

Rec. Mgmt 1-4-4

25X1

Approved For Release 2005/08/16 : CIA-RDP70-00211R000500110002-1

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

October 1966

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	68	318	
2. RECORDS ACCESSIONED	753	3,620	109,452
3. RECORDS DISPOSED OF AT CENTER	66	801	20,637
4. RECORDS TRANSFERRED FROM CENTER	34	562	29,687
5. RECORDS HOLDINGS	59,128		
6. INTELLIGENCE REPORTS RECEIVED	234	1,099	56,080
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	138	419	23,662
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	78	324	13,073
9. INTELLIGENCE REPORTS HOLDINGS	19,345		
10. VITAL RECORDS RECEIVED	54	515	15,221
11. VITAL RECORDS DISPOSED OF AT CENTER	39	164	3,780
12. VITAL RECORDS TRANSFERRED FROM CENTER	3	35	2,356
13. VITAL RECORDS HOLDINGS	9,085		
14. ARCHIVES ACCESSIONED	5	388	4,374
15. ARCHIVES DISPOSED OF AT CENTER	1	11	37
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	3,453		
18. TOTAL HOLDINGS	* 91,011		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,695	15,936	672,326
20. INFORMATIONAL REQUESTS	588	2,381	
21. Archival Documents	169	847	
22. INTELLIGENCE REPORTS	10,305	22,286	
23. VITAL RECORDS	256	1,181	
24. TOTAL	17,058	42,631	
25. NO. OF PAGES REPRODUCED	95	828	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	100,510	396,489	
A. INITIAL RECEIPT	99,184	388,968	
B. RETURNS	1,326	7,521	
27. Archival Documents	1,189	5,934	
28. VITAL RECORDS	1,832	9,621	
29. TOTAL	103,531	412,044	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	106,650	
31. UTILIZED	88,049	
32. COMMITTED		
33. AVAILABLE	18,601	

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR OCTOBER 1966

1. During October the A&RC accessioned 1,046 cubic feet of records from various Agency components. Components contributing the majority were OCR (221 cu. ft.), DDP (147 cu. ft.), NPIC (114 cu. ft.) and OF (83 cu. ft.).

2. Disposition Action was taken on 359 cu. ft. of obsolete records. There is still a backlog of several hundred cubic feet of SPECIAL RECORDS on Records Center shelves pending physical destruction.

3. The Total Holdings have reached a new all time high of 91,011 cu. ft. There are 2,962 cu. ft. in the Region #3 Federal Records Center.

4. There were 17,058 reference items pulled and forwarded to the various requestors in the Agency, other Federal agencies and Foreign governments. This is a 40 per cent increase over the average monthly reference activity during FY 1966. It was necessary to make four after hours special deliveries of urgently needed documents to Headquarters. These deliveries and the after-hour reference service used 28 hours of overtime.

5. VISITORS:

here for 19 days during October writing the History of the Office of Communications.

OCI	3	Discuss the Establishment of the OCI Archives
FMSAC	4	Briefing & Tour
CA	1	Work on Vital Records
RID	2	Briefing & Tour
RID	2	Deposit Sensitive Vital Records
DDP	5	Briefing & Tour
NPIC	1	Briefing & Tour
OF	1	Briefing & Tour
OS	3	Review Alarm System
IBM	1	Repair IBM Equipment
C&T Tel. Co.	1	Survey Telephone Equipment
OBI	3	Review VR Procedures

25X1

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

OS	1	Review Vital Records
OS	3	Briefing & Tour
Mosler Co.	1	Test New Alarm System
OS	1	Test New Alarm System
OS	2	Review Vital Records
OSI	2	Update Vital Records
OSI	1	Review Records
OSI	1	Briefing & Tour
OP/MMPD	1	Briefing & Tour

~~SECRET~~

