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DD/S 71-4296

5 November 1971

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Records Storage Control Policy
REFERENCE : Executive Director Memo to DDS, 1 July 1971,
Same Subject

1. This special report from the Records Management Board is for your information only.
2. As requested in paragraph 4 of referenced memorandum, the Records Board has examined these two specific records problems:
 - a. The development of an Agency policy establishing an "office of record" responsibility for Agency documents; and
 - b. The application of an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports.

The Board has found that there is no need for the issuance of a policy statement or other action by the Executive Director-Comptroller at this time because both problems are recognized and are being acted upon by the components concerned. The Board will continue to monitor progress in these two areas.

3. In regard to the first problem the Agency Records Administration Staff has been working with Directorate Records Managers since 1968 drafting "Retention Plans for Permanent Records." These plans are Directorate-wide lists of the files of continuing legal or historical value and include the identification of the "offices of record" responsible for the preservation of the record copy. This effort to identify responsible offices for permanent records will reinforce protection of our most valuable files provided by Records Control Schedules and will aid in the development of additional systems and procedures for their control. Then this experience will be used in phase two when the "offices of record" will be identified

MORI/CDF Pages 1-5, 21-28

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-2-

for temporary records which are many times more voluminous and complicated. These Retention Plans serve to eliminate retirement of duplicate files and will promote more systematic administration, reference, and preservation or disposal of Agency documents. They also ensure file custody and control by the organizational element with primary interest and responsibility. The current status of Retention Plans in the various Directorates is detailed in the attachment to this report.

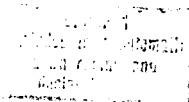
4. On the second problem, concerning an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports, the following steps have been and are being taken:

a. Printing Services Division has purchased a specialized camera that microfilms computer printouts at the rate of 165 feet a minute. Using this camera, the Office of Finance has converted over 100 cubic feet of listings to microfilm and has plans for filming another 500 cubic feet this fiscal year. The DDS&T is renting one of these cameras for one year to convert telemetry records and computer listings in FMSAC.

b. Using another technology, the Support Directorate has converted five of its computer applications involving large hard copy printouts to Computer Output Microfilm (COM). The DDP has 12 operational support computer applications and 5 records management computer applications that have been converted to COM. The DDP components have plans to withdraw some 400 cubic feet of index cards from the Records Center and convert the related computer tape record to COM in the near future.

c. The Support Services Staff is working with the Office of Personnel to convert their old hard copy printouts to microfilm and to replace many of their current hard copy computer printouts with COM applications.

d. In certain instances either the size of the report or the special user requirements of the report do not justify a COM application or conversion of hard copy printout to microfilm.



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5. The Board members feel that, at this time, satisfactory progress is being made on limiting the storage of hard copy computer printouts both at the Records Center and in the offices. Also the identification of "offices of records" is receiving as much attention as manpower and priorities permit. The Board does not recommend any policy proposal or action by the Executive Director-Comptroller at this time.

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Chairman
CIA Records Management Board

Attachment

DDS/SSS/RAB:VJB:rf (5 November 1971)

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Status of Retention Plans for
Permanent Records of the Directorates

A. The DDS&T components developed their first Retention Plan in 1969 and are currently up-dating it with a tentative target date of March 1972.

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B. A team of DDP and Agency Records Staff Officers has prepared a first draft of a Plan for DDP files. In 1969 DDP published Records Disposition Instructions [redacted] Also, for the past two years the DDP Records Staff has been working to expand the official CS Records System to include all file material of value. This has been delayed by a lack of computer capacity to handle the additional file codes. When this is accomplished they will be in a position to prepare a comprehensive Retention Plan, draw from it a list of permanent files, and establish "office of record" responsibility.

C. The DDI and DDS components have teams actively engaged in developing their Retention Plans. Completion is targeted for March 1972.

D. A member of the Agency Records Staff has been assigned to work on the Retention Plan for permanent records in the DCI Area.

E. At the "Annual Conference of Records Management Officers" this December Retention Plan developments will be reviewed.

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5 NOV 1971

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Special Report to Executive Director-Comptroller
from Records Management Board (RMB)

REFERENCE : Memorandum frm Executive Director-Comptroller
to Deputy Director for Support, dated
1 July 1971, Subject: Records Storage
Control Policy

1. The attached Records Management Board report is in response to paragraph 4 of referent memorandum. This is a reporting requirement we levied on ourselves as we were the authors of the Executive Director's memorandum. Our purpose was to get something from the Executive Director that would force the Directorates to zero in on the issues involved in this report (i.e., an Agency policy on "office of record" and storage of computer produced reports

[Redacted]

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2. Unfortunately we were only partially successful. We have made considerable progress on the issue of converting computer printouts to microfilm for long term storage [Redacted] However, we have a long way to go before we get directorate programs establishing "office of records" let alone an Agency policy and program. I think the conclusions reached by the Board on this subject is ^{ARE} correct. It will do no good to ask the Executive Director to send out something to the Deputy Directors on this subject when we know in advance that they do not now have nor will they commit the resources needed to make significant progress on this complex and difficult problem.

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3. Although I am not at all happy about the situation on "office of record" policy and procedures and the Board's action (or I should say "inaction") on this subject, I think this report should go forward to the Executive Director. If we were to tell him how bad it really is, we would only be opening up a Pandora's box and get new requirements that we simply cannot cope with.

