

DDA SUBJECT FILE COPY



**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Retention Period for Financial Vouchers

FROM: Allen R. Elkins  
Director of Finance  
1212 Key Bldg.

EXTENSION

NO. OF-0116-87

DATE 14 May 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED      FORWARDED

1. DDA  
7D18 Hqs

1 MAY 1987

08 JUL 1987 WAD

1 to 4 —  
Wait to Iran/Contra  
settles down. Then  
try this again.

~~EEO~~  
~~422 Hqs~~

DD/OF

AWC

20

DDA REGISTRY  
70-4

~~C O N F I D E N T I A L~~



OF-0116-87  
12 May 1987

MEMORANDUM FOR: Deputy Director for Operations  
VIA: Deputy Director for Administration  
FROM: Allen R. Elkins  
Director of Finance  
SUBJECT: Retention Period for Financial Vouchers  
REFERENCE: A. Memo for DDS from DDP dtd 19 Nov 1971  
B. Memo for DDO from D/OF dtd 28 Dec 1978  
C. Memo for H. Lacy, OF, from DDO dtd 11 Jan 1979

1. The retention and storage of Agency documents has been a continual problem for years, requiring periodic reviews and new alternatives to cope with the ever increasing paper accumulation and the consequent need for storage space both at Headquarters and the Agency Record Center. In 1971 (Attachment A) the DDP concurred in the destruction of financial vouchers and records older than 12 years if space limitations so dictated.

2. In 1978 (Attachment B) the Office of Finance began a program of microfilming financial vouchers as a means to reduce the space needed to store financial documentation. At that time the DDO was queried as to whether or not a retention period of longer than 12 years was needed to satisfy their requirements. The response (Attachment C) stated that a retention period of not less than 20 years was deemed necessary to satisfy DO interests.

3. Currently, the Office of Finance retains original (paper) vouchers at Key Building for 15 months and then ships them to the Agency Record Center for an additional three years. In addition, the vouchers are microfilmed and the film retained for 20 years to satisfy the DDO requirement in spite of the fact that the National Archives and Records Administration (NARA) requires either original financial vouchers or microfilm copies thereof to be retained for a period of six years and three months.

~~C O N F I D E N T I A L~~

C O N F I D E N T I A L

SUBJECT: Retention Period for Financial Vouchers

4. In anticipation of moving to the new building the Office of Finance has been reviewing space requirements for our Records Administration Branch which includes the microfilming and temporary storage operations. We will be acquiring less space in the new building than we presently have and this, along with the personnel resources needed to maintain the microfilming process, compels us to reconsider both "paper" holdings and the microfilming process. As an alternative to the current practice, this office is considering keeping the original (paper) vouchers for a period of six years and three months without any microfilming.

5. A recent study of reference activity to vouchers has shown that use by the auditors is usually for 24-32 months and that use by budget and finance officers is usually only for the prior year. Reference to the vouchers retired to the Agency Record Center is negligible (see memo from Chief, Agency Record Center, Attachment D). Additionally, the reference to vouchers held at Office of Finance Headquarters is also negligible after three years.

6. Should any member of your staff have a question regarding this matter, please contact [redacted] on [redacted]

25X1

25X1

[redacted signature box]

Allen R. Elkins



A

19 November 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Retention of Finance Records in Archives

1. This has been a long and difficult problem to deal with. As you know, the CI Staff has very properly, considering its general responsibilities, highlighted the fact that the types of finance records under discussion here (particularly travel vouchers) have at sometimes in the past been useful in contributing to counter-intelligence analyses of difficult cases. I therefore had to take into most serious account the position of the CI Staff.

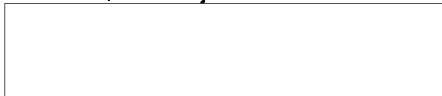
2. After the most careful consideration, and noting your statement that the Office of Security does not consider that such records need be retained beyond twelve years, and noting further the ruling of the Office of General Counsel that twelve year retention satisfies all legal requirements, I have decided to concur in your proposal. I am doing this because of the severe space limitations which I understand are operative in this matter and also because I do not believe that the expenditures which would be incurred year after year in a continuing sizable accumulation of finance records would justify the occasional help such records might provide in a given case. I know that this position has the concurrence of the Director.

