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DD/S 72-2911

2 4 JUL 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT   : Support Services Staff Contribution to the
                   Agency Annual Report

REFERENCE   : Memorandum frm A/DDS dtd 6 July 1972
                   (DD/S 72-2676)

    1. Forwarded herewith are four copies of the Support
Services Staff portion of the Agency Annual Report.   STAT

    2. Although it was awkward at times, we did our best to
follow the format outlined in Tab A of referent memorandum.

Chief, Support Services Staff

Attachment

DD/S 72.2911

24 JUL 1972

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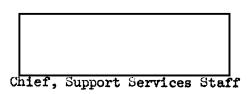
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SUPPORT SERVICES STAFF, DDS
CONTRIBUTION TO
AGENCY ANNUAL REPORT

I. MAJOR DEVELOPMENTS

The most significant development involving the Support
Services Staff (SSS) during Fiscal Year 1972 was the transfer
of the Records Management Branch (including the Archives and
Records Center) from SSS to the Office of the Executive Direc-
tor-Comptroller at the end of the fiscal year. The decision
by the Executive Director to effect this change was based on
recommendations of the DDS/SSS and a recent Inspector General
review of the Agency records management situation. This Staff
favored the concept that the records management function would
receive a needed shot in the arm by being organizationally
located at the Agency's most senior executive level. In the
same memorandum (ER 72-1307) the Executive Director estab-
lished a position of Special Assistant for Information Control
(SA/IC) on his immediate staff with responsibilities for estab-
lishing a formal CIA archives program and structure, serving
as the CIA Records Management Officer, and chairing a new and
more senior CIA Records Management Board. The new position
of SA/IC is intended to provide a single Agency mechanism for
executing the fullest coordination of information control pro-
cedures including records management, histories, and archives
administration. The SSS has vigorously championed these moves
as essential to the protection of Agency archival materials
and the stimulation of a more fully participative and active
records management program.

II. MAJOR ACCOMPLISHMENTS AND FAILINGS

C. Production and Related Processing

2. Processing

c. Information Handling and Support

(1) In July 1971 the Executive Director approved
a policy limiting each directorate to a pre-
scribed net annual growth in their records

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on deposit in the Records Center. The objective of this policy is to require all components to take hard looks at their records retention plans, review collections now on deposit in the Records Center, and to force a more realistic and disciplined approach in scheduling retention periods of records destined for deposit in our Records Center. The ultimate objective is to limit Records Center records growth, forestalling the need for an expanded Records Center building or another major records purge. This policy has proven eminently successful to date with all of the directorates remaining well within their growth quotas for FY 1972. As a corollary to this policy the Executive Director instructed the DDS to cease issuing additional safes and other file equipment in the Washington area unless the requirement is fully justified. Before requisitions are submitted to the Support Directorate, the various Directorate Executive Officers or comparable senior officials must review and approve the justifications.

(2) As a further measure to afford adequate Agency document storage capability at the Records Center, the installation of moveable shelving was completed in the second floor portion of the Records Center. This shelving increased the Records Center building storage capacity by 27 percent (from 107,000 to 136,000 cubic feet capacity). The moveable shelving is loaded as programmed and is functioning well.

(3) Shortened Retention Period for Finance Headquarters and Field Accountings.

After careful and lengthy review of the DDP requirement to retain Finance accountings 18 years longer than their legal period (i.e., 12 years) we obtained DDP's concurrence to

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destroy these records when they have aged to their 12 year legal retention limit. This is the largest single collection of records in the DDS and this decision allows us to initially destroy some 2,600 cubic feet and approximately 500 cubic feet each succeeding year. This was a major breakthrough in our overall efforts to reduce records retention schedules and a major factor in our ability to live within the newly established policy limiting the directorate growth of records on deposit at our Records Center.