[Redacted Signature]

Chief, Support Services Staff

25X1

Attachment

GROUP 1
Excluded from automatic
downgrading and
declassification

MEMORANDUM FOR: Col. White

Attached is the special report from the Records Management Board you requested in your memorandum of 1 July. We are making progress on limiting the volume of hard copy computer reports sent [redacted] by converting to microfilm. However, we have much more to do in establishing a policy on "office of record."

SEARCHED IN THE [redacted] IS [redacted]
CONFIDENTIAL - BUT [redacted] 25X1

~~John W. Coffey~~

JWC

(DATE)

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71-3/50

DD / S REGISTER

FILE Records

6 AUG 1971

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Finance

SUBJECT : Retention of Certain Office of Finance
Records

REFERENCE : Executive Director-Comptroller's Memorandum
dated 10 June 1971 (LR 71-3488/1),
Subject: Control of the Agency's Records
Storage Growth

1. This memorandum is primarily for the information of the Deputy Director for Support. However, we seek the DDS concurrence to paragraph 9 which outlines a course of action this Staff proposes to pursue in resolving subject issue with the DDP.

2. The recently instituted policy established by referent memorandum, limiting each directorate's deposits to the Records Center to 1,000 cubic feet net increase in FY 1972 and successively smaller increments during the ensuing years, makes it imperative that we take early and definitive action to live within the "quota" assigned to the Support Directorate. There are many avenues open to us and one of the more obvious steps we can and should now take is to destroy records that have exceeded their functional usefulness for Support Offices and whose retention is no longer required by law or other Federal records retention standards. In some instances we are keeping large quantities of records for "contingency" purposes at the insistence of DDP/CI Staff.

3. The Office of Finance has a large volume of records which according to the National Archives and Records Service and the Comptroller General standards require legal retention for 12 years. These records are headquarters vouchers and field station accountings, both of which contain travel accounting records (PCS and TDY) as well as operational entertainment and expense vouchers.

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, Support Services Staff Rm 710, Magazine Building		
2			
3			
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6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <p style="text-align: center;">To 1 -</p> <p style="text-align: center;">See the attached.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Deputy Director for Support 7D18, Hqs			
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Approved For Release 2006/11/08 : CIA-RDP84-00780R004200240004-8

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4. For ten years the Office of Finance and the CIA Records Administration Officer have tried to remove the impediments which have forestalled orderly disposal of these records after the legal retention requirements have expired. Initially the problem was one of securing agreement from the Comptroller General that the records could be destroyed without GAO audit, and that CIA audit would suffice. This was resolved 2 November 1967 on which date at CIA request the Comptroller General approved a financial records retirement program which included authority to destroy these records after the legal retention period of 12 years has expired.

5. Unfortunately, the subject field records contain intermingled indigenous payroll records, the retention period for which is 56 years. On 29 March 1968 the Director of Finance addressed a memorandum to the Deputy Director for Support seeking to have a 12-year retention period established for the indigenous payroll records to permit their disposal coincident with the disposal of the other records contained in the headquarters vouchers and field accounting collections. This memorandum was referred for review and comment to the Director of Security; Chief, CI Staff, DDP; and the Deputy Director for Plans. The Director of Security concurred 22 April 1968. In an 8 May 1968 memorandum, the Chief, CI Staff nonconcurred on a broad basis, objecting to the legally approved 12-year retention period for headquarters vouchers and field accountings and specifying that CI Staff needs the records to be retained for 30 years. In sum, the CI Staff rationale for retaining these records beyond the 12-year legal retention period is based on their expressed need to effectively carry out their responsibilities in highly important sensitive CI cases. They state that:

a. Financial records permit detailed reconstruction of travel and assignments of Agency personnel which CI claims is impossible to obtain from any other records in the Agency. They claim that these records are an essential source for determining that a certain individual is in a certain place at a particular time.

b. CI's rationale for retention of operational entertainment vouchers is less clear (particularly since these vouchers do not have true name identity of agents or prospective agents -- these are presumably maintained

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in project operational records within the DDP), however, CI Staff contends these finance documents may reveal "other actions" (other than contained in the official CS ops files) on staff, staff agent, and contract personnel which become highly important in cases involving operational security.

The Deputy Director for Plans on 17 May 1968 agreed with the Chief, CI Staff memorandum. On 23 August 1968, the DDS returned the Office of Finance proposal to the Director of Finance without approval.

6. At present, the problem of the comingling of indigenous payroll records with other financial records is being resolved. Upon the arrival of field accountings in headquarters, the Office of Finance is screening these files to segregate and remove indigenous payroll records (for 36-year retention). Steps are being taken to have the accounting files established in the field separately from indigenous payroll records; thus, headquarters screening will eventually become unnecessary. Non-current field accounting records, including those in the Records Center, will also be screened by the Office of Finance on a time available basis to remove indigenous payroll record material.

7. As of 21 July 1971, there were 2,500 cubic feet of headquarters vouchers and field accounting records over 12 years old. It is of interest to note the volume which will become 12 years old, thus subject to legal destruction, during the next 3 years:

In 1972	-	450 cubic feet
In 1973	-	450 cubic feet
In 1974	-	530 cubic feet

Taking this volume into consideration, as well as newer records accumulations in this category, it is apparent that during the next ten years approximately 500 cubic feet per year could be legally destroyed but for the CI Staff request that they be retained for 30 years.

