

File: Rec. Regmt 1-4-4 9/16/66

25X1
25X1

Approved For Release 2005/08/16 : CIA-RDP70-00211R000500110004-9

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

Aug. 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)	80	180	
2. RECORDS ACCESSIONED	560	2,140	107,972
3. RECORDS DISPOSED OF AT CENTER	499	668	20,504
4. RECORDS TRANSFERRED FROM CENTER	158	333	29,458
5. RECORDS HOLDINGS	58,010		
6. INTELLIGENCE REPORTS RECEIVED	187	385	55,366
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	110	165	23,408
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	139	185	12,934
9. INTELLIGENCE REPORTS HOLDINGS	19,024		
10. VITAL RECORDS RECEIVED	147	264	14,970
11. VITAL RECORDS DISPOSED OF AT CENTER	83	99	3,715
12. VITAL RECORDS TRANSFERRED FROM CENTER	6	10	2,331
13. VITAL RECORDS HOLDINGS	8,924		
14. ARCHIVES ACCESSIONED	245	267	4,253
15. ARCHIVES DISPOSED OF AT CENTER	3	9	35
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	3,334		
18. TOTAL HOLDINGS	* 89,292		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,019	9,274	661,664
20. INFORMATIONAL REQUESTS	730	1,261	36,637
21. Archival Documents	227	536	
22. INTELLIGENCE REPORTS	4,190	7,750	
23. VITAL RECORDS	415	717	
24. TOTAL	10,581	19,938	
25. NO. OF PAGES REPRODUCED	155	567	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	81,110	186,803	
A. INITIAL RECEIPT	78,332	182,099	
B. RETURNS	2,778	4,704	
27. Archival Documents	1,492	3,429	
28. VITAL RECORDS	3,285	5,308	
29. TOTAL	85,887	195,540	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	106,650	
31. UTILIZED	86,330	
32. COMMITTED		
33. AVAILABLE	20,320	

SECRET

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES & RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR AUGUST 1966

1. Accessions for August totaled 1,139 cubic feet.
2. Disposition Action was taken on 998 cubic feet of obsolete records. There is a backlog of over 800 cubic feet of "SPECIAL" records that have been authorized for destruction still on Records Center shelving pending physical destruction.
3. The Total Holdings now amounts to 89,292 cubic feet, of which 2,962 cubic feet are in the Federal Records Center in Alexandria.
4. There were 10,581 reference items pulled and forwarded to various requestors in the Agency, other US Agencies and Foreign Governments. It was necessary to make 3 special deliveries of urgently needed documents, two for the Office of Security and one for the Cable Secretary.

5. VISITORS:

OS	1	Tour & Briefing
OBI	4	Work on VR Maps
RID	1	Deposit Sensitive Vital Records
O/DD/P	2	Tour & Briefing
OC	2	Visit
FDD	1	Tour & Briefing
SOD	2	Review Vital Records
OMS	1	Review Records

SECRET

GROUP 1
 Excluded from automatic
 downgrading and
 declassification