(4) During Fiscal Year 1972, SSS took cognizance of the growing Agency need for a centralized point to provide focus to expanding micro-filming activities. SSS, in conjunction with an SSS consultant expert, OTR, and OL/PSD, presented 13 short (3 day maximum) seminars to familiarize senior officials and users with the potentials as well as the limitations of the various microforms, representative microfilm equipment, and examples of suitable applications. These seminars have generated considerable interest in many components, accentuating the requirement for establishment of a body of knowledgeable officers who can provide advice, assist and guide the components with microfilm systems analyses, and microfilm equipment selection, on an Agency-wide basis. SSS is in the process of establishing a four-person microfilm program branch to satisfy this need; we now have two officers addressed to this activity on a full-time basis (one of whom, recently assigned, is in a training mode). SSS is acquiring a limited quantity and variety of microfilm equipment which will be loaned to components to accelerate pilot program starts. SSS ability to respond to requests for assistance will grow as we acquire the requisite number of qualified personnel.

-4-

(5) Noteworthy Accomplishments in Expanding the Use of Microfilm in the Support Directorate During FY 1972 are as follows:

(a) Significant progress has been made in replacing IBM computer printouts of various management reports with Computer Output Microfilm (COM). In the first year of operation, the SIPS COM applications produced the equivalent of 510,000 original pages and 1,207,817 copy pages of microfilm that had previously been distributed in hard copy form. (See Tab A for detailed breakout of FY 1972 COM applications). This process has yielded tangible benefits in the form of reduced material costs (a savings of $6,600), and compact storage of reports (microfilm equivalent of the 490 boxes of paper fits into 10 boxes). The SD-4440 COM device will become cost effective when total usage reaches 3 million pages of original recording yearly. Implementation of the new Payroll system in early 1973 will account for one million pages yearly. Most of the reports currently produced are undergoing some degree of change as a result of the SIPS design effort. Additional reports will be added gradually as new report specifications are developed.

(b) In addition to major COM applications in Office of Finance, systems design has been completed and significant filming already underway on Finance voucher files. Also, Finance, using the high speed Rotoline camera, has converted 1,050,000 pages of IBM hard copy machine listings to microfilm and will no longer keep these large volume reports in hard copy form.

-5-

(c) Planning and design work has been completed on major microfilm systems in Office of Medical Services and Office of Security. Filming has commenced on dependent clinical files in Office of Medical Services (microthin jackets) and on Security case files in Office of Security (microfiche).

(6) Computerized Index of Agency Regulatory Issuances.

The Index of the Agency's regulatory issuances is an integral part of the Agency's regulatory system. It's primary purpose is to assist users of regulatory issuances to quickly locate information contained in the issuances. Prior to January 1972, the Index was maintained and compiled manually, and usually required an average of 340 man hours to revise, update, and publish. Because of frequent revisions of regulatory issuances, and the addition of new issuances, the Index was never up to date and its utility, therefore, was greatly reduced.

In January 1972, the Regulations Control Branch and SIPS representatives developed a plan to computerize the Index. Updated information is fed to the computer monthly. Therefore, the data for the Index is never more than a month out of date. In June 1972, we obtained the first computer printout. The first computer published Index is scheduled for September 1972. Subsequent Indexes will be published every six months, or more often if needed. Computerizing the Index will result in a reduction of the man hours required in maintaining the Index, and achieving the primary goal of publishing the Index every six months instead of every 18 months as before.

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(7) SIPS - Data Management Centers Accom-
     plishments.

     Computer-based information systems for the
     Support Directorate will be operated through
     Data Management Centers. The major Data
     Management Center functions are:

     (a) Managing the Headquarters Center and
          Branches in Key and Ames Buildings.
          Administering standing priorities for
          file updates and report production.

     (b) Servicing customer requests for authorized
          areas. Central distribution of computer
          printouts and computer-output-microfilm.

     (c) Processing inputs to the principal Support
          Directorate data files. This includes
          editing input documents, keyboarding
          transactions on interactive computer
          terminals, and error correction.

     (d) Controlling the operation and security
          of on-line terminals in Data Management
          Centers and user areas.

     The Headquarters Center is completed and nearly
     ready for occupancy. These centers provide
     the most economical way for providing rapid
     terminal oriented service to a wide variety
     of users.