8. We are aware of the difficulty involved in challenging the CI Staff's contention that there exists a valid justification to retain these records for CI contingency purposes, however, it is clear that the operational and legal use in the Support Directorate ends when they are 12 years old. This is the largest single collec-

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tion of records in the Support Directorate and it is now growing at an annual rate of 500 cubic feet. The DDS simply cannot live within the 1,000 net cubic feet annual allocation if we cannot destroy these records when they reach the 12-year legal retention period. Additionally, from a cost effectiveness standpoint, long term retention is an ever increasing burden. For example, the 2,500 cubic feet that we could now destroy will occupy new motorized shelving at a capital investment cost of \$15,000 and requires another \$2,500 in annual overhead costs. If nothing is done this collection would continue to grow at an annual rate of 500 cubic feet, costing \$4,000 in capital investment and overhead charges each succeeding year. By 1979, the first year we could begin to destroy records on the 30-year retention basis, costs would have mounted to \$42,000 in capital investment and over \$41,000 in overhead charges. Conversion to microfilm is an alternative if DDP insists a 30-year retention basis but this even is more expensive. Although DDP/CI has already taken the position that the frequency of their requests for searches of these finance records is not a substantive basis for judging their value, we contend that it should be a significant factor. In this regard, Office of Finance reports that they have no record of a DDP reference request during FY 1970 and 1971 involving accountings that are past the 12-year retention period.

9. Subject to concurrence of the DDS, we intend to pursue the following course of action to resolve this problem:

a. At the Support Services Staff level formally request the DDP/RMO and DDP/CI Staff to: (1) review the subject 12-year old records again in view of the lack of reference activity, the costs (dollar and space) of retaining these records, and the validity of CI Staff rationale on retention in relation to other Clandestine Services record retention priorities. See attached memorandum.

b. If the DDP review results in their desire to maintain the current 30-year retention policy, transfer Records Center space allocation "charges" on these records from the Office of Finance to the DDP. Additional records in this category would also be "charged" to the DDP as they pass the 12-year legal retention period (approximately 500 cubic feet per year). Office of Finance would retain technical control over the records. It should be pointed out that such an immediate transfer

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of 2,500 cubic feet of records (unless offset by reductions in other DDP Records Center holdings or by the DDP undertaking a major program to microfilm this collection) would cause the DDP to exceed by 1,500 cubic feet its FY 1972 allocation for Records Center deposits. This no doubt would trigger our first major test of the new records storage policy and would presumably end up with the Executive Director-Comptroller for resolution.



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Chief, Support Services Staff

Attachment



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CONCUR:

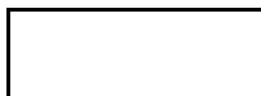
6 AUG 1971

L. E. Bush
Director of Finance

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support


23 AUG 1971

C/SSS
PLEASE CHECK BACK AFTER
COMPLETION OF 9A ACTION
AND BEFORE IMPLEMENTING
9B- 

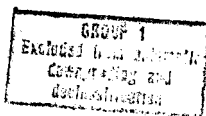
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DDS/SSS/HEP/LRF:rf (5 August 1971)

Distribution:

- Orig. ~~Address~~ w/att. (*Ret'd to C/SSS*)
- 1-D/Finance w/att.
- 1-SSS Subject
- 1-SSS Chrono
- 2-DD/S 

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6 AUG 1971

MEMORANDUM FOR: Chief, Information Services Division, DDP

ATTENTION : Deputy for Information Management

SUBJECT : Retention of Certain Office of Finance Records

REFERENCE : Executive Director-Comptroller's Memorandum
dated 10 June 1971 (ER 71-3488/1),
Subject: Control of the Agency's Records
Storage Growth

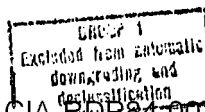
1. This memorandum requests DDP/ISD and DDP/CI Staff to re-examine CI's previously stated need to retain certain finance vouchers and accountings in excess of established legal retention periods. These records contain travel accountings as well as operational entertainment and expense vouchers which CI Staff has requested the Office of Finance retain for 30 years, rather than 12 years as prescribed by the U.S. Comptroller General and the Archivist of the United States.

2. As you know, and is emphasized in the referent memorandum, we are seriously limited in terms of available space in the Records Center and these finance records represent the largest category of records holdings in the Records Center chargeable to the DDS. As of 21 July 1971, there were 2,500 cubic feet of headquarters vouchers and field accounting records over 12 years old. In addition to this 2,500 cubic feet, the volume which will become 12 years old and subject to legal destruction during the next 3 years is as follows:

In 1972	- 450 cubic feet
In 1973	- 450 cubic feet
In 1974	- 530 cubic feet

Taking this volume into consideration, as well as newer records accumulations in this category, it is apparent that during the next ten years approximately 500 cubic feet per year could be legally destroyed but for the CI Staff request that they be retained for 30 years.

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3. It is clear that the operational and legal use of these records in the Support Directorate ends when they are 12 years old. This is the largest single collection of records in the Support Directorate and with its annual growth rate of 500 cubic feet the DDS simply cannot live within the 1,000 net cubic feet annual allocation if we cannot destroy these records when they reach the 12-year legal retention period. Additionally, from a cost effectiveness standpoint, long term retention is an ever increasing burden. For example, the 2,500 cubic feet that we could now destroy will occupy new motorized shelving at a capital investment cost of \$15,000 and requires another \$2,500 in annual maintenance costs. If nothing is done this collection would continue to grow at an annual rate of 500 cubic feet, costing \$4,000 in capital investment and overhead charges each succeeding year. By 1979, the first year we could begin to destroy records on the 30-year retention basis, costs would have mounted to \$42,000 in capital investment and over \$41,000 in overhead charges. This appears to be an extremely high price to pay for CI contingency purposes. Conversion to microfilm is an alternative if DDP insists on a 30-year retention basis but this is even more expensive.

