

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH	
		JANUARY 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)	82	457	
2. RECORDS ACCESSIONED	414	3,691	93,784
3. RECORDS DISPOSED OF AT CENTER	382	1,386	16,231
4. RECORDS TRANSFERRED FROM CENTER	94	1,181	24,779
5. RECORDS HOLDINGS	52,774		
6. INTELLIGENCE REPORTS RECEIVED	195	2,242	50,370
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	863	1,932	18,353
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	111	663	11,856
9. INTELLIGENCE REPORTS HOLDINGS	20,161		
10. VITAL RECORDS RECEIVED	177	1,076	12,284
11. VITAL RECORDS DISPOSED OF AT CENTER	24	240	2,167
12. VITAL RECORDS TRANSFERRED FROM CENTER	37	348	1,001
13. VITAL RECORDS HOLDINGS	9,116		
14. ARCHIVES ACCESSIONED	78	1,032	2,712
15. ARCHIVES DISPOSED OF AT CENTER	8	8	8
16. ARCHIVES TRANSFERRED FROM CENTER	0	1	21
17. ARCHIVES HOLDINGS	2,683		
18. TOTAL HOLDINGS	* 84,734		
REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	3,970	27,629	564,700
20. INFORMATIONAL REQUESTS	517	3,408	19,972
21. Archival Documents	39	130	
22. INTELLIGENCE REPORTS	5,362	30,622	
23. VITAL RECORDS	388	1,814	
24. TOTAL	10,276	63,603	
25. NO. OF PAGES REPRODUCED	250	1,237	
ITEMS RECEIVED			
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	84,855	526,358	
A. INITIAL RECEIPT	81,636	503,835	
B. RETURNS	3,219	22,523	
27. Archival Documents	94	1,277	
28. VITAL RECORDS	2,749	19,657	
29. TOTAL	87,698	547,292	
SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
30. TOTAL CAPACITY	97,880		
31. UTILIZED	83,485		
32. COMMITTED	0		
33. AVAILABLE	14,395		

**SECRET**

Narrative Supplement to the  
CIA Archives & Records Center Monthly Statistical Summary  
for January 1965

1. The accessions for January totaled 864 cubic feet.
2. Disposition action was taken on 1,519 cubic feet. The Security Division assisted the Archives & Records Center during January by burning 200 cubic feet at
3. For the first time since March of 1964, the dispositions amounted to more than the accessions; and there was a net decrease of 655 cubic feet in the Total Holdings.
4. The total Holdings now amounts to 84,734 cubic feet, of which 1,249 cubic feet are stored in the Region #3 Federal Records Center.
5. There were 10,276 reference items furnished to the various USIB requestors. This is the largest number of reference items furnished in a single month since March of 1964. It was necessary to make three special deliveries of urgently needed documents to Headquarters. One of these special deliveries was made at 2400 hours on Jan. 19.
6. All Archives & Records Center personnel received two additional "Special" Security Clearances. This action was necessary to permit certain components of the Agency to use the facilities and services of the A&RC. As a result, the work load will increase somewhat; however, it is impossible to estimate the increase at this time.

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7. VISITORS

30 Management trainees		
CI	1	Review Records
RID	3	Deposit & Update Vital Records
NPIC	3	Deposit Vital Records
ORR	3	Work on Archival Records
CI	2	Review Records
RID	1	Review Records
OP	2	Review Records
OCR	3	Update Vital Records

**SECRET**

