

Rec. Mgmt
1-4-4

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

DECEMBER 1965

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)			25X1
2. RECORDS ACCESSIONED	52	384	
3. RECORDS DISPOSED OF AT CENTER	406	3,862	101,783
4. RECORDS TRANSFERRED FROM CENTER	139	866	18,943
5. RECORDS HOLDINGS	64	1,707	28,049
6. INTELLIGENCE REPORTS RECEIVED	54,791		
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	288	1,751	53,397
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	32	508	22,035
9. INTELLIGENCE REPORTS HOLDINGS	25	240	12,404
10. VITAL RECORDS RECEIVED	18,958		
11. VITAL RECORDS DISPOSED OF AT CENTER	211	966	13,917
12. VITAL RECORDS TRANSFERRED FROM CENTER	34	102	2,603
13. VITAL RECORDS HOLDINGS	108	259	1,367
14. ARCHIVES ACCESSIONED	9,947		
15. ARCHIVES DISPOSED OF AT CENTER	40	356	3,308
16. ARCHIVES TRANSFERRED FROM CENTER	1	6	14
17. ARCHIVES HOLDINGS	0	0	884
18. TOTAL HOLDINGS	2,410		
	*86,106		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,374	30,152	618,562
20. INFORMATIONAL REQUESTS	590	3,254	25,991
21. <u>Archival Documents</u>	89	865	
22. INTELLIGENCE REPORTS	4,148	32,761	
23. VITAL RECORDS	135	1,289	
24. TOTAL	9,336	68,321	
25. NO. OF PAGES REPRODUCED	151	2,280	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
26. INTELLIGENCE REPORTS	88,792	562,152
A. INITIAL RECEIPT	86,263	547,268
B. RETURNS	2,529	14,884
27. <u>Archival Documents</u>	3,459	8,427
28. VITAL RECORDS	1,932	15,892
29. TOTAL	94,183	586,471

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
30. TOTAL CAPACITY	97,880
31. UTILIZED	83,794
32. COMMITTED	
33. AVAILABLE	14,086

Excluded from automatic downgrading and declassification

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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS
CENTER MONTHLY STATISTICAL SUMMARY FOR DECEMBER 1965

1. There were 945 cubic feet of records accessioned from various Agency components. One of the more significant accessions was the records from former Assistant Director for Operations dating from 1946 to its abolishment in 1965.
2. Disposition action was taken for 403 cubic feet of records no longer needed by the Agency or required by law. The backlog in the physical destruction of obsolete records increased during December. There are now 790 cubic feet pending, of which 379 cubic feet remains on the shelf because there is no place to store it.
3. There was a net increase of 542 cubic feet to the Total Holdings which now amounts to 86,106 cubic feet. There are 2,312 cubic feet of inactive USIB reference material at the Federal Records Center in Alexandria.
4. There were 9,336 reference items pulled and forwarded to various requestors in the Agency, other USIB agencies and Foreign Governments.

5. Visitors:

OCR/LY	2	Maintain OCR/LY VR Book Collection
JOTs	30	Tour and Briefing
OBI	4	Transfer Records to Agency Archives
OC	1	Search Records
NPIC	3	Deposit Vital Records
NE	1	Tour and Briefing
WH	1	Tour and Briefing
RID	1	Tour and Briefing

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