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4 April 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Information Resources
Management Division

SUBJECT: Annual Report of Records Holdings for 1985

1. The Annual Report of Records Holdings is prepared by Information Resources Management Division at the end of each calendar year from data collected and submitted by each of the Agency Records Management Officers (RMO). Until last year, the National Archives and Records Administration (NARA) required that all government agencies submit statistics on the volume of records being held in office areas and at Agency records centers. Although NARA suspended this requirement, I believe this data is still necessary to effectively manage and support the Agency's records management program. The report provides Office Directors and senior management with statistical data on the types and volumes of records being held in their office areas and the volume of records retained in the Agency Archives and Records Center (AARC). It is also one of the management tools used to identify potential problem areas in the records management program. It not only provides a means to measure the growth in records holdings for individual offices from year to year, but also shows trends in how the Agency records posture has changed over the years.

2. To improve and standardize the way records are measured, the inventory form (Form 3581) was re-designed for the 1985 inventory. The objective was to make the recording and compilation of data easier for both the component RMO and for the preparation of the overall Agency report. Also, to help RMOs from inadvertently missing a collection of records, statistics from last year's inventory were entered on the forms prior to sending out the 1985 inventory forms. Based on the comments and the input received from the RMOs, it appears the effort was worthwhile. This year, the component RMOs were also relieved of the task of converting linear measurement or quantity counts into cubic feet (cu. ft.). All conversions were completed in IRMD before compiling the final report.

3. An analysis of the data reveals there were substantial increases in three of the four general categories of records inventoried in the office areas: Office Files (Case, Subject, Chronos, etc.) were up by 6,488 cu. ft.; Card Size Files

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increased by 1,323 cu. ft.; and Film Records grew by 1,389 cu. ft. The only category of records where a reduction in holdings was realized was in Magnetic Records which decreased 1,408 cu. ft. The data indicates the Agency as a whole increased in volume of records being held in the office area by 7,973 cu. ft. during 1985. During this same period, records stored in the Agency Archives and Records Center (AARC) also increased by 4,207 cu. ft., for a net increase of 12,180 cu. ft. in Agency records holdings. Looking at inventory results in each Directorate, we found that:

- ° The Directorate of Administration (DA) showed the largest growth in holdings with increases of 4,656 cu. ft. for records held in the office area holdings and 1,950 cu. ft. in AARC holdings, for a total growth of 6,596 cu. ft.
- ° The Directorate of Science and Technology (DS&T) showed the second largest gain with increases of 4,271 cu. ft. in office area holdings and 619 cu. ft. in AARC holdings, for a total growth of 4,890 cu. ft.
- ° The DCI Area had an increase of 919 cu. ft. in office area holdings and 448 cu. ft. in AARC holdings, for a total increase of 1,367 cu. ft.
- ° The Directorate of Intelligence (DI) showed an overall reduction of 600 cu. ft. in records holdings. The DI reduced office area holdings by 1,830 cu. ft., but this was offset by a 1,230 cu. ft. increase in its holdings at AARC.
- ° The Directorate of Operations (DO) was the only directorate to reduce both office area and AARC holdings. The DO reduced each collection by 40 cu. ft., for a total reduction in records holdings of 80 cu. ft.

The pie charts under TAB A illustrates the percentage of records holdings for each Directorate and the DCI Area held in the office area and at the AARC for CY-85 and CY-84. The table under TAB B shows the volume of records retained in the office area and at the AARC.

4. Retention of these records comes at considerable cost to the Agency. In 1985, it cost the Agency an estimated \$3,661,000 to maintain its records in the office area, while the cost to store records at the AARC was just over \$100,000. The FY-84 estimated cost to store records in the office area was \$13.34 per cubic foot for space and equipment, and \$.89 per cubic foot to store them in the AARC. (These estimates are based on

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data from the NARA "FY-84 Report to Congress on the Records Disposition Activities of the Federal Government".) Aside from those direct costs, these records cause valuable office space to be diverted for storage rather than use for personnel or equipment. Clearly, the storage of records at the AARC is more cost effective than maintaining them in costly office areas. Our shortage of storage space at the Center will soon place us in the unusual position of encouraging components to retain records in valuable office areas rather than at the Records Center.

5. Because of the uncertain reliability of the statistics gathered over the years, it is difficult to draw definitive conclusions. We feel certain that the use of the revised form over an extended period and the provision of more definitive guidance to RMOs will yield more reliable statistics in the future. Despite these concerns about the reliability of the information, it appears that the proliferation of records of all types continues. Aside from this general observation, there are some other conclusions that can be drawn:

- Only the DO has succeeded in arresting the growth of its records collection. By maintaining a zero growth policy, it has succeeded in preventing the further proliferation of its records in its office areas and in the Records Center.
- Except for the DO, all of the Directorates store a disproportionate share of their records in the office areas (See TAB C). The average for the other Directorates is about 75% in the office area and the rest at the Records Center.
- Surprisingly, there was not a significant growth in the film holdings of the DS&T. With the introduction of new collection systems, a much larger growth was expected than actually occurred.
- The ability of the Records Center to house additional records over the next several years will be sorely taxed. Unless relief is provided through the addition of movable shelving, the construction of an annex, or expanded use of micrographics, the Center will be at capacity in 1991. Action must be taken now to ensure that there is adequate space available to be able to continue to encourage components to store records in less costly Records Center space.

6. Looking at the Agency's records holdings over the past several years, the trend is generally upward. Since 1980, the holdings have grown by some 26,000 cubic feet despite some temporary declines in 1982 and 1984. Over the past decade (See TABS D & E), the pattern of growth is uneven. There was a sharp

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decline in Agency holdings resulting from the costly review of Records Center holdings that took place in 1977 and 1978. Since then the trend has generally been upward with the exception of the two declines cited previously. Among the Directorates, only the DO (because of its rigorously enforced no-growth policy) has shown no appreciable growth during this entire period. In the last four years, the DDI has shown a downward trend, while holdings of the DCI Area, DA, and DS&T have all grown.

