

Rec report 1-4-4

25X1

25X1

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

SEPTEMBER 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)	70	250	
2. RECORDS ACCESSIONED	727	2,867	108,699
3. RECORDS DISPOSED OF AT CENTER	67	735	20,571
4. RECORDS TRANSFERRED FROM CENTER	195	528	29,653
5. RECORDS HOLDINGS	58,475		
6. INTELLIGENCE REPORTS RECEIVED	480	865	55,846
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	116	281	23,524
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	61	246	12,995
9. INTELLIGENCE REPORTS HOLDINGS	19,327		
10. VITAL RECORDS RECEIVED	197	461	15,167
11. VITAL RECORDS DISPOSED OF AT CENTER	26	125	3,741
12. VITAL RECORDS TRANSFERRED FROM CENTER	22	32	2,353
13. VITAL RECORDS HOLDINGS	9,073		
14. ARCHIVES ACCESSIONED	116	383	4,369
15. ARCHIVES DISPOSED OF AT CENTER	1	10	36
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	3,449		
18. TOTAL HOLDINGS	* 90,324		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,967	14,241	666,631
20. INFORMATIONAL REQUESTS	532	1,793	31,169
21. Archival Documents	142	678	
22. INTELLIGENCE REPORTS	4,231	11,981	
23. VITAL RECORDS	208	925	
24. TOTAL	10,080	29,618	
25. NO. OF PAGES REPRODUCED	166	733	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	109,176	295,979	
A. INITIAL RECEIPT	107,685	289,784	
B. RETURNS	1,491	6,195	
27. Archival Documents	1,316	4,745	
28. VITAL RECORDS	2,481	7,789	
29. TOTAL	112,973	308,513	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	106,650	
31. UTILIZED	87,362	
32. COMMITTED		
33. AVAILABLE	19,288	

SECRET

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

1. The A&RC accessioned 1,032 cubic feet of records from various Agency Components. Of this total, 380 cubic feet were from NPIC, which consisted of 116 cubic feet Vital Records, 117 cubic feet Inactive Records and 147 cubic feet of Finished Intelligence Reports. Other large contributors were OCR - 278 cubic feet, RID - 114 cubic feet and OF 100 cubic feet.

2. Disposition Action was taken on 488 cubic feet of records no longer needed by the Agency. The backlog of over 800 cubic feet of SPECIAL records remains on Records Center shelves pending physical destruction. Since these records are SPECIAL, they cannot be moved to the Disposal Holding Area.

3. The total holdings have increased to 90,324 cubic feet, this is a new high for the A&RC. There are 2,962 cubic feet in the Federal Records Center.

4. There were 10,080 reference items pulled and forwarded to various requestors both in the Agency and in other agencies. It was necessary to make a SPECIAL delivery of documents to NPIC.

25X1

5. [redacted] successfully completed the Workshop on Records Management given by G.S.A./NARS at the National Archives.

25X1

6. [redacted] attended the Second Annual Federal Government Paperwork Management Awards Banquet. These awards are given annually by the Administrative Management Society to Federal Records managers for outstanding leadership and professional excellence in promoting effective paperwork management in the government.

7. VISITORS:

OSI	2	Review Records
NPIC	5	Process Reports for Supp. Dist.
OSI	3	Briefing & Tour
OP	1	Review T/O

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

RID	2	Briefing & Tour
RID	1	Deposit Sensitive Vital Records
O/DD/S	2	Briefing & Tour
AEC	1	Briefing & Tour
✓ OP	1	Update Vital Records
RAS	2	Update Vital Records
DIA	4	Briefing & Tour

-2-

SECRET

