

Records Officers

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Memos to all ARO's

JUL 1963

FROM : CIA Records Administration Officer

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. This is a reminder of the need for a report of your records holdings and amount of records destroyed during the past fiscal year. In addition, an inventory of filing equipment is requested.
2. The statistical data will enable us to measure the effectiveness of the Records Management Program in the Agency and will provide the basic information for my report to the National Archives and Records Services, GSA.
3. Your findings may be recorded below and transmitted to my office by 16 August 1963. If you have any difficulty in meeting this deadline, please call me.



STAT

<u>RECORDS</u>	<u>EQUIPMENT</u>
_____ cu. ft. of records on hand 1 July 1962	<u>Type</u> <u>Number</u>
_____ cu. ft. of records on hand 30 June 1963	Safes
_____ cu. ft. destroyed during FY 1963. (Do not include those destroyed by the Records Center.)	4-drawer
	5-drawer
	2-drawer
	Cabinets
	5-drawer
	4-drawer
	card sizes
	(3x5, 5x8,
	IBM, etc.)
	Map cases
	Other (exclude shelf filing)

MORI/CDF

Area Records Officer