7. Because of the way in which information on holdings is gathered, it is not clear whether the declines in 1982 and 1984 were real or simply reflected incomplete information gathering. As indicated previously, we hope that the reliability of our data will improve in the future because of the greater attention we are giving to the way in which it is collected. (See TABs F & G for a more detailed look at the records inventory.) On the other hand, the trend in holdings at the Records Center is clear--a steady growth upward since 1977. Because of this growth, the Records Center has only 12,500 feet of workable space available for new retirements. This amount of available storage at the Center represents about three years' worth of accessions. The Center is scheduled to have moveable shelving installed in FY-86 that will provide 9,000 feet of additional storage space. Even with this additional storage space, if accessions continue at projected rates without offsetting destruction of old records, the Center will reach its maximum storage capacity in 1991.

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Attachments:
As stated



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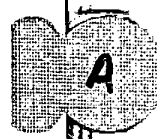
DDA/OIS/IRMD/ [redacted] (4 April 1986)

Distribution:

- Original - Addressee
- 1 - Directorate RMOs
- 1 - IRMD Chrono
- ✓ 1 - IMB Subject: REM 10-3
- 1 - IMB Chrono

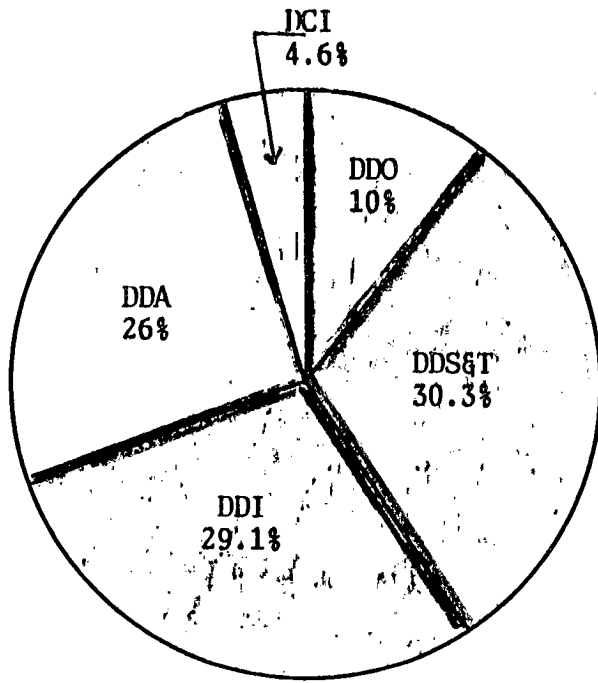
INDEX TO TABS

- Tab-A The pie charts illustrates the percentage of records holdings each Directorate and the DCI Area are responsible for in the office area and at the AARC for CY-85 and CY-84.
- Tab-B Table shows the volume of records retained in both the office area and at the AARC by Agency, Directorates and DCI Area down to the office level for CY-85 and CY-84 .
- Tab-C The bar chart illustrates where the Agency, Directorates and DCI Area tend to maintain their records.
- Tab-D Graph shows Agency, Directorates and DCI Area trends in office area records holdings for the period 1977 through 1985.
- Tab-E Graph shows Agency trends in records held in the office area and at the AARC for the past six years.
- Tab-F Completed 1985 Annual Reports of Records Holdings (Form 3581) for each Directorate and the DCI Area.
- Tab-G Spread sheets showing total cubic footage, for each of the four major categories, of records held in office area for the Agency, Directorates and DCI Area down to the office level in CY-85 and CY-84.

