

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

JUNE 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)	55	853	
2. RECORDS ACCESSIONED	592	7,911	105,832
3. RECORDS DISPOSED OF AT CENTER	68	1,759	19,836
4. RECORDS TRANSFERRED FROM CENTER	71	2,783	29,125
5. RECORDS HOLDINGS	56,871		
6. INTELLIGENCE REPORTS RECEIVED	240	3,335	54,981
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	110	1,716	23,243
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	63	585	12,749
9. INTELLIGENCE REPORTS HOLDINGS	18,989		
10. VITAL RECORDS RECEIVED	80	1,755	14,706
11. VITAL RECORDS DISPOSED OF AT CENTER	700	1,115	3,616
12. VITAL RECORDS TRANSFERRED FROM CENTER	208	1,213	2,321
13. VITAL RECORDS HOLDINGS	8,769		
14. ARCHIVES ACCESSIONED	1	1,034	3,986
15. ARCHIVES DISPOSED OF AT CENTER	0	18	26
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	3,076		
18. TOTAL HOLDINGS	* 87,705		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,278	59,725	648,135
20. INFORMATIONAL REQUESTS	611	6,639	29,376
21. Archival Documents	279	2,409	
22. INTELLIGENCE REPORTS	5,420	62,440	
23. VITAL RECORDS	206	3,181	
24. TOTAL	11,794	134,394	
25. NO. OF PAGES REPRODUCED	172	4,614	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
26. INTELLIGENCE REPORTS	50,263	1,083,062
A. INITIAL RECEIPT	47,727	1,055,158
B. RETURNS	2,536	27,904
27. Archival Documents	748	13,971
28. VITAL RECORDS	2,217	97,242
29. TOTAL	53,228	1,194,275

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
30. TOTAL CAPACITY	103,260
31. UTILIZED	84,743
32. COMMITTED	
33. AVAILABLE	18,517

*Includes 2962 Cu. Ft. in FRC

SECRET Excluded from automatic downgrading and declassification

SECRET

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

1. The accessions for June amounted to 913 cubic feet.
2. Disposition action was taken on 1,220 cubic feet of obsolete records. There is a backlog of 741 cubic feet of "Special" records due for disposal. These records cannot be moved to the disposal holding area due to their "Special Classification", and they cannot be burned by the "Burn Man" until he receives the remainder of his "Special" clearances.
3. There was a decrease of 307 cubic feet in the total holdings, which now amounts to 87,705 cubic feet. There are now 2,962 cubic feet of USIB produced reference items in the Federal Records Center in Alexandria.
4. There were 11,794 reference items pulled and forwarded to various requestors in the Agency and other agencies.
5. It was necessary to make two special deliveries of urgently needed documents.

25X1 6. [redacted] attended the three-day meeting of AREA in New York City.

25X1 7. [redacted] successfully completed the two week course at the National Archives entitled "Introduction to Modern Archives Administration - Theory, Principles and Techniques."

8. VISITORS:

OCR/LY	2	[redacted] [redacted] were here for review of Operations and tour	25X1 25X1
DDS/RAS	1	Review Records	
OC	1	Review New Physical Security Requirements for [redacted]	25X1

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O/DDP	4	Briefing & Tour
RID	1	Deposit "Sensitive" Vital Records
EUR	1	Update Vital Records
SB	1	Update Vital Records
OL	2	Review Vital Records
COTs	25	Briefing & Tour
OCR	1	Briefing & Tour (New Assistant OCR Records Officer)

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