

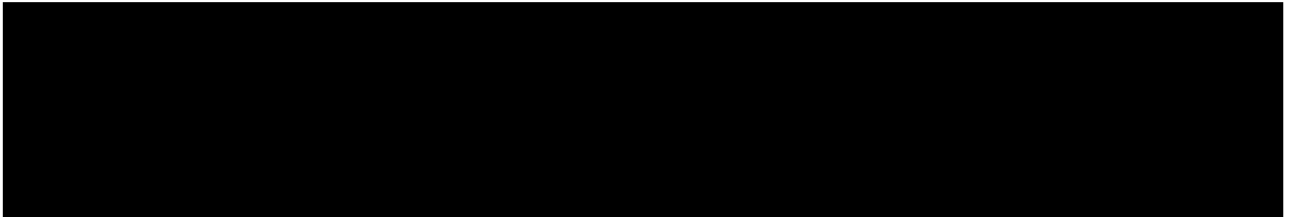
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MINUTES
DD/S STAFF MEETING

18 April 1972



2. Introduction of Guest Speaker -- Mr. Coffey. Mr. Coffey said that the guest speaker, Mr. Alldredge, would speak on the topic of Records and Records Management. Mr. Coffey said that there is a continuing need to slow the rate of growth of stored material. We are not "out of the woods" regarding records management problems. Mr. Coffey stated that attention would continue to be devoted to records management problems in the months and years ahead. Mr. Coffey noted that Mr. Alldredge had been in the archives and records business during his 30 year government career. Mr. Alldredge's last eight years were spent at the national level in records management. Mr. Alldredge will be speaking to the other Directorates in the future.

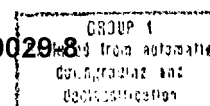
3. Records and the Management of Records -- Mr. Everett O. Alldredge.

a. The number of records being created is increasing, due in part to computer generated records and dry copier produced records. Records management is concerned with the records process. The records process includes the creation, use, filing and disposition of records.

b. One way to measure the impact of the records process is to identify that portion of an organization's budget tied up in the records process. Mr. Alldredge stated that, in relatively small organizations, about 10 percent of their budgets are tied up in the records process. A large insurance company has about 40 percent of its budget tied up in the records process. Certain federal government organizations like the Social Security Administration, Internal Revenue Service and the Census Bureau have from 45-65 percent of their budgets tied up in the records process. These latter organizations, from a records point of view, are little more than "papermills."

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c. Mr. Alldredge said that, from what he knows about the records process in CIA, he would define CIA as a "papermill." He cited several examples from CIA's records process which led him to the above conclusion:

(1) 19 million records (cables and copies) created each year;

(2) 1.6 million records (dispatches and copies) created each year;

(3) 17.6 million records (CRS processed records) created each year;

(4) 1 million records (copies of aperture cards) created each year;

(5) 2,700 different types of forms -- 50 million copies of forms printed each year; and

(6) 48 tons of classified waste destroyed each year.

d. Another way to measure the impact of the records process on an organization is to identify the average number of cubic feet of records/employee. Mr. Alldredge gave some examples:

(1) IRS -- 7.7 cubic feet of records/employee;

(2) Census Bureau -- 8.2 cubic feet of records/employee;

(3) AEC -- 12.4 cubic feet of records/employee; and

(4) CIA -- 15.0 cubic feet of records/employee.

In his opinion, CIA has the highest ratio of cubic feet of records/employee in the federal government. He said that the need for 15 cubic feet of records/employee may be explainable and valid.

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e. Mr. Alldredge said that most managers have the feeling that the whole records process is an immutable situation. What can management do? Mr. Alldredge suggested several things management could do:

(1) Bring in specialists who could zero in on one aspect of the records problem at a time. Some problem areas are forms, file systems, reports and correspondence.

(2) Executives should identify the information they need, the time frame of their need, which recorded information should be kept after use and for how long.

(3) Operating officials should be trained in order to have some feeling for the paperwork problem. They can do more to solve paperwork problems, in the long run, than can the specialists.

f. Mr. Alldredge urged the managers present to make sure that their records management personnel attend upcoming records management courses being offered by OTR in the fall. He also said that records management personnel, in order to become records specialists, should not have records management responsibilities on a part-time basis. Mr. Alldredge also suggested that there be a career ladder offering higher grades so as to encourage people to become and continue as records management specialists.

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