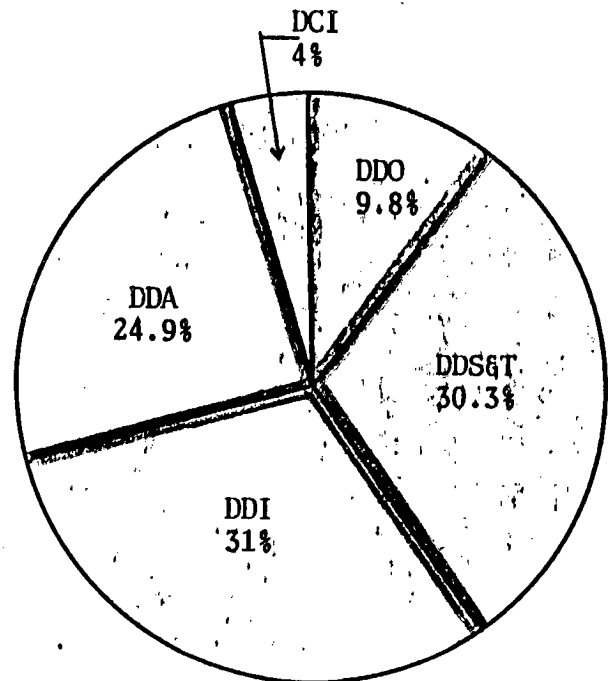


DISTRIBUTION OF AGENCY RECORDS HOLDINGS
BY DIRECTORATES and DCI Area
For 1984 and 1985

Held in Agency Office Areas

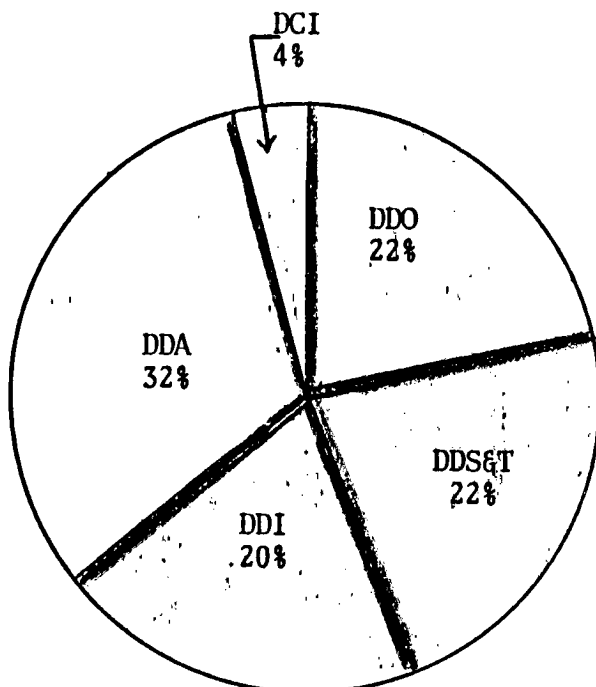


1985

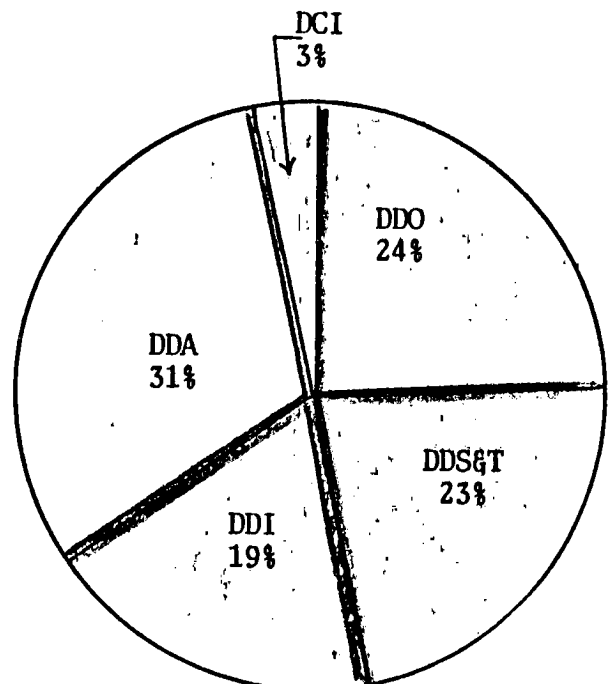


1984

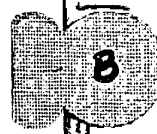
Held in Agency Records Center



1985



1984



CIA
ANNUAL REPORT OF RECORDS HOLDINGS
For 1985
(Figures Represent Cubic Feet of Records)

OPI/OFFICE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
DCI	12,535	11,616	+919	4,331	3,883	+448	16,866	15,499	+1,367
DDA	71,190	66,537	+4,653	35,981	34,031	+1,950	107,171	100,568	+6,603
DDI	79,975	81,805	-1,830	22,025	20,795	+1,230	102,000	102,600	-600
DDS&T	83,238	78,967	+4,271	25,185	24,566	+619	108,423	103,533	+4,890
DDO	<u>27,475</u>	<u>27,515</u>	<u>-40</u>	<u>25,356</u>	<u>25,396</u>	<u>-40</u>	<u>52,831</u>	<u>52,911</u>	<u>-80</u>
1985 TOTAL	274,413			112,878			387,291		
1984 TOTAL		266,440			108,671			375,111	
Difference			+7,973			+4,207			+12,180

DCI
ANNUAL REPORT OF RECORDS HOLDINGS
 For 1985
 (Figures Represent Cubic Feet of Records)

OPI/OFFICE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
10 DCI/RMO	640	534	+106	729	700	+29	1,369	1,234	+135
NIC	948	954	-6	781	498	+283	1,729	1,452	+277
76 PAO	1,122	738	+384	185	185	0	1,307	923	+384
37 AS	287	243	+44	118	115	+3	405	358	+47
36 OGC	4,474	4,164	+310	298	310	+12	4,772	4,474	+298
07 OIG	196	212	-16	144	145	-1	340	357	-17
08 OLL	535	520	+15	664	651	+13	1,199	1,171	+28
09 COMPT	268	263	+5	222	200	+22	490	463	+27
04 ICS	2,587	3,201	-614	1,000	944	+56	3,587	4,145	-558
03 HISTORY	246	209	+37	130	121	+9	376	330	+46
1985 TOTAL	12,535			4,331			16,866		
1984 TOTAL		11,616			3,883			15,499	
Difference			+919			+448			+1,367

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DDA
ANNUAL REPORT OF RECORDS HOLDINGS
For 1985
 (Figures Represent Cubic Feet of Records)

OPI/OFFICE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
30 ODDA	430	491	-61	425	266	+159	855	757	+98
33 OC	4,692	5,761	-1,069	277	546	-269	4,969	6,307	-1,338
35 OL	4,645	4,395	+250	2,969	2,715	+254	7,614	7,110	+504
63 ODP	17,916	14,561	+3,355	8,094	7,388	+706	26,010	21,949	+4,061
38 OF	3,325	3,391	-66	14,109	13,135	+974	17,434	16,526	+908
34 OIS	1,123	1,233	-110	1,189	1,177	+12	2,312	2,410	-98
39 OMS	4,032	2,977	+1,055	2,335	2,171	+164	6,367	5,148	+1,219
31 OS	18,732	17,490	+1,242	589	522	+67	19,321	18,012	+1,309
11 OTE	11,837	11,698	+139	346	350	-4	12,183	12,048	+135
32 OP	4,171	4,276	-105	5,600	5,712	-112	9,771	9,988	-217
83 EEO	287	264	+23	48	49	-1	335	313	+22
1985 TOTAL	71,190			35,981			107,171		
1984 TOTAL		66,537			34,031			100,568	
Difference			+4,653			+1,950			+6,603

DDI
ANNUAL REPORT OF RECORDS HOLDINGS
For 1985
(Figures Represent Cubic Feet of Records)

OPI/OFFICE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
29 ODDI	2,421	1,641	+780	2,083	1,872	+211	4,504	3,513	+991
13 OGI	9,187	8,263	+924	1,811	2,750	-939	10,998	11,013	-15
12 OCR	33,579	42,998	-9,419	9,696	9,138	+558	43,275	52,136	-8,861
27 OIA	4,815	2,802	+2,013	599	210	+389	5,414	3,012	+2,402
26 SOVA	7,102	7,159	-57	753	608	+145	7,855	7,767	+88
16 OCPAS	2,926	3,525	-599	3,657	3,509	+148	6,583	7,034	-451
64 OSWR	13,492	8,336	+5,156	2,347	2,022	+325	15,839	10,358	+5,481
86 ALA	1,688	1,622	+66	352	149	+203	2,040	1,771	+269
87 NESAs	1,213	1,439	-226	158	128	+30	1,371	1,567	-196
88 OEA	770	1,681	-911	228	167	+61	998	1,848	-850
89 EURA	2,782	2,339	+443	346	242	+104	3,128	2,581	+547
1985 TOTAL	79,975			22,025			102,000		
1984 TOTAL		81,805			20,795			102,600	
Difference			-1,830			+1,230			-600

