

ADMINISTRATIVE - INTERNAL USE ONLY

(See attachment)

25 April 1968

TO : All Records Officers and DDP Records Officers and copy to RAB.
SUBJECT: Annual Report of Records Holdings *(22a cu)*

1. An annual report on records holdings is required from the Records Management Officer in each component at the end of each Fiscal Year. These inventory reports assist in program planning and in measuring the effectiveness of the Records Program. They are also used to satisfy reporting requirements levied upon the Agency by the National Archives and Records Services. The information required may be itemized below.

2. August 16, 1968 is the deadline for this year's reports. Your cooperation in meeting this deadline will be appreciated. Your comments or suggestions concerning the Records Management Program will help us to evaluate the Program and to make improvements where necessary. If you have any questions, please call me on extension [redacted] STATINTL



CIA Records Administration Officer

REPORT OF RECORDS VOLUME IN AGENCY OFFICES
FY 1968

_____ date

- _____ cu. ft. of records on hand 1 July 1967
- _____ cu. ft. of records on hand 30 June 1968
- _____ cu. ft. of records destroyed within your offices during the fiscal year (exclusive of Records Center)
- _____ linear feet of reference and library type materials (books, periodicals and newspapers) on hand 30 June 1968. (This volume is separate and not to be included in the records volume of line 2.)

_____ number of reels of mag tape. *(called select group of Recs offers to add to their rept. see list att'd)* *RD*
 _____ Signature *Ind. 68*

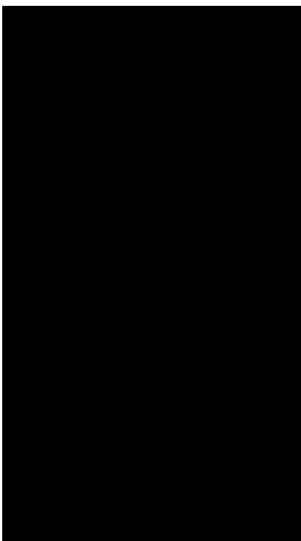
Directorate/Office _____

May 14/68

Called these Records Officers to ask them to add an item to their Records Reports —

add number of reels of magtape

STATINTL



- DST ✓
- CS -
- RD -
- OSA -
- OSP ✓



DEL ✓

STATINTL

NPIC - on leave for 2 wks

called 6-10 ✓

DDP - K. 6-18 (said Lunsford should only one involved. He would notify Bill)

Called Charles Sternam in

NARS to ask for delay in reply to Archives on Aug 1. He said we can have up to Sept 1 before they start preparing their

Sent it 8/29/68. OK'd by [redacted] & VR

James

STATINTL

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