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16 December 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Report of CIA Records Holdings

1. As a matter of information, the Agency's volume of records decreased 3.6% in Fiscal Year 1966. Our total records on hand at the end of June 1966 was 198,500 cubic feet. In addition, the amount of records destroyed within the offices increased 4.4% over the previous year. The greatest reduction in records holdings was reported by the DDI offices and, for the most part, can be attributed to the emphasis put on the program in NPIC.

2. These figures are encouraging and represent favorable progress in our efforts to control the growth of records holdings. On the other hand, our ratio of 18.1 cubic feet of records per employee is high as compared to the government-wide ratio of 5 cubic feet. While a direct comparison with other government agencies cannot be made, it does point up the need to exert additional efforts to control our records growth.



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CIA Records Administration Officer

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