DDS&T
ANNUAL REPORT OF RECORDS HOLDINGS
For 1985
(Figures Represent Cubic Feet of Records)

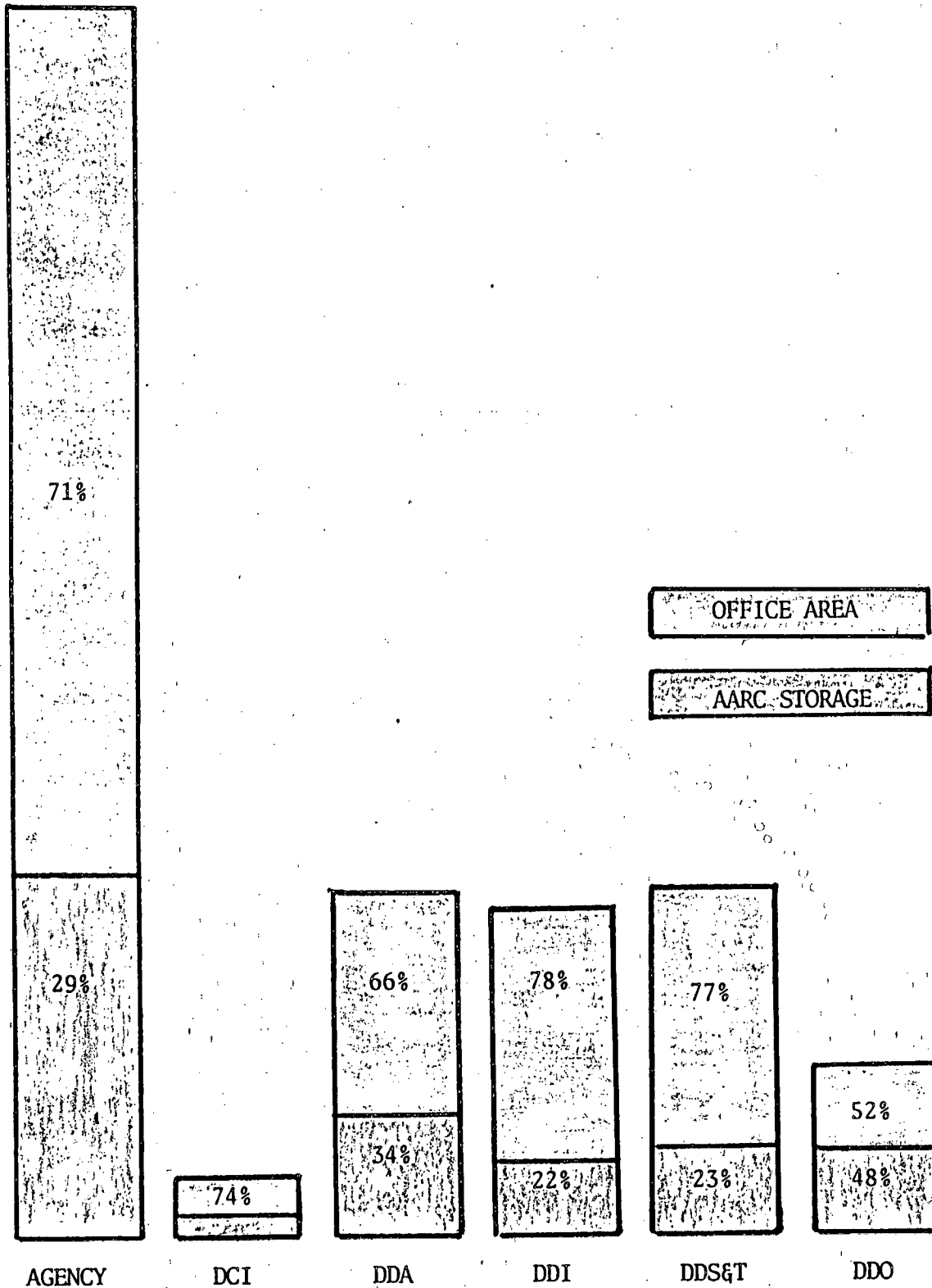
OPI/OFFICE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
60 O/DDS&T	543	562	-19	2,280	2,281	-1	2,823	2,933	-110
61 OSO	6,413	5,420	+993	1,617	1,632	-15	8,030	7,052	+978
66 ORD	2,757	3,730	-973	530	510	+20	3,267	4,267	-973
65 OD&E/PL	6,911	6,265	+646	2,393	2,056	+337	9,304	8,321	+983
OD&E/FO	13,185	14,455	-1,270				13,185	14,455	-1,270
19 NPIC	34,366	29,854	+4,512	14,962	14,692	+270	49,328	44,546	+4,782
56 OTS	6,173	6,366	-193	1,205	1,413	-208	7,378	7,779	-401
25 FBIS	12,890	12,315	+575	2,198	1,982	+216	15,088	14,297	+791
1985 TOTAL	83,238			25,189			108,427		
1984 TOTAL		78,967			24,566			103,533	
Difference			+4,271			+623			+4,894

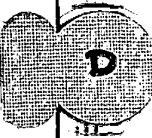
DDO
ANNUAL REPORT OF RECORDS HOLDINGS
For 1985
(Figures Represent Cubic Feet of Records)

OPI/OFFICE	RECORDS HOLDINGS IN OFFICE AREA			RECORDS HOLDINGS AT AARC			TOTAL RECORDS HOLDINGS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
DDO	<u>27,475</u>	<u>27,515</u>	<u>-40</u>	<u>25,356</u>	<u>25,396</u>	<u>-40</u>	<u>52,831</u>	<u>52,911</u>	<u>-80</u>
1985 TOTAL	27,475			25,356			52,831		
1984 TOTAL		27,515			25,396			52,911	
Difference			-40			-40			-80