3. I would ask that, in going about the elimination of the older records, an effort be made to take advantage of whatever space flexibility there may be to keep such records beyond the twelve year limit. In any event, I concur in the destruction of such records older than twelve years if space limitations so dictate.

25X1  
ILLEGIB



11-24-71



Thomas H. Karamessines  
Deputy Director for Plans

ILLEGIB



cc: C/CI

26 DEC 1978

MEMORANDUM FOR: Acting Chief, Information Systems and Analysis Staff  
FROM: Thomas B. Yale  
Director of Finance  
SUBJECT: Finance Records Retention Program

B

25X1

1. It is requested that the Office of Finance Records Control Schedule be amended for certain items, as listed on the attached pages, to change the retention time from 10 years and 3 months and from 6 years and 3 months to 12 years.

25X1

2. The basic request is for the extension of retention time for financial posting vouchers (Item 47) to 12 years, which was the retention requirement before the last change. In accordance with the authority granted in Section 8(b) of the Central Intelligence Act of 1949, as amended, the Agency engages in transactions of a confidential nature, some of which involves certain cover arrangements, compartmentation, and the use of devices such as cryptonyms and pseudonyms for protection of projects and individuals. Research is sometimes needed to provide a full and clear review of a transaction, and we feel that retention periods of 10 years and 3 months and 6 years and 3 months are insufficient to satisfy anticipated requirements.

25X1

3. There have been many investigations during recent years, and there are still requirements for historical information in connection with Congressional Oversight Committee reviews and Freedom of Information Act/Privacy Act requests. Because of the unique authorities and responsibilities of the Agency, we believe it is prudent to establish retention periods for certain basic financial records somewhat longer than the minimum established for observance by federal agencies generally.

25X1

4. Other items requested for 12-year retention are those which support the posting vouchers by providing authorities, additional documentation, and records required to identify voucher numbers to enable retrieval of the vouchers.

(signed) Thomas B. Yale  
Thomas B. Yale

Att

25X1

[Redacted signature area]

~~SECRET~~

DDO-79/0126

11 January 1979

C

MEMORANDUM FOR: [redacted]  
Office of Finance

FROM: John H. Stein  
Acting Deputy Director for Operations

SUBJECT: Retention Period for Financial  
Vouchers [redacted]

REFERENCES: A. Memorandum for DDO fr. Thomas B.  
Yale, dtd 28 Dec 78, same subject  
[redacted]

B. Memorandum for DDS fr. Thomas H.  
Karamessines, dtd 19 Nov 71,  
same subject [redacted]

C. Memorandum for DDP fr. C/CI Staff,  
dtd 8 May 68, same subject [redacted]

As I indicated in our telephone conversation of this date, I very much appreciate your having brought to my attention the question of the retention period for financial vouchers because such vouchers can conceivably be of enormous value to this Directorate. While we would hope we would never have to use them, we do think it in the interests of the Agency to retain them for at least 20 years if possible. Accordingly, since space would appear to be no problem, I would request that these vouchers be retained for this period.

John H. Stein

SECRET

CONFIDENTIAL

28 April 1987

MEMORANDUM FOR: DDA/IMO

FROM: Chief, Archives and Records Center Branch

SUBJECT: Reference Activity

Following is the reference activity on eight finance jobs (item 49c). It is readily apparent that there is a drastic decline in reference activity after two years storage in the Archives and Records Center.

80-1714 (15 cu ft)	1980 1 request	1981 0 requests	1982 thru present 4 requests
81-283 (25 cu ft)	1981 12 requests	1982 0 requests	1983 thru present 1 request
81-516 (18 cu ft)	1981 3 requests	1982 0 requests	1983 thru present 1 request
81-819 (21 cu ft)	1981 1 request	1982 2 requests	1983 thru present 2 requests
82-258 (20 cu ft)	1982 1 request	1983 0 requests	1984 thru present 2 requests
82-498 (25 cu ft)	No requests		
83-31 (12 cu ft)	1983 5 requests	1984 0 requests	1985 thru present 2 requests
83-600 (3 cu ft)	No requests		

D

TOTAL - 139 cubic feet

Chief, Archives and Records Center

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