

Reports -

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Approved For Release 2005/08/16 : CIA-RDP70-00211R000500110007-6

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MAY 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	798	
2. RECORDS ACCESSIONED	756	7,319	105,240
3. RECORDS DISPOSED OF AT CENTER	24	1,691	19,768
4. RECORDS TRANSFERRED FROM CENTER	68	2,712	29,054
5. RECORDS HOLDINGS	56,418		
6. INTELLIGENCE REPORTS RECEIVED	262	3,095	54,741
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	168	1,606	23,133
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	137	522	12,686
9. INTELLIGENCE REPORTS HOLDINGS	18,922		
10. VITAL RECORDS RECEIVED	180	1,675	14,626
11. VITAL RECORDS DISPOSED OF AT CENTER	22	415	2,916
12. VITAL RECORDS TRANSFERRED FROM CENTER	45	1,005	2,113
13. VITAL RECORDS HOLDINGS	9,597		
14. ARCHIVES ACCESSIONED	139	1,033	3,985
15. ARCHIVES DISPOSED OF AT CENTER	7	18	26
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	3,075		
18. TOTAL HOLDINGS	* 88,012		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,642	54,447	642,857
20. INFORMATIONAL REQUESTS	487	6,028	28,765
21. Archival Documents	416	2,130	
22. INTELLIGENCE REPORTS	3,702	57,020	
23. VITAL RECORDS	172	2,975	
24. TOTAL	9,419	122,600	
25. NO. OF PAGES REPRODUCED	1,052	4,442	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	87,750	1,032,799	
A. INITIAL RECEIPT	86,223	1,007,431	
B. RETURNS	1,527	25,368	
27. Archival Documents	995	13,223	
28. VITAL RECORDS	2,203	95,025	
29. TOTAL	90,948	1,141,047	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	103,260	
31. UTILIZED	85,700	
32. COMMITTED		
33. AVAILABLE	17,560	

\*Includes 2312 Cu. Ft. in FRC

Excluded from automatic downgrading and declassification

**SECRET**

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

1. The Archives and Records Center accessioned 1,337 cubic feet of records from various Headquarters components. This is the second month in a row that the Center accessioned 1,337 cubic feet.

2. Disposition action was taken on 471 cubic feet of records no longer needed by the Agency.

3. The net increase for May was 866 cubic feet; this increased the total holdings to 88,012 cubic feet.

4. There were 9,419 reference items pulled and forwarded to requestors in the Agency, other US Agencies and foreign governments. One large request for Finished Intelligence Reports was received from [redacted] It was necessary to make a special delivery, of an urgently needed document, to the Chief, FE.

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5. Visitors:

DDP/MPS/[redacted]	2	Tour & Briefing
OCR/LY	3	Update Vital Records
DDS/RAS	1	Review Records
OBI	1	Tour & Briefing
DDP	25	Briefing & Tour
NPIC	3	Deposit Vital
		Records
NPIC	18	Briefing & Tour
SOD	1	Review Vital Records

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GROUP 1  
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declassification