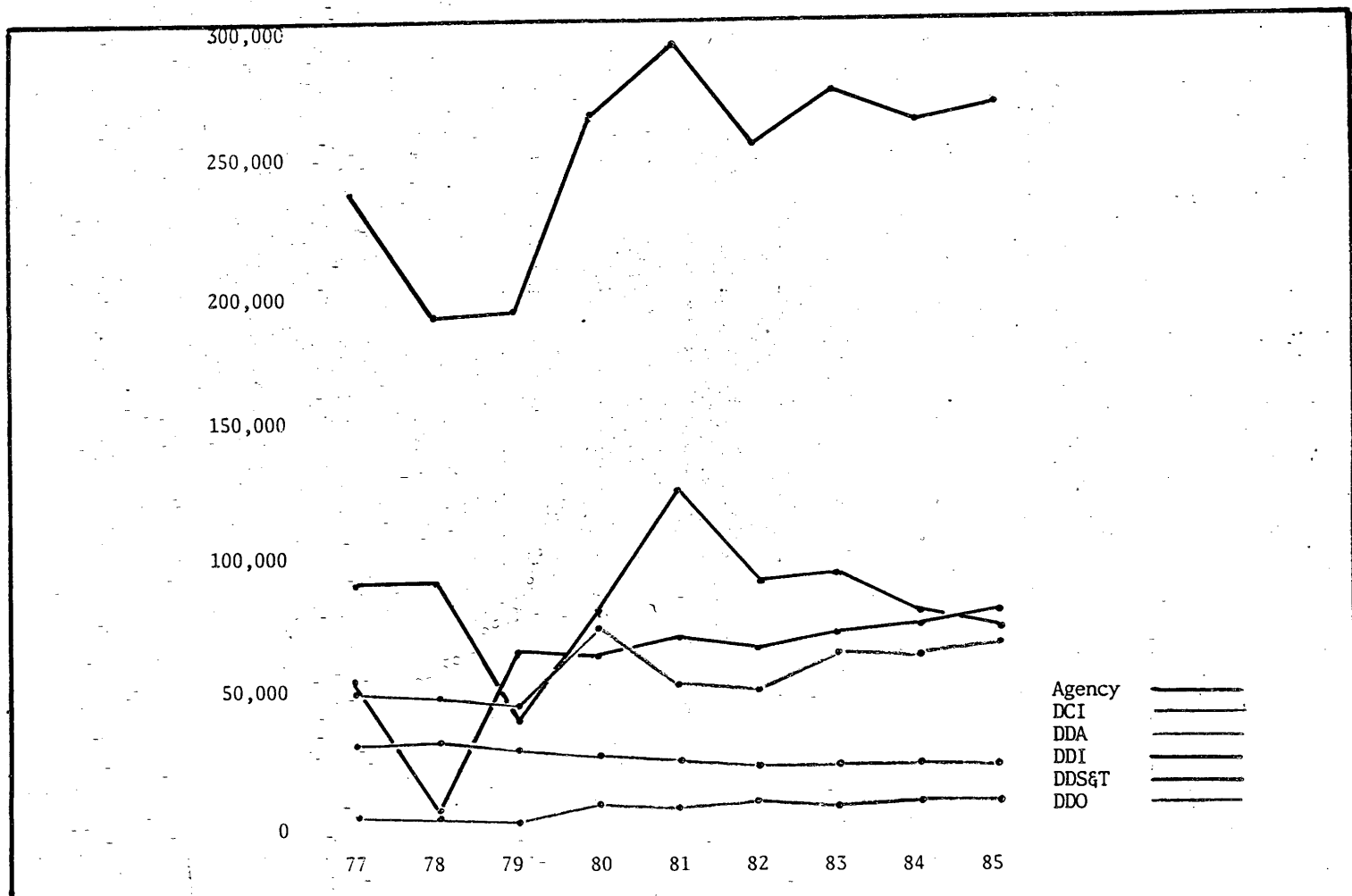


COMPARISON OF WHERE AGENCY RECORDS ARE RETAINED
BY DIRECTORATE and DCI AREA
(OFFICE AREA or AARC)



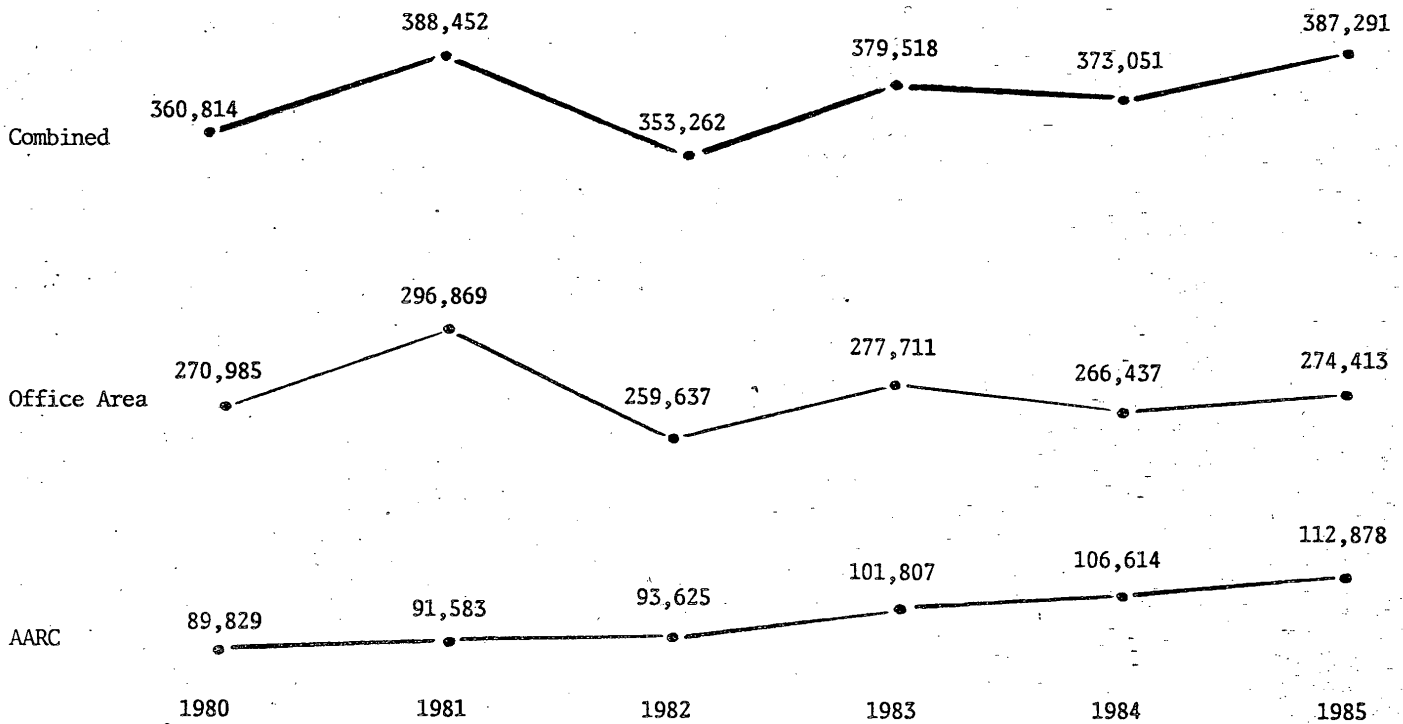


TRENDS IN RECORDS HOLDINGS
For the Years 1977 through 1985
(Office Area)