4. In re-examining and revalidating the justification for retaining these records 18 years beyond the legal retention period, we urge the following factors be considered:

a. The Agency costs to retain these records for this contingency is conservatively estimated at \$83,000 over the next 8 years alone. Estimated costs to film this collection (assuming DDP/CI could make manpower available) are approximately \$100,000 for the initial 2,500 cubic feet and \$20,000 per annum to film the 500 feet per year growth in these records.

b. The validity of CI Staff's assumptions should be carefully examined. That is, can we indeed rely on these records to provide a detailed reconstruction of travel, assignments, and other operational activity on the part of staff, staff agent and contract personnel? Even if we can, how significant is this "additional" data in relation to information already contained in the extensive operational project files retained in the Clandestine Services records system.

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c. If these records are to be retained longer than the 12-year legal limit to meet the DDP/CI requirement, DDS has no alternative but to charge the volume involved to the DDP space allocation at the Records Center. Office of Finance would retain technical control of the collection but the 2,500 cubic feet which could be legally destroyed now would use up the DDP's annual records space allocation for the next 2 1/2 years unless there are offsetting reductions in the 24,000 cubic feet of DDP records [redacted]. It is significant to note that these records deposits when charged to the DDP would represent 10 percent of the DDP records [redacted]. The justification for retention therefore should be judged in relation to other DDP records retention requirements, forcing a decision on which collections would have to be removed in order to absorb the 2,500 feet within the present records space allocation for the DDP.

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d. CI Staff has previously stated, memorandum dated 8 May 1968 (DDP 8-1896), that frequency of requests for searches of these finance records is not a substantive basis for judging their value. We suggest that in view of the costs of retaining these records and the priority they may have in relation to other DDP records, the use of this collection might now be a significant factor. In this regard, Office of Finance reports that they have no record of a DDP reference request during FY 1970 and 1971 involving accountings that are past the 12-year retention period.

5. We would appreciate the results of your review of this problem by 1 October 1971, in order that we may commence destruction of the collection or if they are to be retained, arrange for these records to be charged against the DDP records storage allocation per referent memorandum.

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[redacted]
Chief, Support Services Staff

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GROUP 1
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TRANSMITTAL SLIP		DATE	28 JUN 1971
TO: Executive Registry			
ROOM NO.	BUILDING		
7E12	Hqs		
REMARKS:			
<p>C/SSS requests that the attached package be handled the same as the "Presidential Library" package.</p> <p>That is, after signature, pls return the Orig to C/SSS via DD/S for preparation of appropriate copies and distribution.</p> <p>Thanks.</p>			
FROM: O/ADD/S			
ROOM NO.	BUILDING	EXTENSION	
7D18	Hqs		

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

DD/S RECORDS
FILE Records

MEMORANDUM FOR: Col. White

Here for your approval is a plan by the Records Management Board which limits the net growth of records in storage. Each Directorate will be allocated 10,000 feet of the available capacity and may use only 1,000 feet of it the first year. Each subsequent year the net new volume decreases by 50 feet, thus their allocations should last 20 years. Eventually they should be destroying as much old volume as they are storing new material.

The Board members coordinated this proposal in their respective Directorates.

Memos for Ex Dir signature to the Deputies are attached to ~~implement this plan.~~

[Redacted Signature] 25 Jun 71
(DATE)

John W. Coffey

STAT

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

Prepared by SSS

DD/S Distribution:

Orig Blue Note - Ex. Dir.-Compt., w/Orig & 3 of Atts *

1 - DD/S Chrono

1 - DD/S Subject ✓

*Atts:

DD/S 71-2367: Memo dtd 10 June 71 for Ex. Dir.-Compt., thru DD/S, fr Chairman, Records Management Board and Directorate Representatives, subj: Control of the Agency's Records Storage Growth

16 JUL 1971

DD/S 71-2368: Memo dtd _____ for DD/S&T, DD/P, DD/I, DD/S, fr Ex. Dir.-Compt., subj: Records Storage Control Policy

DD/S 71-2369: Memo dtd 2 JUL 71 for DD/S fr Ex. Dir.-Compt., subj: Records Storage Control Policy

CONFIDENTIAL

7/4-236/

10 JUN 1970

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Control of the Agency's Records
Storage Growth

1. Paragraph 11 of this memorandum contains a recommendation for your approval.

25X1 2. For many months, the Records Management Board and the Agency's Records Management Staff have devoted a major portion of their efforts to the problem of containing a constantly increasing Agency records storage space requirement within a limited fixed area [redacted] Over the past two years, interim steps have been taken to postpone reaching full and final capacity at the Center. These measures included the following four principal approaches:

25X1 a. A concerted effort was initiated in 1968 to achieve a substantial reduction in Directorate holdings in storage [redacted] For two and a half years a records purge was conducted by each Directorate and resulted in a net Agency reduction of about 8,000 cu. ft. of records. This net reduction is a temporary reversal of the previous growth rate which averaged about 6,500 cu. ft. per year during the preceding ten-year period.

25X1 b. Resources were made available and action initiated last year to install modern records storage equipment and to renovate warehouse storage space at [redacted] in order to make available approximately 20,400 cu. ft. of additional capacity. A total of 153,000 cu. ft. of storage space will be available when this work is completed sometime late in 1971.

c. Concurrently, a variety of programs were initiated to explore record miniaturization techniques and applications in order to reduce the volume of records requiring storage space and to improve retrieval and utilization of filed data.