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II. MAJOR ACCOMPLISHMENTS AND FAILINGS

    D. Support

        3. Training

            SSS developed a records management training program
            which, with DDS concurrence, was approved by the
            Director of Training for implementation as part of
            the OTR curriculum. This program, scheduled for pre-
            sentation beginning in the Fall 1972, will include
            records management briefings of senior Agency
            officials, inclusion of records briefings in suscep-
            tible OTR courses, and eight new courses designed to
            increase the proficiency of component personnel con-
            cerned with records matters.   STAT

        4. Other

            In May 1972, HHB ____, Handbook of Required Regulatory
            Readings, was added to the Agency's regulatory system.   STAT
            Over the years Agency supervisors have been required
            to bring many Agency regulations to the attention of
            their subordinates. Until the issuance of HHB ____
            this usually involved the compilation of bulky packages
            of regulations by the supervisor or secretary, which
            were then passed around the office once or twice a
            year. Some supervisors were more conscientious than
            others in keeping the package up to date, and it can
            be assumed that many employees were discouraged from
            reading the file because of its voluminous size alone.
            In SSS for example, the required readings file com-
            prised over 200 pages of regulations and handbooks.
            Obviously this was an ineffective method of bringing
            important regulations to the attention of all employees
            and failed to meet the intended purpose of the reading
            files.   STAT

            HHB ____ replaces these packages with a succinct summary
            of required readings only 22 pages long. Preparation
            of the handbook involved a review of all Agency regula-
            tory issuances to determine those that should be re-
            quired reading, and a summarization of each. Finally,
            the handbook was cross referenced to the original docu-
            ments so that employees could consult unabridged texts
            if they required more detailed guidance.

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Because of its size - only 22 pages - HHB⬚should
significantly increase the likelihood that Agency
employees will familiarize themselves with required
regulatory readings. It will reduce the workload of
Agency supervisors, and it will provide senior Agency
managers with a new means of communicating and rein-
forcing the communication of changes in policy
affecting all employees.

-9-

STAT

III. AHEAD

A. Resource Outlook

STAT

     Although the Agency Records Management Branch ▮▮▮▮
▮▮▮▮ and the Agency Records Center ▮▮▮▮   STAT
▮▮▮▮ are now responsible to the Special Assis-
tant to the Executive Director for Information Control,   STAT
DDS/SSS will continue to provide administrative support
(i.e., carry the positions on our T/O and fund both the
positions and miscellaneous housekeeping costs). Therefore
the transfer of these functions to the DCI will not reduce
the personnel and administrative costs in this Staff.

     Our approved FY 1972/FY 1974 program provides for an
increase of two staff and four contract positions. Two
new staff positions will be used to augment our Agency
microfilm function and the four contract positions will
be utilized in the Records Center to work on implementing
a microfilm system for the Agency archives.

     We project an ever-increasing capital investment in
microfilm hardware (cameras, readers, reader-printers,
etc.) in the next five years. We must address ourselves
to the problem of the most practical way to fund for the
equipment; centrally at the Agency level, centrally at
the directorate level, or a decentralized funding by each
using directorate?

B. Targets

2. Changing Program Emphasis

     With the transfer of the Agency level records
management activity out of this Staff, we will address
our major change in resource involvement to the improve-
ment of our responsiveness in Agency-wide microfilm
program activity, focusing more intensively our new
two-man Support Directorate Records Branch upon the
many records challenges of the Directorate, and manning
the new Data Management Centers.

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SSS Chronology for FY 1972

1. 6 July 1971 (ER 71-3488) Executive Director established policy
    limiting annual growth of directorates' Records Center storage
    volume and requiring the approval of a senior officer in each
    directorate and a designated senior officer in the DDS on all
    requests for records storage equipment in the headquarters area.

