

11 July 1963

**MEMORANDUM FOR:** Area Records Officer, OCR

**SUBJECT** : Annual Report of Records Holdings  
and Equipment Inventory

**REFERENCE** : Your memo of 18 June, same subject

1. Attached is the referenced memo with inventory entered.
2. A reduction of file holdings resulted from the elimination of a large processing backlog which had been reported in previous years. However, this was offset by a growth in CTSC holdings which resulted largely from a policy change regarding supplemental distribution copies of NIE's and SNIE's.

25X1A9a

  
Records Officer, DD/CR

Attachment:

Annual Report of Records Holdings and  
Equipment Inventory