

18 June 1965

To :

From : Chief, Records Administration Staff

Subject: Annual Report of Records Holdings

1. Your report of records holdings and records destruction for FY 65 may be recorded below and returned to my office by 13 August. In addition, any specific problems or comments about your program would be appreciated.
2. Your continued cooperation in furnishing this data enables us to evaluate the progress of the Records Management Program in the Agency and to explore areas where problems may exist or where improvements may be desirable.
3. Please call if you have any difficulty in meeting this deadline.



STAT

_____ cu. ft. of records on hand 1 July 1964

_____ cu. ft. of records on hand 30 June 1965

_____ cu. ft. destroyed in the offices during FY 65

Area Records Officer/Component