2. 15 July 1971 - Submitted our Terminal Report on the Support
    Directorate Reports reduction program to the Chairman of the
    Agency Task Force on Reports Reduction. The Support Directorate
    exceeded our overall goal of $125,400 by $13,000 reporting a
    total savings of $138,400.   STAT

3. 4 October 1971 - By memorandum we advised the senior RMO's in
    each directorate the role and functions[   ]will
    have as DDS/SSS action officer on reviewing and approving
    requisitions for microfilm hardware and related equipment.
    On 29 November 1971 separate memorandums were sent covering
    procedural aspects of obtaining DDS/SSS approval on procure-
    ment of microfilm equipment.

4. On 19 November 1971 (DDP 5563) the Deputy Director for Plans
    endorsed our proposal for the destruction of certain Office of
    Finance records at the end of their legal retention period.
    The volume of records involved was large (2,600 cubic feet
    and growing at rate of 500 cubic feet per year); resolution
    of this problem enabled the Support Directorate to remain within
    its FY 1972 Records Center growth quota.   STAT

5. December 2-3 1971 - 5th Annual Agency Records Management
    Conference[   ]Attended by   Agency records management
    specialists.   Keynote speaker was Mr. Robert Wattles. A de-
    tailed report on this conference was forwarded to the Assis-
    tant Deputy Director for Support on 7 February 1972.

6. 23 February 1972 - Completed initial staff work on Records
    Management Training Program to be mounted in the Fall 1972.
    Obtained concurrence of Director of Training and Deputy Direc-
    tor for Support to include this major program in OTR curriculum.

-11-

7. 25 February 1972 - Completed survey of Office of Security records and files and submitted our recommendations for a major microfilm system to the Director of Security.

8. 6 March - 26 May 1972 - Series of meetings and exchanges of memorandums between Executive Director, Deputy Director for Support, Chief, Historical Staff, and Chief, Support Services Staff on the program to realign the Agency's records management, archives, and history programs. Culminating in the Executive Director's policy decisions set forth in his memorandum of 26 May 1972 (ER 72-1307).

9. May 1972 - Published Headquarters Handbook of Required Regulatory Readings. See Section II D.4. above.

10. June 1972 - Received first computer printout of the recently automated index to the Agency Regulatory System.

Tab
A

FY-1972 COM APPLICATIONS[1]

OFFICE	REPORT	ORIGINAL PAGES	NO. OF COPIES	COPY PAGES
CREDIT UNION	QUARTERLY SHARE AND LOAN BALANCE	78,805	1	78,805
FINANCE	OBLIGATION STATUS	78,253	1	78,253
	SUBSIDIARY LEDGER	27,749	1	27,749
	PAYROLL SUMMARY	35,683	1	35,683
	PAY THIS PERIOD	32,600	2	65,200
	LEAVE THIS PERIOD	36,204	2	72,408
	NORMAL PAY NET CHANGE	30,700	1	30,700
	CACER	19,681	1	19,681
	MASTER LEAVE REPORT	86,770	1	86,770
	CHECK ISSUE LIST	5,193	1	5,193
	TAX COMPUTATION	1,750	1	1,750
	AGENCY ROSTER	2,473	2	4,946
TRAINING	AGENCY TRAINING REPORT			
	A	32,270		136,080[2]
	C	1,700	1	1,700
	E	1,035	2	2,070
	F	1,445	2	2,890
	G	346	2	692
PERSONNEL	QUALIFICATION REGISTER			
	A	13,121	2	26,242
	B	8,152	2	16,304
SECURITY	SEADORS	4,739	1	4,739
	MISC. TESTS	11,293	Ø	--

[1]Includes COM produced on the ISD recorder during the period July-November 1971.

[2]Sum of two separate runs: one with four copies and one with five copies.

19 July 1972

FY-72 COM SUMMARY

PRODUCTION	ORIGINAL PAGES	COPY PAGES	TOTAL PAGES	TOTAL FILM COST
ISD-SD 4360	52,515	122,030	174,545	
OCS-SD 4440	457,447	575,825	1,033,272	
	509,962	697,855	1,207,817	$1,400[1]

[1] To print an equal number of pages on paper would require 490 boxes of paper at a cost of $8,000.00.

