

Reports - 1-4-4

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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

FEBRUARY 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)	57	547	
2. RECORDS ACCESSIONED	413	4,903	102,824
3. RECORDS DISPOSED OF AT CENTER	37	908	18,985
4. RECORDS TRANSFERRED FROM CENTER	278	2,138	28,480
5. RECORDS HOLDINGS	55,359		
6. INTELLIGENCE REPORTS RECEIVED	347	2,304	53,950
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	458	1,205	22,732
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	48	306	12,470
9. INTELLIGENCE REPORTS HOLDINGS	18,748		
10. VITAL RECORDS RECEIVED	216	1,261	14,212
11. VITAL RECORDS DISPOSED OF AT CENTER	119	254	2,755
12. VITAL RECORDS TRANSFERRED FROM CENTER	195	464	1,572
13. VITAL RECORDS HOLDINGS	9,885		
14. ARCHIVES ACCESSIONED	216	651	3,603
15. ARCHIVES DISPOSED OF AT CENTER	0	6	14
16. ARCHIVES TRANSFERRED FROM CENTER	0	-	884
17. ARCHIVES HOLDINGS	2,705		
18. TOTAL HOLDINGS	* 86,697		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,425	39,516	627,926
20. INFORMATIONAL REQUESTS	569	4,362	27,099
21. Archival Documents	119	1,193	
22. INTELLIGENCE REPORTS	4,854	40,914	
23. VITAL RECORDS	230	1,716	
24. TOTAL	10,197	87,701	
25. NO. OF PAGES REPRODUCED	149	2,547	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	129,654	807,007	
A. INITIAL RECEIPT	126,600	786,845	
B. RETURNS	3,054	20,162	
27. Archival Documents	965	10,236	
28. VITAL RECORDS	1,756	20,634	
29. TOTAL	132,375	837,877	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	84,385	
32. COMMITTED		
33. AVAILABLE	13,495	

**SECRET**

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

1. During February the A&RC accessioned 1,192 cubic feet of records from various Agency components.

2. Disposition Action was taken on 1,135 cubic feet of records no longer needed by the Agency. The backlog in the physical destruction of these records has been reduced considerably. This reduction is due to the assignment of three WCB students to burn full time for two weeks.

3. The net increase was only 57 cubic feet. There are now 86,697 cubic feet of records in the custody of the A&RC, of which 2,312 cubic feet are in the Region #3 Federal Records Center.

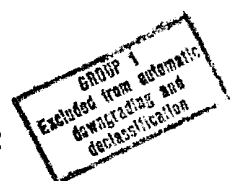
4. There were 119 references to the Archives. One request was for several FDD Summaries needed by the Census Bureau.

5. There were 10,197 reference items pulled and forwarded to various requestors in the Agency, other Government Agencies and Foreign Governments. There were several large requests for Finished Intelligence Reports from DIA. A "rush priority" request for 58 personnel folders was serviced for the Director of Personnel. It was necessary to make two special deliveries of urgently needed documents to the Legislative Counsel.

6. VISITORS:

OCR/GR	1	Briefing & Tour
RID	2	Work on Vital Records
WH	1	Update Vital Records
OCR/GR	1	Briefing & Tour
OSI	2	Review Records
OL	1	Review Records & Vital Records

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RID	3	Deposit & Work on Vital Records
NE	2	Work on Vital Records
NPIC	3	Deposit and Pick Up Vital Records
RAS	1	Meeting on Staffing USIB Reference Center

25X1 7. Completed consolidation of shelving for NPIC Vital Records; this consolidation gained 1,140 cubic feet of storage space in [ ] and at the same time brought together all NPIC Vital Records with space for further deposits.

25X1 8. [ ] presented the "Records Center Operation" work shop to 25 NPIC personnel in [ ]

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification