

AGENCY WIDE RECORDS REDUCTION PROGRAM

JULY 1968 THROUGH DECEMBER 1970

* GOAL SET BY EXECUTIVE DIRECTOR - "Reduce Records Center Holdings by 50%"

* TOTAL HOLDINGS IN CENTER JULY 1968 104,000 Cubic Feet

INCLUDES - Inactive Records
Supplemental Distribution
Vital Records
Archives

* RECORDS DISPOSAL PAST 2 1/2 YEARS 52,700

* RECORDS DEPOSITED TO CENTER PAST 2 1/2 YEARS 41,600

** NET REDUCTION IN RECORDS CENTER HOLDINGS 11,100

* Based on statistics from 1960 through 1968 we averaged an annual net increase of 6,500 cubic feet.

* Had purge not taken place, we would have had a net increase during past 2 1/2 years of: 16,250

*** THEREFORE WE MIGHT CONSIDER OUR "EFFECTIVE REDUCTION" ACCOMPLISHED DURING THIS PERIOD TO BE: 27,350

SECRET

SUMMARY RESULTS AGENCY WIDE RECORDS REDUCTION PROGRAM

July 1968 through December 1970

(Net volume changes in Cubic Feet)

	DCI	DDS	DDP	DDI	DDS&T	TOTALS
<u>DIRECTORATE RECORDS</u>						
Holdings in Records Center--1 July 1968 (Exclusive of Archives)	1,650	22,650	23,500	44,150	5,400	97,350
Holdings in Records Center--1 Jan 1971	2,000	21,350	23,950	25,650	3,900	76,850
Cubic Foot Increase or Decrease	+350	-1,300	+450	-18,500	-1,500	-20,500
Per Cent Increase or Decrease	+21%	-6%	+2%	-42%	-28%	-21%
<u>ARCHIVES</u>						
Holdings - 1 July 1968	50	650	250	5,100	350	6,400
Holdings - 1 Jan 1971	250	750	3,150	11,400	450	16,000
Cubic Foot Increase or Decrease	+200	+100	+2,900	+6,300	+100	+9,600
Per Cent Increase or Decrease	+400%	+15%	+1,160%	+124%	+29%	+150%
COMBINED VOLUME INCREASE/DECREASE	+550	-1,200	+3,350	-12,200	-1,400	-10,900
COMBINED PER CENT INCREASE/DECREASE	+32%	-5%	+14%	-25%	-24%	-11%

SECRET

24 Feb. 1971

SECRET

DDS HOLDINGS IN RECORDS CENTER
Net Volume Changes--Cubic Feet
(1 July 1968 vs 1 January 1971)

	DDS	Commo.	Fin.	Log.	Med.S.	Pers.	Sec.	Trg.	Supp. Serv.	Abolished Components	Total
<u>Office Files</u>											
1 July 1968	73	615	11,411	2,910	990	2,568	2,938	606	20		22,131
1 Jan. 1971	80	625	11,110	2,266	1,190	1,668	3,228	535	20		20,722
Change	+7	+10	-301	-644	+200	-900	+290	-71	0		-1,409
<u>Vital Records</u>											
1 July 1968	1	15	58	37	3	37	7	113	4		275
1 Jan. 1971	1	13	72	38	6	41	14	123	5		313
Change	0	-2	+14	+1	+3	+4	+7	+10	+1		+38
<u>Supplemental Distribution</u>											
1 July 1968				0					241		241
1 Jan. 1971				2					312		314
Change				+2					+71		+73
<u>Archives</u>											
1 July 1968	6	8	4	145	1	95	44	40	291	0	634
1 Jan. 1971	6	8	4	150	1	99	44	40	299	89	740
Change	0	0	0	+5	0	+4	0	0	+8	+89	+106
<u>Total Volume</u>											
1 July 1968	80	638	11,473	3,092	994	2,700	2,989	759	556		23,281
1 Jan. 1971	87	646	11,186	2,456	1,197	1,808	3,286	698	636		22,089
Change	+7	+8	-286	-636	+203	-892	+297	-61	+80		-1,192
Per Cent Change	+8.8%	+1.3%	-2.5%	-20.6%	+20.4%	-33%	+9.9%	-8%	+14.4%		-05.1%

TRANSMITTAL SLIP		DATE 11 March 1971
TO: Chief, Building Planning Staff, OL		
ROOM NO.	BUILDING	
REMARKS: <p style="text-align: center;">M *</p> <p style="text-align: center;">Attached forwarded for your info as stated in Staff Meeting this morning.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"><p style="text-align: center;">R3S</p><p>15 Dec 17 MAR Kelling 22 Mar 71 17 MAR 71 19 Mar 18 Mar</p></div>		
FROM:		D/L
ROOM NO.	BUILDING	EXTENSION

25X1A

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)