Executive Registry

64-0736

OFFICE OF THE DIRECTOR

Action Memorandum No. _____
A-401

Date _____
30 June 1964

A C T I O N

TO :

Director/BPAM

SUBJECT :
25X1
REFERENCE:

M E M O R A N D U M

25X1   The Historical Staff has called to my attention the fact that the Agency's archives in [ ] are in deplorable condition and will not service well should they ever be needed during an emergency. As you are aware, each component of the Agency has had the liberty to select their own material for storage in [ ] and consequently there is a wide diversity of the type of material stored with the consequent variation in application for use. I think that the time has come for us to take a most careful look at this entire problem and analyze how we are going about not only our archives but our records management to determine where we need a new approach. I would suggest that the Program Analysis Staff give some thought to this and come up with a proposal as to how we approach such a study.

25X1

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK:drm
Distribution:
O & 1 - Addressee
   1 - ER
   1 - ExDir
SUSPENSE DATE:

GROUP 1
Excluded from automatic downgrading and declassification