



CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

AUGUST 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)	80	138	
2. RECORDS ACCESSIONED	1,054	1,644	99,565
3. RECORDS DISPOSED OF AT CENTER	101	473	18,550
4. RECORDS TRANSFERRED FROM CENTER	172	471	26,813
5. RECORDS HOLDINGS	54,202		
6. INTELLIGENCE REPORTS RECEIVED	412	631	52,277
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	82	135	21,662
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	31	45	12,209
9. INTELLIGENCE REPORTS HOLDINGS	18,406		
10. VITAL RECORDS RECEIVED	164	288	13,239
11. VITAL RECORDS DISPOSED OF AT CENTER	8	28	2,529
12. VITAL RECORDS TRANSFERRED FROM CENTER	4	124	1,232
13. VITAL RECORDS HOLDINGS	9,478		
14. ARCHIVES ACCESSIONED	150	241	3,193
15. ARCHIVES DISPOSED OF AT CENTER	4	5	13
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	2,296		
18. TOTAL HOLDINGS *	84,382		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,386	9,995	598,405
20. INFORMATIONAL REQUESTS	587	1,050	23,787
21. ARCHIVAL DOCUMENTS	195	376	
22. INTELLIGENCE REPORTS	4,192	7,049	
23. VITAL RECORDS	170	338	
24. TOTAL	10,530	18,808	
25. NO. OF PAGES REPRODUCED	1,441	1,565	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	156,994	218,908	
A. INITIAL RECEIPT	154,778	213,703	
B. RETURNS	2,216	5,205	
27. ARCHIVAL DOCUMENTS	762	1,998	
28. VITAL RECORDS	3,221	5,672	
29. TOTAL	160,977	226,578	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	82,070	
32. COMMITTED		
33. AVAILABLE	15,810	

\*Includes 2312 Cu. Ft. in FRC

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NARRATIVE SUPPLEMENT TO THE  
CIA ARCHIVES & RECORDS CENTER MONTHLY STATISTICAL  
SUMMARY - AUGUST 1965

1. The total accessions for August amounted to 1,780 cubic feet.
2. Disposition action was taken on 402 cubic feet.
3. The net increase was 1,378 cubic feet. The total volume now in the Center is 84,382 cubic feet, of which 2,312 cubic feet are in the Region #3 Federal Records Center.
4. There were 10,530 reference items pulled and forwarded to various requestors. It was necessary to make three after hour special deliveries of urgently needed documents to Headquarters; 1 for OO/C, 1 for OBI, and 1 for DDP/SR.

5. Visitors:

were here for two days to research OSI and DCI records for information to be used in a special history they are preparing for the Director.

OBI	5	Work on Vital Records
OP	1	" " " "
OBI	4	" " " "
DDP/FE	2	" " " "
NPIC	3	Deposit Vital Records
OC	3	Screen Records
OBI	5	Work on Vital Records
RID	1	Deposit Vital Records
OC	3	Screen Records
DDP/CA	1	Update Vital Records
DDP/CA	1	Discuss Policy Pertaining to the Storage of CENIS Reports

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