Tab
B

SUPPORT SERVICES STAFF, DDS
1 July 1971 - 30 June 1972

Key Documents and Files for Permanent
Inclusion in Agency Archives

1. 15 July 1971: Memorandum to Chairman, Agency Task Force on
Reports Reduction from Chief, Support Services
Staff, Subject: Terminal Report

2. 4 Oct. 1971: Memorandum to Each Directorate Senior Records
Management Officer from CIA Records Adminis-
tration Officer, Subject: Microfilming
Activities

3. 1 Dec. 1971: Memorandum to Deputy Director for Support from
Chief, Support Services Staff, Subject: Pro-
posed CIA Archives Regulation

4. 29 Dec. 1971: Memorandum to Assistant Deputy Director for
Support from Chief, Support Services Staff,
Subject: Agency Archives Program - Proposed
Regulation

5. 29 Dec. 1971: Draft memorandum to Executive Director from
Deputy Director for Support, Subject: All
Employee Bulletin with Proposed Regulation

6. 18 Jan. 1972: Memorandum to Deputy Director for Support from   STAT
Chief, Support Services Staff, Subject: Agency
Archives Program - Proposed Regulation - with
attachments

                                                              STAT

7. 31 Jan. 1972: Memorandum for the Record by
Subject: Records Management Discussions Between
Mr. Colby, Mr. Coffey and   1445 Hours,
24 January 1972

8. 23 Feb. 1972: Memorandum for Acting Director of Training from
Chief, Support Services Staff, Subject: CIA
Records Management Training Program

9. 24 Feb. 1972: Memorandum to Director of Security from Chief,
Support Services Staff, Subject: Recommenda-
tions Concerning a Microfilm Application for
Office of Security/SR&CD Files

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10. 6 Mar. 1972: Draft memorandum to Deputy Directors from
Executive Director, Subject: Archives, History,
and Records (ER 72-1307)

11. 8 Mar. 1972: Memorandum to Executive Director from Chief,
Historical Staff, Subject: Proposed Memorandum
from Addressee to Four Deputy Directors

12. 8 Mar. 1972: Memorandum to Executive Director from Chief,
Support Services Staff, Subject: Support
Services Staff Comments on Executive Direc-
tor's Draft Memorandum dated 6 March 1972,
Archives, History, Records

13. 31 Mar. 1972: Memorandum to Executive Director from Deputy
Director for Support, Subject: Memorandum
dated 6 March to DDI, DDP, DDS&T, DDS, from
Executive Director, Subject: Archives, History,
Records (DD/S 72-1242)

14. 17 May 1972: Memorandum to Deputy Director for Support from
Deputy Chief, Support Services Staff, Subject:
Archives, History, Records (with attachments)

15. 26 May 1972: Memorandum to Four Deputy Directors from
Executive Director, Subject: Information
Control - Archives, History, and Records

Att.

SUPPORT SERVICES STAFF, DDS
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I. MAJOR DEVELOPMENTS

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          if they required more detailed guidance.

-8-

Because of its size - only 22 pages - HHB [ ] should
significantly increase the likelihood that Agency
employees will familiarize themselves with required
regulatory readings. It will reduce the workload of
Agency supervisors, and it will provide senior Agency
managers with a new means of communicating and rein-
forcing the communication of changes in policy
affecting all employees.

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STAT

III. AHEAD

A. Resource Outlook

STAT

Although the Agency Records Management Branch
and the Agency Records Center
are now responsible to the Special Assis-
tant to the Executive Director for Information Control,
DDS/SSS will continue to provide administrative support
(i.e., carry the positions on our T/O and fund both the
positions and miscellaneous housekeeping costs). Therefore
the transfer of these functions to the DCI will not reduce
the personnel and administrative costs in this Staff.

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Our approved FY 1972/FY 1974 program provides for an
increase of two staff and four contract positions. Two
new staff positions will be used to augment our Agency
microfilm function and the four contract positions will
be utilized in the Records Center to work on implementing
a microfilm system for the Agency archives.

We project an ever-increasing capital investment in
microfilm hardware (cameras, readers, reader-printers,
etc.) in the next five years. We must address ourselves
to the problem of the most practical way to fund for the
equipment; centrally at the Agency level, centrally at
the directorate level, or a decentralized funding by each
using directorate?

