7					
CDO		43.					
OISS		458.8					
PPC		276.3					
RID		21838.2					
AF		5665					
EE		3786.3					
FE		2323.					
IO		915.6					
NE		1084					
SR		2677					
WE		1712.					
WH							

Records Disposition for FY 59

Component	ON HAND FY 59	ON HAND FY 60	Disposed FY 59	Transfer To RC	+ or - FY 59	RC Holdings FY 58	RC Holdings FY 59
DDS Area	252325	296674	15605	2045	+ 11449	8686	9443
Deputy Director	No Report	-	-	12	-	42	105
SSA/DDS	158	155	3	-	- 3	-	-
Audit	47	48	6	10	+ 1	29	37
Commercial Staff	198	145.5	53.5	-	- 53.5	-	-
Communications	No Report	3270	534	43	-	36	75
Comptroller	4054*	4138	381	1068	+ 84	4416	5035
General Counsel	646	649	8	7	+ 3	53	30
Logistics	4885.7	4917.4	260.5	390	+ 31.7	2467	2020
Management Staff	160	280	8	17	+ 120	165	77
Medical	591.4	515.4	16	60	- 76	270	318
Personnel	3220.4	3357.1	240.5	255	+ 136.7	804	968
Security	6252	7048	182	108	+ 720	107	215
Training	5000	5115	160	75	+ 140	304	360