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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

SEPTEMBER 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)	73	211	
2. RECORDS ACCESSIONED	818	2,462	100,383
3. RECORDS DISPOSED OF AT CENTER	73	546	18,623
4. RECORDS TRANSFERRED FROM CENTER	336	807	27,149
5. RECORDS HOLDINGS	54,611		
6. INTELLIGENCE REPORTS RECEIVED	384	1,015	52,661
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	150	285	21,812
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	54	99	12,263
9. INTELLIGENCE REPORTS HOLDINGS	18,586		
10. VITAL RECORDS RECEIVED	132	420	13,371
11. VITAL RECORDS DISPOSED OF AT CENTER	20	48	2,549
12. VITAL RECORDS TRANSFERRED FROM CENTER	0	124	1,232
13. VITAL RECORDS HOLDINGS	9,590		
14. ARCHIVES ACCESSIONED	40	281	3,233
15. ARCHIVES DISPOSED OF AT CENTER	0	5	13
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	2,336		
18. TOTAL HOLDINGS *	85,123		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,669	14,664	603,074
20. INFORMATIONAL REQUESTS	487	1,537	24,274
21. ARCHIVAL DOCUMENTS	87	463	
22. INTELLIGENCE REPORTS	4,425	11,474	
23. VITAL RECORDS	116	454	
24. TOTAL	9,784	28,592	
25. NO. OF PAGES REPRODUCED	157	1,722	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	116,479	335,387	
A. INITIAL RECEIPT	115,006	328,709	
B. RETURNS	1,473	6,678	
27. ARCHIVAL DOCUMENTS	1,196	3,194	
28. VITAL RECORDS	3,049	8,721	
29. TOTAL	120,724	347,302	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	82,811	
32. COMMITTED		
33. AVAILABLE	15,069	

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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES & RECORDS CENTER MONTHLY STATISTICAL SUMMARY FOR SEPTEMBER 1965

1. During September the Archives and Records Center accessioned 1,374 cubic feet of records from various Headquarters components.

2. Disposition action was taken on 633 cubic feet of records that were no longer needed by the Agency.

3. The net increase for September was 741 cubic feet. The total Holding now amounts to 85,123 cubic feet, of which 2,312 cubic feet are in the Region #3 Federal Records Center.

4. There were 9,784 Reference items pulled and forwarded to the various requestors in the Agency and other USIB Agencies. It was necessary to make two special deliveries of urgently needed documents to DDP/FE.

5. Visitors:

DDP/WPS	3	Review EP Facilities
DDP/RID	1	Deposit Vital Records
DDS/OP	2	Review Applicant Files
DDI/OCR	2	Tour and Briefing
DDI/OBI	1	Tour and Briefing
DDS&T/OCS	3	Tour and Briefing
DDS/OL	1	Review Records Control Schedule
NSA	5	Tour and Briefing

6. [redacted] attended the Federal Government Paperwork Management Awards Banquet at the Shoreham Hotel on 28 September 1965. The Toastmaster was Representative Arnold Olsen of Montana, a strong advocate of paperwork control. The dinner address was given by John W. Macy, Jr., Chairman of the U. S. Civil Service Commission.

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