

CONFIDENTIAL

6 August 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Annual Report of Records Holdings and Equipment Inventory

REFERENCE : Your memorandum dated 17 June 63, Same Subject

As requested in referenced memorandum, the following information is furnished with regard to the records holdings and equipment presently being used by the Office of Personnel:

Cubic feet of records on hand 1 July 1962 - 2401.6

Cubic feet of records on hand 30 June 1963 - 3913.2*

Cubic feet of records destroyed during FY 63 - 262.2

Safes

4-drawer - 214

5-drawer - 7

2-drawer - 63

Cabinets

5-drawer - 49

4-drawer - 204

5x8 card file - 8

3x5 card file - 1

Map cases - 3

Wheeldex - 30

Kardex - 43

* Indicates a considerable increase in records holdings in the past year. Since each office made its own survey and I have merely compiled the report, it is possible that, in some instances, material has not been counted accurately.

25X1

25 YEAR RE-REVIEW

RAO/OP

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