TRENDS IN THE AGENCY'S RECORDS HOLDINGS
At the AARC, in the OFFICE AREA, and the Combined Holdings
For the Years 1980 through 1985





ANNUAL REPORT OF RECORDS HOLDINGS FOR 1985

TO: OIS/IRMD	FROM: CIA <i>(Directorate and Office)</i>
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ANNUAL LINEAR FOOTAGE		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	130,184	125,711	-4,473
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	80,587	95,316	+14,729
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	27,787	21,389	-6,398
d.	Other <i>(Describe)</i>		2,630	+2,630
TOTAL LINEAR FEET OF OFFICE FILES		238,558	245,046	+6,488

II. CARD-SIZE FILES:

a.	3x5 Cards	19,727	5,513	-14,214
b.	5x8 Cards	791	15,914	+15,123
c.	Punch Cards	195	414	+219
d.	Abstracts	339	283	-56
e.	Aperture Cards	2,695	1,935	-760
f.	Microfiche	4,335	3,849	-486
g.	Other <i>(Describe)</i>		3,942	+3,942
TOTAL LINEAR FEET—CARD-SIZE FILES		28,082	31,850	+3,768

QUANTITY OF EACH		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	101,090	103,268	+2,178
b.	Audio Tapes	37,877	20,253	-17,624
c.	Video Tapes	16,028	19,915	+3,887
d.	Disc Packs	1,663	3,205	+1,542
e.	Word Processing Magnetic Tapes	4,989	5,702	+713
f.	Word Processing Magnetic Cards	29,338	8,675	-20,663
g.	Magnetic Diskettes 5¼"	31,516	16,272	-15,244
h.	Magnetic Diskettes 8"	103,205	27,956	-75,249
i.	Paper Tapes	165	6	-159
j.	Other <i>(Describe)</i>		24,867	+24,867

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	35,655	33,975	-1,680
b.	Microfilm—35mm Reels	14,976	9,822	-5,154
c.	Microfilm Cassettes		3,523	+3,523
d.	Movie Film		1,179	+1,179
e.	Other <i>(Describe)</i>		12,188	+12,188

Comments:

Signature of Component RMO:

Date:

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD Yellow copy - Directorate/RMO Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD	FROM: (Directorate and Office) DCI Area
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		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a. Case, Subject, Chronos, Etc.	5,509	6,610	+1,101
b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	4,821	5,065	+244
c. Odd-Size Material: Maps, Charts, Photographs, Etc.	319	449	+130
d. Other (Describe)		15	+15
TOTAL LINEAR FEET OF OFFICE FILES	10,649	12,139	+1,490

II. CARD-SIZE FILES:

a. 3x5 Cards	207	142	-65
b. 5x8 Cards	229	240	+11
c. Punch Cards			
d. Abstracts			
e. Aperture Cards			
f. Microfiche	89	137	+48
g. Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES	525	519	-6

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a. Computer Tapes	48	161	+113
b. Audio Tapes	428	546	+118
c. Video Tapes	116	188	+72
d. Disc Packs	26	96	+70
e. Word Processing Magnetic Tapes	72	72	
f. Word Processing Magnetic Cards	4,830	1,080	-3,750
g. Magnetic Diskettes 5¼"	3,700	673	-3,027
h. Magnetic Diskettes 8"	3,755	1,013	-2,742
i. Paper Tapes	100		-100
j. Other (Describe)			

IV. FILM RECORDS:

a. Microfilm—16mm Reels	742	746	+4
b. Microfilm—35mm Reels			
c. Microfilm Cassettes			
d. Movie Film			
e. Other (Describe)			

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD	FROM: (Directorate and Office) DDA
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	35,354	38,589	+3,235
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	16,365	18,010	+1,645
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,768	1,352	-416
d.	Other (Describe)		102	+102
TOTAL LINEAR FEET OF OFFICE FILES		53,487	58,053	+4,565

II. CARD-SIZE FILES:

a.	3x5 Cards	1,094	904	-190
b.	5x8 Cards	68	482	+414
c.	Punch Cards		79	+79
d.	Abstracts		16	+16
e.	Aperture Cards	43	13	-30
f.	Microfiche	551	408	-143
g.	Other (Describe)		10	+10
TOTAL LINEAR FEET—CARD-SIZE FILES		1,756	1,913	+157

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	61,406	63,372	+1,966
b.	Audio Tapes	34,058	14,506	-19,552
c.	Video Tapes	6,933	7,620	+687
d.	Disc Packs	902	1,132	+230
e.	Word Processing Magnetic Tapes	4,608	5,081	+473
f.	Word Processing Magnetic Cards	3,888	3,895	+7
g.	Magnetic Diskettes 5¼"	11,446	4,936	-6,510
h.	Magnetic Diskettes 8"	14,982	9,540	-5,442
i.	Paper Tapes			
j.	Other (Describe)		24,782	+24,782

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	7,520	7,286	-234
b.	Microfilm—35mm Reels	1,984	402	-1,582
c.	Microfilm Cassettes		22	+22
d.	Movie Film		245	+245
e.	Other (Describe)		782	+782

Comments:

Signature of Component RMO:

Date:

FORM 3581 OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD	FROM: DDI <i>(Directorate and Office)</i>
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	28,748	27,363	-1,385
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	29,421	38,778	+9,357
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	19,560	7,356	-12,204
d.	Other <i>(Describe)</i>		1,062	+1,062
TOTAL LINEAR FEET OF OFFICE FILES		77,729	74,555	+3,174