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d. Each Directorate continued, with varying degrees of success, to examine records creation and retention policies in order to try to reduce the growth burden on the records storage facilities of the Agency.

3. Two of the foregoing approaches -- the "purge" and the acquisition of space and equipment -- are, in terms of accrued benefits, "one-shot" affairs. Although they have provided a breathing spell -- perhaps six or seven years -- they will not result in any long-term or permanent solution to the Agency's records storage growth problems. Although they should continue as an element in each Directorate's records management program, additional purges in the foreseeable future will provide substantially fewer benefits. The allocation of significant resources for further physical expansion seems very unlikely. No permanent solution is possible unless net growth rates are reduced ultimately to zero. The other two approaches to the problem -- miniaturization and policy changes for records creation and retention -- are slow-moving and complex efforts which impact on each Directorate's record problems in varying degrees. There is reason to believe that the success of these approaches relates directly to each Directorate's motivation to attack the problem. However, it is within these two areas -- miniaturization and more rigorous control over records creation, retention, and destruction -- that the long-term resolution of the Agency's records storage problems lies.

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4. All Directorates are fully aware of the stringent records storage space situation at [redacted]. Recently, each performed well in "purging" its storage records of documents no longer having retention value. Each is exploring microphotography as a space-saving and retrieval device. Offices are reviewing the level of their "supplemental distribution" document stocks.

5. The conclusion reached as a result of these efforts is that accomplishments depend to a large extent on the degree of priority and importance which the line command in each Directorate places on the records storage and control problem. Even so, in the absence of specific goals, achievement is sporadic and unpredictable. Given the Agency's heterogeneous activities, organizations, and approaches to management problems, any attempt to institutionalize uniformity or centralization among Directorates' microfilming systems, policies, and procedures, is of doubtful utility, and in the long run, is probably counterproductive and may be impossible to define. In other words, each Directorate must do its own job and run its own program. A central Agency staff component can only advise -- it can accomplish little.

- 2 -

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6. The fact remains that the Agency has a fixed and limited records storage capacity to accommodate what will be a continually increasing records storage load. If nothing is done, the CIA Records Center will reach maximum capacity in six or seven years. Since the Directorates have control of their own records creation and retention policies and programs, they must also assume the responsibility for controlling the size of the storage burden imposed on the Agency storage facility as a result of their records creation and control activities. This means that each Directorate must be limited to a gradually decreasing annual net growth in records stored at the Records Center and eventually the annual volume accessions must equal annual destruction volume. This limitation must be focused on a date in the future when the cubic footage of new records stored each year will equal that of old records removed. Concurrently, an Agency policy prohibiting the procurement of additional storage facilities -- safes and files -- at Headquarters and other Agency locations, except perhaps when a new organization is created will prevent merely transferring the problem from [] to other Agency locations.

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7. The allocation of an annual net records storage increase to each Directorate will control the flow of records to the Records Center, but at the same time, the solution to each Directorate's records storage problem is clearly the responsibility of the individual Directorate. Each Directorate will determine for itself whether microfilming, reductions in records creation and retention, the storing of microfilmed computer-produced reports in lieu of hard copy, or any other approach is cost-effective. This will contribute materially to its ability to live within the allocated annual storage rate. The Directorates will have to assume the responsibility for developing and implementing records reduction actions within their own areas of management responsibility. The retirement of records to the Records Center will continue to be accomplished through the existing Records Control Schedules processes to ensure that legal retention requirements are observed.

8. The following data is presented to clarify this approach:

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|-----------------------------------|------------------------|-----------------------|
| a. Total records storage capacity | [] at the end of 1971 | 153,000 cu. ft. |
| b. Less Agency archives storage | at present | <u>16,000 cu. ft.</u> |
| c. Capacity for general purpose | storage | 137,000 cu. ft. |

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- d. Reserved for archives growth 5,000
- e. Reserved for contingencies 15,000 20,000 cu. ft.
- f. Capacity available for
Directorates (and DCI area) 117,000 cu. ft.
- g. Current Directorates and
DCI storage levels (as of
1 April 1971) 75,000 cu. ft.
- h. Net capacity available for
future growth 42,000 cu. ft.

A net growth capacity of 42,000 cu. ft. means that, in order to avoid further investment in additional storage space, each of the four Directorates must be limited to a growth of 10,000 cu. ft. (and DCI area 2,000 cu. ft.) over whatever period of time is deemed advisable. When this 42,000 additional cu. ft. has been occupied, annual levels of the introduction of records into storage must equal annual records destruction levels. It would appear that a twenty-year program of gradually decreasing annual records storage authorizations is necessary to provide Directorates with a time-frame within which to explore, establish, and implement the means to achieve equilibrium between records creation and records destruction.

9. The following system imposing a reduction each year in the annual net increase in space allocated for records storage [] by each Directorate will serve this purpose. Each Directorate will be required to limit net increases in its annual records storage levels [] as follows:

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- 1st yr. FY 1971 1,000 cu. ft.
- 2nd yr. FY 1972 950 cu. ft.
- 3rd yr. FY 1973 900 cu. ft.

etc. (annually reduced by 50 cu. ft. each year)

- 19th yr. (FY 1989) 100 cu. ft.
- 20th yr. (FY 1990) 50 cu. ft.

Each year thereafter -- no net increase is authorized.