B. Targets

2. Changing Program Emphasis

With the transfer of the Agency level records
management activity out of this Staff, we will address
our major change in resource involvement to the improve-
ment of our responsiveness in Agency-wide microfilm
program activity, focusing more intensively our new
two-man Support Directorate Records Branch upon the
many records challenges of the Directorate, and manning
the new Data Management Centers.

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SSS Chronology for FY 1972

1. 6 July 1971 (ER 71-3488) Executive Director established policy
    limiting annual growth of directorates' Records Center storage
    volume and requiring the approval of a senior officer in each
    directorate and a designated senior officer in the DDS on all
    requests for records storage equipment in the headquarters area.

2. 15 July 1971 - Submitted our Terminal Report on the Support
    Directorate Reports reduction program to the Chairman of the
    Agency Task Force on Reports Reduction. The Support Directorate STAT
    exceeded our overall goal of $125,400 by $13,000 reporting a
    total savings of $138,400.

3. 4 October 1971 - By memorandum we advised the senior RMO's in
    each directorate the role and functions [   ] will
    have as DDS/SSS action officer on reviewing and approving
    requisitions for microfilm hardware and related equipment.
    On 29 November 1971 separate memorandums were sent covering
    procedural aspects of obtaining DDS/SSS approval on procure-
    ment of microfilm equipment.

4. On 19 November 1971 (DDP 5563) the Deputy Director for Plans
    endorsed our proposal for the destruction of certain Office of
    Finance records at the end of their legal retention period.
    The volume of records involved was large (2,600 cubic feet
    and growing at rate of 500 cubic feet per year); resolution
    of this problem enabled the Support Directorate to remain within
    its FY 1972 Records Center growth quota.   STAT

5. December 2-3 1971 - 5th Annual Agency Records Management
    Conference [   ] Attended by   Agency records management
    specialists. Keynote speaker was Mr. Robert Wattles. A de-
    tailed report on this conference was forwarded to the Assis-
    tant Deputy Director for Support on 7 February 1972.

6. 23 February 1972 - Completed initial staff work on Records
    Management Training Program to be mounted in the Fall 1972.
    Obtained concurrence of Director of Training and Deputy Direc-
    tor for Support to include this major program in OTR curriculum.

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7. 25 February 1972 - Completed survey of Office of Security records and files and submitted our recommendations for a major microfilm system to the Director of Security.

8. 6 March - 26 May 1972 - Series of meetings and exchanges of memorandums between Executive Director, Deputy Director for Support, Chief, Historical Staff, and Chief, Support Services Staff on the program to realign the Agency's records management, archives, and history programs. Culminating in the Executive Director's policy decisions set forth in his memorandum of 26 May 1972 (ER 72-1307).

9. May 1972 - Published Headquarters Handbook of Required Regulatory Readings. See Section II D.4. above.

10. June 1972 - Received first computer printout of the recently automated index to the Agency Regulatory System.

Tab
A

FY-1972 COM APPLICATIONS[1]

OFFICE	REPORT	ORIGINAL PAGES	NO. OF COPIES	COPY PAGES
CREDIT UNION	QUARTERLY SHARE AND LOAN BALANCE	78,805	1	78,805
FINANCE	OBLIGATION STATUS	78,253	1	78,253
	SUBSIDIARY LEDGER	27,749	1	27,749
	PAYROLL SUMMARY	35,683	1	35,683
	PAY THIS PERIOD	32,600	2	65,200
	LEAVE THIS PERIOD	36,204	2	72,408
	NORMAL PAY NET CHANGE	30,700	1	30,700
	CACER	19,681	1	19,681
	MASTER LEAVE REPORT	86,770	1	86,770
	CHECK ISSUE LIST	5,193	1	5,193
	TAX COMPUTATION	1,750	1	1,750
	AGENCY ROSTER	2,473	2	4,946
TRAINING	AGENCY TRAINING REPORT			
	A	32,270		136,080[2]
	C	1,700	1	1,700
	E	1,035	2	2,070
	F	1,445	2	2,890
	G	346	2	692
PERSONNEL	QUALIFICATION REGISTER			
	A	13,121	2	26,242
	B	8,152	2	16,304
SECURITY	SEADORS	4,739	1	4,739
	MISC. TESTS	11,293	$\emptyset$	--

[1]Includes COM produced on the ISD recorder during the period July-November 1971.

