

Reports 1-4-7

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4/6/66

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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH
March 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)	83	630	
2. RECORDS ACCESSIONED	795	5,698	103,619
3. RECORDS DISPOSED OF AT CENTER	711	1,619	19,696
4. RECORDS TRANSFERRED FROM CENTER	127	2,265	28,607
5. RECORDS HOLDINGS	55,316		
6. INTELLIGENCE REPORTS RECEIVED	302	2,606	54,252
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	91	1,296	22,823
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	54	360	12,524
9. INTELLIGENCE REPORTS HOLDINGS	18,905		
10. VITAL RECORDS RECEIVED	179	1,440	14,391
11. VITAL RECORDS DISPOSED OF AT CENTER	121	375	2,876
12. VITAL RECORDS TRANSFERRED FROM CENTER	192	656	1,764
13. VITAL RECORDS HOLDINGS	9,751		
14. ARCHIVES ACCESSIONED	53	704	3,656
15. ARCHIVES DISPOSED OF AT CENTER	1	7	15
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	2,757		
18. TOTAL HOLDINGS *	86,729		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,852	45,368	633,778
20. INFORMATIONAL REQUESTS	662	5,024	27,761
21. Archival Documents	235	1,428	
22. INTELLIGENCE REPORTS	6,854	47,768	
23. VITAL RECORDS	675	2,391	
24. TOTAL	14,278	101,979	
25. NO. OF PAGES REPRODUCED	453	3,000	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	81,732	888,739	
A. INITIAL RECEIPT	79,584	866,429	
B. RETURNS	2,148	22,310	
27. Archival Documents	969	11,205	
28. VITAL RECORDS	2,732	90,433	
29. TOTAL	85,433	990,377	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	84,417	
32. COMMITTED		
33. AVAILABLE	13,463	

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*Includes 2312 Cu. Ft. in FRC

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

1. A total of 1,329 cubic feet of records were accessioned from various Headquarters components.
2. Disposition action was taken on 1,297 cubic feet of records no longer needed by the Agency. The backlog in the physical destruction of records, except for "special" records has been eliminated. The Total Holdings now amount to 86,729, of which, 2,312 are in the Federal Records Center.
3. The net increase to the Total Holdings only amounted to 32 cubic feet. This is the second month in a row that the increase has been less than 100 cubic feet, this is due largely to the elimination of the disposal backlog and the current timely disposal of the records as they become obsolete.
4. There were 235 References to the Archives. Current emphasis in the Archives is on intra-office notices and instructions. OBI and the DD/S&T have been added to the list of offices sending copies of Intra-office instructions to the Archives.
5. There were 14,278 reference items pulled and forwarded to the various requestors in the Agency, other USIB agencies and foreign governments. It was necessary to make two special deliveries of urgently needed documents, one for DDP and one for OCI.

6. Visitors:

The OBI Records Officer and a specialist in geographic reports were at the A&RC for 3 days to assist A&RC personnel with the arranging of a part of the OBI Archival Records.

OP	3 ✓	Review Applicant Files
RID	1 ✓	Update Vital Records
SOD	1 ✓	Update Vital Records
RID	1 ✓	Review RID VR IBM work
DD/S&T	3 ✓	Review Records
NPIC	2 ✓	Pick up 43 cu. ft. of obsolete Vital Records
OCR	2 ✓	Briefing & Tour

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GROUP 1
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downgrading and
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25X1 moved all the food out of the [redacted]
[redacted] Work is underway to get the door secure and to
have shelving erected in this area.

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8. The holding area for records pending physical des-
truction was put into operation on 21 March.

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