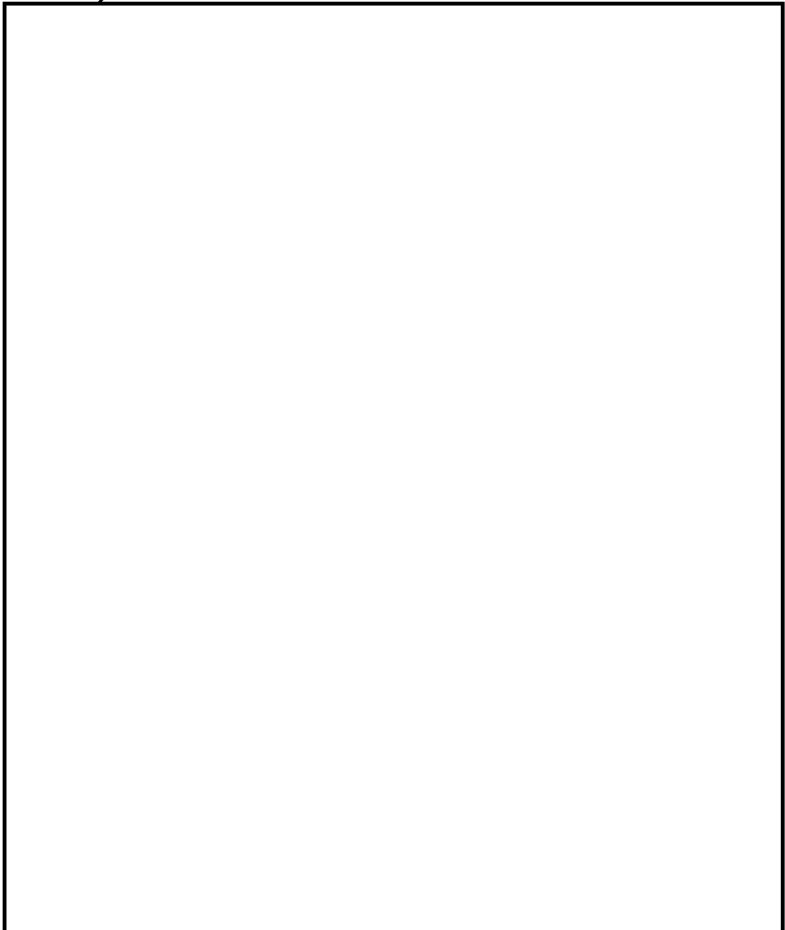
Of course, if new Directorates are created, or if unknown requirements appear which cannot be met through the contingency space available, these annual net increase allocations can be further reduced or reallocated at any time as circumstances warrant.

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10. Prior to the purge campaign, the storage burden on the Records Center increased on the average of about 6,500 cu. ft. per year. Application of the proposed approach should not impose an unacceptable burden on any Directorate. If the program is successful by the tenth year, the annual net increase will have been cut in half and by the 20th year will have ended.

11. It is recommended that the implementation of the approach set forth in this memorandum be approved and that you sign the attached memorandum addressed to the Deputy Directors informing them of this new policy and establishing Directorate annual net increase allocations. The memorandum to the Deputy Director for Support comments on the additional responsibilities of the Support Directorate in connection with the implementation of this policy.



10 June 1971
Date

6/10/71
Date

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Date

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DD/S Distribution:

Orig - Adse

1 - ER

2 - DD/S Chrono Subject

1 - Sec/RMB

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Concur with recommendation contained in Paragraph 11:

/s/ Robert S. Watt

25 JUN 1971

John W. Coffey
Deputy Director for Support

Date

The recommendation made in Paragraph 11 is approved:

[S]
L. K. White

Executive Director-Comptroller

Date

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DD/S 71-2368

CONFIDENTIAL

6 JUL 1971

MEMORANDUM FOR: Deputy Director for Science & Technology
Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Support

SUBJECT : Records Storage Control Policy

REFERENCE : Memorandum from Agency Records Management
Board to Executive Director-Comptroller
dated 10 June 1971 (attached)

25X1 1. Last year I approved the allocation of funds to modernize the Records Center equipment and to renovate some additional storage space [redacted] Many components performed well during the past two years in reducing their net holdings at the Center. These actions have provided temporary relief for our records storage problem but offer no permanent solution.

25X1 2. Each Directorate must initiate aggressive and systematic records control programs to reduce its net annual increase in the storage loads imposed on the Records Center eventually to zero. Therefore, I am establishing for each Directorate an annual Records Center storage net growth limit which, over a twenty-year period, should result in no further increase in the Agency's records storage space requirements. In order to avoid merely transferring the problem [redacted] to Headquarters office space, I have instructed the Deputy Director for Support to cease issuing additional safes and other file equipment in the Washington area unless the requirement is fully justified (as, for example, in the case of a newly created organization). Before the requisitions are submitted to the DDS, I shall expect the Directorate Executive Officer or comparable senior officer to review the justification.

3. Effective in Fiscal Year 1972, the net increase in records storage space at the Agency Records Center is limited for each Directorate to 1,000 cubic feet. Each following year the allocation will be reduced by 50 cubic feet. (1973 - 950 cubic feet; 1974 - 900 cubic feet; etc.) Success in this approach will reduce the annual increased load on the Records Center by one-half in ten years and to zero in twenty years.

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4. The Agency Records Management Staff will assist your components in exploring methods to achieve these goals. Micro-filming offers considerable space saving as well as improved retrieval. Rigorous review of records creation, retention, and destruction policies and procedures within the framework of the existing Records Program and Federal law should provide additional opportunities. There are various avenues to explore to achieve eventual equilibrium between records creation and destruction. We now have a breathing spell within which to take action, but planning must be initiated and actions implemented or time will embargo many of these possibilities. I hope you will give this your personal attention and support.

