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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

20 April 1950

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SUBJECT: Records Inventory

REFERENCE: Administrative Instruction No. 50-16, dated 7 November 1949.

1. This Notice sets forth a uniform procedure for inventorying files and filing equipment in the offices, staff sections, and field offices of the Agency. From the inventory, Agency records retention periods and disposal tables will be established, also standards for filing equipment and supplies will be developed.

2. The records officer designated for each office and staff section will:

a. Conduct orientation meetings for members of his office selected to assist with the inventory.

b. Prepare a control list of all file series and equipment to be included in the inventory.

c. Supervise the physical inventory, review and submit necessary reports.

3. Appendix A contains detailed procedural information.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

Acting Executive

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Attachment: Appendix A

DISTRIBUTION: A.

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