

## CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

APRIL 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)	87	697	
2. RECORDS ACCESSIONED	1,362	6,251	96,344
3. RECORDS DISPOSED OF AT CENTER	247	1,962	16,807
4. RECORDS TRANSFERRED FROM CENTER	214	1,660	25,258
5. RECORDS HOLDINGS	54,279		
6. INTELLIGENCE REPORTS RECEIVED	263	3,067	51,195
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	304	4,275	20,696
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	74	828	12,021
9. INTELLIGENCE REPORTS HOLDINGS	18,478		
10. VITAL RECORDS RECEIVED	144	1,415	12,623
11. VITAL RECORDS DISPOSED OF AT CENTER	279	546	2,473
12. VITAL RECORDS TRANSFERRED FROM CENTER	15	383	1,036
13. VITAL RECORDS HOLDINGS	9,114		
14. ARCHIVES ACCESSIONED	24	1,073	2,753
15. ARCHIVES DISPOSED OF AT CENTER	0	8	8
16. ARCHIVES TRANSFERRED FROM CENTER	0	1	21
17. ARCHIVES HOLDINGS	2,724		
18. TOTAL HOLDINGS *	84,595		

## REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,497	41,520	578,591
20. INFORMATIONAL REQUESTS	541	5,270	21,834
21. ARCHIVAL DOC.	78	262	
22. INTELLIGENCE REPORTS	4,896	46,200	
23. VITAL RECORDS	164	3,382	
24. TOTAL	10,176	96,634	
25. NO. OF PAGES REPRODUCED	87	1,753	

## ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	55,551	721,651	
A. INITIAL RECEIPT	50,497	688,109	
B. RETURNS	5,054	33,542	
27. ARCHIVAL DOC.	859	2,796	
28. VITAL RECORDS	3,789	28,641	
29. TOTAL	60,199	753,088	

## SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	81,631	
32. COMMITTED	0	
33. AVAILABLE	16,249	

**SECRET**

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

1. The A&RC accessioned 1,793 cubic feet of records from various Headquarters Components.

2. Disposition Action was taken on 1,133 cubic feet.

3. There was an increase in the total holdings for the first time since December 1964. The total holdings are now 84,595 cubic feet, which is more than the February figure, but less than the January holdings.

4. There are now 2,964 cubic feet of reference material in the Region #3 Federal Records Center.

5. There were 10,176 reference items furnished to various requestors.

6. Visitors:

Audit Staff	1	Review Records for Destruction
DDP/WE	1	Search for Vital Records
NPIC	3	Deposit Vital Records
Cable Sec.	3	Retire Records
DDP/AF	2	Deposit & Update Vital Records
RID	3	Deposit & Update Vital Records
DDP/EE	1	Review Records for Disposition
DDP/SG	1	Review Vital Records
DDP/CI	1	Review Vital Records

25X1 [redacted] attended the Monthly Inter-Agency Records Administration Conference meeting at the National Archives.

25X1 [redacted] were given a conducted tour of DD/S&T OCS installation at Headquarters.

25X1 [redacted] along with [redacted] of Records Administration Staff reviewed the CIA records holding in the Federal Records Center.

25X1

Excluded from automatic  
downgrading and  
declassification

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