LSJ
L. K. White

Executive Director-Comptroller

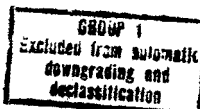
Attachment:

Referent Memorandum

Distribution:

Orig - Adse, w/att (Return to C/SSS via DD/S)
1 - ER w/att
2 - DD/S
1- Sec/RMB

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Records Storage Control Policy

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1. I have approved the recommendations of the Records Management Board establishing an annual declining records storage growth authorization for each Directorate. Restricting each Directorate to 1,000 cubic feet of growth this fiscal year and reducing that by 50 cubic feet each succeeding year hopefully will achieve an approximate balance within twenty years between new records placed in storage and those destroyed. To avoid transferring the problem to office space in the Washington Headquarters area, I have also informed each Deputy Director that no more filing equipment or safes will be issued to any component in Washington unless the need is fully justified by the requesting Directorate and approved at an appropriate level in the Support Directorate.

2. Each Directorate will assume the responsibility for managing its records creation storage and disposal problems, of course, within the framework of the existing Agency regulations and Federal law as it applies to the Central Intelligence Agency. They will be responsible for instituting policies and procedures which will enable each to stay within his annual net growth authorization.

3. I visualize no diminution of the Agency Records Management Officer's responsibilities to provide advice, guidance and assistance to each Directorate to enable them to live within their annual allocation. Relieving the Agency Records Officer of continually trying to deal with the storage space shortage problem should permit his staff more time to work with each Directorate to develop the techniques peculiar to its own requirements which will achieve the results we are looking for.

4. I will expect the Records Management Board to provide recommendations concerning: (a) the development and application of an Agency policy establishing an "office of record" responsibility for Agency documents insofar as storage, retrieval, and destruction are concerned; and (b) the application of an Agency policy limiting the storage at the Records Center of all computer-prepared reports to computer-prepared microfilm copies of these reports. I would like the results of the Board's deliberations on these two issues by 31 October 1971.

L. K. White
Executive Director-Comptroller

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DD/S 71-2369

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Records Storage Control Policy

1 July 71

1. I have approved the recommendations of the Records Management Board establishing an annual declining records storage growth authorization for each Directorate. Restricting each Directorate to 1,000 cubic feet of growth this fiscal year and reducing that by 50 cubic feet each succeeding year hopefully will achieve an approximate balance within twenty years between new records placed in storage and those destroyed. To avoid transferring the problem to office space in the Washington Headquarters area, I have also informed each Deputy Director that no more filing equipment or safes will be issued to any component in Washington unless the need is fully justified by the requesting Directorate and approved at an appropriate level in the Support Directorate.

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2. Each Directorate will assume the responsibility for managing its records creation storage and disposal problems, of course, within the framework of the existing Agency regulations and Federal law as it applies to the Central Intelligence Agency. They will be responsible for instituting policies and procedures which will enable each to stay within his annual net growth authorization.

3. I visualize no diminution of the Agency Records Management Officer's responsibilities to provide advice, guidance and assistance to each Directorate to enable them to live within their annual allocation. Relieving the Agency Records Officer of continually trying to deal with the storage space shortage problem should permit his staff more time to work with each Directorate to develop the techniques peculiar to its own requirements which will achieve the results we are looking for.

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L. K. White

Executive Director-Comptroller

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MEMORANDUM FOR: Deputy Director for Support

1 JUL 1971

SUBJECT : Records Storage Control Policy

1. I have approved the recommendations of the Records Management Board establishing an annual declining records storage growth authorization for each Directorate. Restricting each Directorate to 1,000 cubic feet of growth this fiscal year and reducing that by 50 cubic feet each succeeding year hopefully will achieve an approximate balance within twenty years between new records placed in storage and those destroyed. To avoid transferring the problem [redacted] to office space in the Washington Headquarters area, I have also informed each Deputy Director that no more filing equipment or safes will be issued to any component in Washington unless the need is fully justified by the requesting Directorate and approved at an appropriate level in the Support Directorate.

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2. Each Directorate will assume the responsibility for managing its records creation storage and disposal problems, of course, within the framework of the existing Agency regulations and Federal law as it applies to the Central Intelligence Agency. They will be responsible for instituting policies and procedures which will enable each to stay within his annual net growth authorization.

3. I visualize no diminution of the Agency Records Management Officer's responsibilities to provide advice, guidance and assistance to each Directorate to enable them to live within their annual allocation. Relieving the Agency Records Officer of continually trying to deal with the storage space shortage problem should permit his staff more time to work with each Directorate to develop the techniques peculiar to its own requirements which will achieve the results we are looking for.

4. I will expect the Records Management Board to provide recommendations concerning: (a) the development and application of an Agency policy establishing an "office of record" responsibility for Agency documents insofar as storage, retrieval, and destruction are concerned; and (b) the application of an Agency policy limiting the storage at the Records Center of all computer-prepared reports to computer-prepared microfilm copies of these reports. I would like the results of the Board's deliberations on these two issues by 31 October 1971. Furthermore, the Board is expected to submit an annual progress report on the extent to which we are achieving the goals of this program.

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[Redacted Signature]

L. K. White

Executive Director-Comptroller

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Mr. ~~Goffey~~ via Mr. Wattles and



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Attached for your review and forwarding to the Executive Director-Comptroller is a plan by the Records Management Board to limit the annual net growth in the Agency Records Center at WTC.