II. CARD-SIZE FILES:

a.	3x5 Cards	12,059	1,842	-10,217
b.	5x8 Cards		10,171	+10,171
c.	Punch Cards		102	+102
d.	Abstracts		21	+21
e.	Aperture Cards	2,142	1,836	-306
f.	Microfiche	1,628	997	-631
g.	Other <i>(Describe)</i>		299	+299
TOTAL LINEAR FEET—CARD-SIZE FILES		15,829	15,268	-561

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	7,914	5,823	-2,091
b.	Audio Tapes	522	699	+177
c.	Video Tapes	4,049	7,559	+3,510
d.	Disc Packs	83	350	+267
e.	Word Processing Magnetic Tapes	51	306	+255
f.	Word Processing Magnetic Cards	400	115	-285
g.	Magnetic Diskettes 5¼"	8,196	2,969	-5,227
h.	Magnetic Diskettes 8"	39,582	6,769	-32,813
i.	Paper Tapes			
j.	Other <i>(Describe)</i>		37	+37

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	9,086	3,231	-5,855
b.	Microfilm—35mm Reels	8,141	3,771	-4,350
c.	Microfilm Cassettes		2,760	+2,760
d.	Movie Film		460	+460
e.	Other <i>(Describe)</i>			

Comments:

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD		FROM: (Directorate and Office) DDS&T		
		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	35,430	27,607	-7,823
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	29,980	33,463	+3,483
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	6,040	12,132	+6,092
d.	Other (Describe)		1,455	+1,455
TOTAL LINEAR FEET OF OFFICE FILES		71,450	74,657	+3,207
II. CARD-SIZE FILES:				
a.	3x5 Cards	4,119	737	-3,382
b.	5x8 Cards		4,515	+4,515
c.	Punch Cards		29	+29
d.	Abstracts	152	159	+7
e.	Aperture Cards	510	86	-424
f.	Microfiche	1,148	1,469	+321
g.	Other (Describe)		3,633	+3,633
TOTAL LINEAR FEET—CARD-SIZE FILES		5,929	10,627	+4,399
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	31,207	33,574	+2,367
b.	Audio Tapes	859	494	-365
c.	Video Tapes	3,998	3,161	-837
d.	Disc Packs	436	1,341	+905
e.	Word Processing Magnetic Tapes		243	+243
f.	Word Processing Magnetic Cards	13,200	705	-12,495
g.	Magnetic Diskettes 5 1/4"	5,582	5,082	-500
h.	Magnetic Diskettes 8"	42,006	5,639	-36,367
i.	Paper Tapes	65	6	-59
j.	Other (Describe)		48	+48
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	9,037	8,439	-598
b.	Microfilm—35mm Reels	3,296	3,478	+182
c.	Microfilm Cassettes		741	+741
d.	Movie Film		88	+88
e.	Other (Describe)		9,563	+9,563
Comments:				
Signature of Component RMO:			Date:	

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19⁰³

TO: OIS/IRMD	FROM: (Directorate and Office) DDO
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	25,143	25,542	+399
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	100	100	
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		25,243	25,642	+399

II. CARD-SIZE FILES:

a.	3x5 Cards	2,248	1,888	-360
b.	5x8 Cards (Photo Files)	494	506	+13
c.	Punch Cards	195	204	+9
d.	Abstracts	187	87	-100
e.	Aperture Cards			
f.	Microfiche	919	838	-81
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		4,042	3,523	-519

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	515	338	-177
b.	Audio Tapes	2,010	4,008	+1,998
c.	Video Tapes	932	1,387	+455
d.	Disc Packs	216	286	+70
e.	Word Processing Magnetic Tapes	258		-258
f.	Word Processing Magnetic Cards	7,020	2,880	-4,140
g.	Magnetic Diskettes 5 1/4"	2,592	2,612	+20
h.	Magnetic Diskettes 8"	2,880	4,995	+2,115
i.	Paper Tapes			
j.	Other (Describe)			

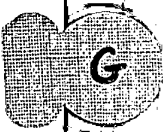
IV. FILM RECORDS:

a.	Microfilm—16mm Reels	9,270	14,273	+5,003
b.	Microfilm—35mm Reels	1,555	2,171	+616
c.	Microfilm Cassettes			
d.	Movie Film		386	+386
e.	Other (Describe) (Slides)		1,843	+1,843

Comments:

Signature of Component RMO:

Date:



CIA
ANNUAL REPORT OF RECORDS HOLDINGS
For 1985
(Figures Represent Cubic Feet of Records)

DIRECTORATE	TOTAL DIRECTORATE RECORDS HOLDINGS			I. OFFICE Files			II. CARD-SIZE Files			III. MAGNETIC RECORDS			IV. FILM RECORDS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
DCI	12,535	11,616	+919	12,139	10,649	+1,490	78	74	+4	309	884	-575	9	9	0
DDA	71,190	66,544	+4,656	58,053	53,487	+4,566	260	220	+40	12,694	12,711	-9	183	126	+57
DDI	79,975	81,805	-1,830	74,555	77,729	-3,174	2,428	1,834	+594	2,201	1,982	+219	609	260	+349
DDS&T	83,238	78,967	+4,271	74,657	71,450	+3,207	1,473	733	+740	6,082	6,615	-533	1,026	169	+857
DDO	27,475	27,515	-40	25,642	25,243	+399	473	528	-55	1,095	1,605	-510	265	139	+126
1985 TOTAL	274,413			245,046			4,712			22,381			2,092		
1984 TOTAL		266,437			238,558			3,389			23,789			703	
Difference			+7,976			+6,488			+1,323			-1,408			+1,389

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DCI
ANNUAL REPORT OF RECORDS HOLDINGS
FOR 1985
(Figures Represent Cubic Feet of Records)