[2]Sum of two separate runs: one with four copies and one with five copies.

19 July 1972

FY-72 COM SUMMARY

PRODUCTION	ORIGINAL PAGES	COPY PAGES	TOTAL PAGES	TOTAL FILM COST
ISD-SD 4360	52,515	122,030	174,545	
OCS-SD 4440	457,447	575,825	1,033,272	
	509,962	697,855	1,207,817	$1,400[1]

[1] To print an equal number of pages on paper would require 490 boxes of paper at a cost of $8,000.00.

Tab
B

SUPPORT SERVICES STAFF, DDS
1 July 1971 - 30 June 1972

Key Documents and Files for Permanent
Inclusion in Agency Archives

1. 15 July 1971:   Memorandum to Chairman, Agency Task Force on
                    Reports Reduction from Chief, Support Services
                    Staff, Subject: Terminal Report

2. 4 Oct. 1971:   Memorandum to Each Directorate Senior Records
                    Management Officer from CIA Records Adminis-
                    tration Officer, Subject: Microfilming
                    Activities

3. 1 Dec. 1971:   Memorandum to Deputy Director for Support from
                    Chief, Support Services Staff, Subject: Pro-
                    posed CIA Archives Regulation

4. 29 Dec. 1971:   Memorandum to Assistant Deputy Director for
                    Support from Chief, Support Services Staff,
                    Subject: Agency Archives Program - Proposed
                    Regulation

5. 29 Dec. 1971:   Draft memorandum to Executive Director from
                    Deputy Director for Support, Subject: All
                    Employee Bulletin with Proposed Regulation

6. 18 Jan. 1972:   Memorandum to Deputy Director for Support from
                    Chief, Support Services Staff, Subject: Agency   STAT
                    Archives Program - Proposed Regulation - with
                    attachments

7. 31 Jan. 1972:   Memorandum for the Record by ☐
                    Subject: Records Management Discussions Between
                    Mr. Colby, Mr. Coffey and ☐ 1445 Hours,
                    24 January 1972

                                                                          STAT
8. 23 Feb. 1972:   Memorandum for Acting Director of Training from
                    Chief, Support Services Staff, Subject: CIA
                    Records Management Training Program

9. 24 Feb. 1972:   Memorandum to Director of Security from Chief,
                    Support Services Staff, Subject: Recommenda-
                    tions Concerning a Microfilm Application for
                    Office of Security/SR&CD Files

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10. 6 Mar. 1972:   Draft memorandum to Deputy Directors from
                    Executive Director, Subject: Archives, History,
                    and Records (ER 72-1307)

11. 8 Mar. 1972:   Memorandum to Executive Director from Chief,
                    Historical Staff, Subject: Proposed Memorandum
                    from Addressee to Four Deputy Directors

12. 8 Mar. 1972:   Memorandum to Executive Director from Chief,
                    Support Services Staff, Subject: Support
                    Services Staff Comments on Executive Direc-
                    tor's Draft Memorandum dated 6 March 1972,
                    Archives, History, Records

13. 31 Mar. 1972: Memorandum to Executive Director from Deputy
                    Director for Support, Subject: Memorandum
                    dated 6 March to DDI, DDP, DDS&T, DDS, from
                    Executive Director, Subject: Archives, History,
                    Records (DD/S 72-1242)

14. 17 May 1972:   Memorandum to Deputy Director for Support from
                    Deputy Chief, Support Services Staff, Subject:
                    Archives, History, Records (with attachments)

15. 26 May 1972:   Memorandum to Four Deputy Directors from
                    Executive Director, Subject: Information
                    Control - Archives, History, and Records