After months of serious discussion the Board members have gotten their Directorates to agree to try ~~and~~ ^{to} live with this limited annual net growth. The DDP favored the plan but the DDI area was most reluctant and felt its extreme purge effort left it at a disadvantage with heavier deposits likely in the future.

The attached plan prescribes a net growth of 1,000 cubic feet for each Directorate this year and 50 feet less each year for the next 20 years. By that time the Directorates should be destroying a volume equal to their annual deposits. Thus they hope to eventually end the demand for more records storage space.

The plan requires each Directorate to determine for itself how to stay within its limited net growth. The Agency Records Staff will continue to control the Records Center and Program as well as to provide guidance, techniques, and standards but the Directorates will be responsible to accomplish their own systems conversions and controls to limit net growth.

Originally the study proposed that the DDS personally approve requests for safes and records equipment to prevent the storage problem from moving from WTC to Headquarters. As now written you may delegate that approval authority. The Agency Records Staff can continue to do this for you.

At present the cubic-foot volume each major component has in storage is as follows:

<u>Cu. Ft. June 1</u>	<u>FY71 Net Growth To Date</u>
DCI 2,119	+158
DDI 22,023	(-9,834)
DDP 24,092	+656
DDS 21,947	+532
DDS&T 4,095	+297
<hr/>	<hr/>
74,276	(-8,191)

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As you will note all components are well within their 1,000-foot quota for this first year. When Col. White sends the memos to the Deputies, the Records Officers will have a new lever with which to pressure their offices to face up to local records problems. This new tool should prove to be as strong and effective as the purge has been during the 1968-1971 period.

Although the flat figure of 1,000 feet for each Directorate may seem arbitrary, the Board could not easily come up with a more equitable formula. The three large Directorates are comparatively close volume-wise, and the younger and smaller DDS&T is just beginning to accumulate more semi-active records of the age for temporary storage and old historical documentation for permanent storage. The allocated 10,000 feet for each Directorate and 2,000 feet for the DCI area plus a contingency reserve of 15,000 feet will give the Records Center and Board enough elbow room and objectives with which to work on the problem for the next few years.

We can reconsider the allocations and plan if we have a major organization change or if our efforts with standard microfilming, computer microfilming, or other new systems and technologies do not prove sufficiently effective volume-wise.

I recommend you initial the study and forward it to Col. White. A proposed transmittal slip is attached for your consideration.

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NOTE FOR DDS REGISTRY:

This package has already been logged through your registry. Please send entire package to Peggy.

NOTE FOR PEGGY:

This is the package I took back from Mr. Wattles to rewrite the memo for Col. White's signature to the Deputies (Mr. Wattles wanted it boiled down a bit). The new version is in the package. I am also forwarding a "red" lined copy of the original version to make it easier for Mr. Wattles to see what I took out and why I couldn't reduce it even further -- (You might show this to him).

Suggest we handle this as we did the Presidential Libraries package, i.e., after Col White signs the memos return them to me and we will reproduce and add the attachments and send it out directly to the addressees.

2 to RB 11

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DDS 71-2368

*SPIN TO
A/DOJ*

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Records Storage Control Policy

25X1

1. ~~As you undoubtedly know~~, the Agency's records storage facility is not capable of absorbing indefinitely an annual net growth in storage requirements of from five to ten thousand cubic feet of records. Last year I approved the allocation of funds to modernize the storage equipment and to renovate some additional space at the ~~the~~ Records Center. Many of your components performed well during the past two years in reducing their net holdings at the Center in an effort to alleviate the critical storage problem faced by the Agency. These actions serve to postpone the problem but offer no permanent solution and, unfortunately, I can foresee no possibility for the allocation of significant resources to increase the physical size of the records storage facility.

2. ~~In my judgment~~, each Directorate must initiate aggressive and systematic records control planning and management programs in order to reduce its net annual increase in the storage loads imposed on the Records Center eventually to zero. ~~I realize this goal would be difficult to achieve without some concrete annual goal which your office directors and records management people can utilize to measure the potential value and success of their efforts.~~ Therefore, I am establishing for each Directorate an annual Records Center storage net growth authorization which, over a twenty-year period, should result in no further increase in the Agency's records storage space requirements. In order to avoid merely transferring the problem from WTC to Headquarters office space, I have instructed the Deputy Director for Support to cease issuing additional file storage safes and other *file* equipment to components in the Washington area unless the requirement is fully justified (as, for example, in the case of a newly created organization) and is approved by him. Before the requisitions are submitted to the DDS, I shall expect the Directorate Executive Officer or comparable senior officer to review the justification ~~for records equipment~~.

3. Effective Fiscal Year 1972, the net increase in records storage space at the Agency Records Center is limited for each Directorate to 1,000 cu. ft. Each following year the allocation will be reduced by 50 cu. ft. (1973 -- 950 cu. ft.; 1974 -- 900 cu. ft., etc.). Success in this approach will reduce the annual increased load on the Records Center by one-half in ten years and to zero in twenty years.

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4. The Agency Records Management Staff, of course, will assist your components and records officers in exploring methods to achieve these goals. Microfilming, especially computer output microfilming in the case of computer prepared reports, offers considerable potential space saving as well as improved retrieval possibilities. Rigorous review of records creation, retention, and destruction policies and procedures within the framework of the existing Records Program and Federal law should provide additional opportunities. In short, there are various avenues which can be explored to achieve eventual equilibrium between records creation and destruction. The point is that we now have a breathing spell within which to take action in this area, but planning must be initiated and actions implemented or time will embargo many of these possibilities in the future. I hope you will give this your personal attention and support.

L. K. White
Executive Director-Comptroller

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