

OS REGISTRY  
05 AUG 1987


MEMORANDUM FOR: Chief, Agency Archives and Records Center

VIA: Chief, Information Records Management  
Program/OIT


FROM:   
IMO/OS

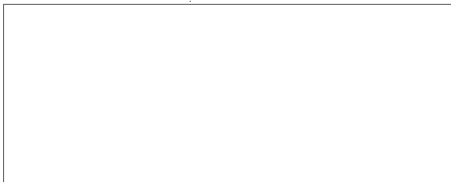
SUBJECT: Request to Transfer Security Records Files  
(Item 21), and Polygraph Interview Files (Item  
44) to the Agency Archives and Records Center

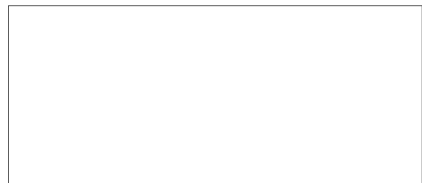
1. It is requested that the Office of Security be granted approval to transfer up to 10,000 cubic feet of Security Records Files and an additional 1,000 cubic feet of Polygraph Interview Files to the Agency Archives and Records Center for a period not to exceed two years.

2. These records are currently stored at offices in  building, which we anticipate will relocate to the new Headquarters building within the next two years. In the meantime our production is hampered due to space constraints, and the entire processing within the division is affected.

3. Because the Security Records Files are to be kept up to 30 years, and the Polygraph Interview Files for 10 years, we do not intend to review or dispose of the files stored there. We will on occasion have frequent and possible urgent needs to retrieve these files, outside the normal routine courier channels, and would hope that you and your staff could accommodate us.

4. At this time we do not feel that it is necessary to amend the current disposition instructions for this one time request. If you have any questions or would like additional information please call me on 





S E C R E T

SUBJECT: Request to Transfer Security Records Files (Item 21), and Polygraph Interview Files (Item 44) to the Agency Archives and Records Center

APPROVAL

C/IRMP/OIT

Date

25X1 :OS/AS/IMO [redacted] (15 July 87):

:Distribution:!

- : Orig - Adse (Return to IMO/OS):
- : 1 - DDA/IRO!
- : 1 - C/IRMP/OIT!
- : 1 - C/AARC!
- : ① - OS Registry!
- : 1 - OS/IMO!
- : 1 - AS Chrono!

S E C R E T