OPI/OFFICE	TOTAL RECORDS HOLDINGS			I. OFFICE Files			II. CARD-SIZE Files			III. MAGNETIC RECORDS			IV. FILM RECORDS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
10 DCI/RMO	640	534	+106	628	521	+107	5	6	-1				7	7	0
NIC	948	954	-6	946	952	-6				2	2	0			
76 PAO	1,122	738	+384	1,103	716	+387	1	1	0	18	21	-3			
37 AS	287	243	+44	285	243	+42				2	0	+2			
36 CGC	4,474	4,164	+310	4,272	3,971	+301	20	11	+9	182	182	0			
07 OIG	196	212	-16	192	208	-16	4	4	0						
08 OLL	535	520	+15	534	519	+15	1	1	0						
09 COMPT	268	263	+5	259	255	+4	7	6	+1				2	2	0
04 ICS	2,587	3,201	-614	2,555	2,535	+20	5	7	-2	27	659	-632			
03 HISTORY	246	209	+37	211	175	+36	32	32	0	3	2	+1			
1985 TOTAL	12,535			12,139			78			309			9		
1984 TOTAL		11,616			10,649			74			884			9	
Difference			+919			+1,490			+4			-575			0

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DDA
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OPI/OFFICE	TOTAL RECORDS HOLDINGS			I. OFFICE Files			II. CARL-SIZE Files			III. MAGNETIC RECORDS			IV. FILM RECORDS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
30 OODA	430	491	-61	423	471	-48	1	0	+1	5	19	-14	1	1	0
33 CC	4,692	5,761	-1,069	4,231	5,127	-897	12	5	+7	391	592	-201	58	37	+21
35 OL	4,645	4,395	+250	4,466	4,278	+188	67	29	+38	93	87	+6	19	1	+18
63 ODP	17,916	14,561	+3,355	8,083	5,578	+2,505	41	4	+37	9,792	8,979	+813			
38 OP	3,325	3,391	-66	3,225	3,289	-64	26	24	+2	3	8	-5	71	70	+1
34 OIS	1,123	1,233	-110	1,110	1,168	-58	6	15	-9	7	49	-42	0	1	-1
39 OMS	4,032	2,977	+1,055	3,899	2,896	+1,003	28	56	-28	93	25	+68	12	0	+12
31 OS	18,732	17,490	+1,242	18,108	16,176	+1,932	46	54	-8	569	1,259	-690	9	1	+8
11 OTE	11,837	11,698	+139	10,104	10,016	+88	20	20	0	1,712	1,661	+51	1	1	
32 OP	4,171	4,276	-105	4,123	4,228	-105	13	13	0	23	21	+2	12	14	-2
83 EEO	287	264	+23	281	260	+21				6	4	+2			
1985 TOTAL	71,190			58,053			260			12,694			183		
1984 TOTAL		66,537			53,487			220			12,703			126	
Difference			+4,653			+4,566			+40			-9			+57

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DDI
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OPI/OFFICE	TOTAL RECORDS HOLDINGS			I. OFFICE Files			II. CARD-SIZE Files			III. MAGNETIC RECORDS			IV. FILM RECORDS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
	29 ODDI	2,421	1,641	+780	2,372	1,607	+765	4	11	-7	45	23	+22		
13 OGI	9,187	8,263	+924	9,042	8,136	+906	11	37	-26	133	89	+44	1	1	0
12 OCR	33,579	42,998	-9,419	30,081	40,656	-10,576	2,271	1,547	+724	1,027	549	+478	200	246	-46
27 OIA	4,815	2,802	+2,013	4,230	2,656	+1,574	32	108	-76	5	32	-27	548	6	+542
26 SOVA	7,102	7,159	-57	6,960	7,131	-171	59	21	+38	46	7	+39	37		+37
16 CCPAS	2,926	3,525	-599	2,714	3,273	-559	12	3	+9	200	248	-48	0	1	-1
64 OSWR	13,492	8,336	+5,156	12,714	7,307	+5,407	38	53	-15	735	970	-235	5	6	-1
86 ALA	1,688	1,622	+66	1,685	1,567	+118	1	53	-52	2	2	0			
87 NESA	1,213	1,439	-226	1,209	1,403	-194				4	36	-32			
88 OEA	770	1,681	-911	768	1,680	-912	0	1	-1	2	0	+2			
89 EURA	2,782	2,339	+443	2,780	2,313	+467				2	26	-24			
1985 TOTAL	79,975			74,555			2,428			2,201			609		
1984 TOTAL		81,805			77,729			1,834			1,982			260	
Difference			-1,830			-3,174			+594			+219			+349

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DDS&T
ANNUAL REPORT OF RECORDS HOLDINGS
FOR 1985
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OPI OFFICE	TOTAL RECORDS HOLDINGS			I. OFFICE Files			II. CARE-SIZE Files			III. MAGNETIC RECORDS			IV. FILM RECORDS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
	60 O/DDS&T	543	562	-19	535	558	-23	1	0	+1	4	4	0	3	0
61 CSO	6,413	5,420	+993	5,624	4,908	+716	13	18	-5	765	483	+282	11	11	0
66 ORD	2,757	3,730	-973	2,593	2,308	+285	13	10	+3	145	1,412	-1,267	6	0	+6
65 OD&E/PL	6,911	6,265	+646	6,803	6,216	+587	16	1	+15	87	46	+41	5	2	+3
CD&E/FO	13,185	14,455	-1,270	10,530	11,713	-1,183	41	197	-156	2,555	2,505	+50	59	40	+19
19 NPIC	34,366	29,854	+4,512	30,171	27,356	+2,815	1,156	423	+733	2,173	2,020	+156	866	55	+811
56 OTS	6,173	6,366	-193	5,969	6,168	-199	70	70	0	113	108	+5	21	20	+1
25 FBIS	12,890	12,315	+575	12,432	12,223	+209	163	14	+149	240	37	+203	55	41	+14
1985 TOTAL	83,238			74,657			1,473			6,082			1,026		
1984 TOTAL		78,967			71,450			733			6,615			169	
Difference			+4,271			+3,207			+740			-533			+857

DDO
ANNUAL REPORT OF RECORDS HOLDINGS
For 1985
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OPI/OFFICE	TOTAL RECORDS HOLDINGS			I. OFFICE Files			II. CARD-SIZE Files			III. MAGNETIC RECORDS			IV. FILM RECORDS		
	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.	1985	1984	Diff.
DDO	27,475	27,515	-40	25,642	25,243	+399	473	528	-55	1,095	1,605	-510	265	139	+126
1985 TOTAL	27,475			25,642			473			1,095			265		
1984 TOTAL		27,515			25,243			528			1,605			139	
Difference			-40			+399			-55			-510			+126