

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 March 1966

File in Rec mgmt Cab. 3-3-26
More information
3/1/65
STAT

RECORDS AND CORRESPONDENCE

HN
24 February 1965

ELIMINATION OF INACTIVE RECORDS

1. As an integral part of the over-all program to reduce purchases of office furniture, typewriters, file cabinets, etc., the President has directed that all agencies conduct a critical re-examination of their records disposal programs with the primary objectives of retiring inactive records to Records Centers and reducing to the absolute minimum the retention period for all records.

2. Notwithstanding the continuing emphasis given to the effort to reduce the quantity of records retained, the volume of material held in the Agency Records Center continues to grow. Furthermore, the number of safe-type cabinets requisitioned by Agency components has not appreciably decreased. It is apparent, therefore, that a more conscientious and energetic records disposal and destruction effort must be made throughout the Agency.

3. Existing Records Control Schedules in each Directorate will be reviewed immediately with the objectives of reducing retention periods to a minimum and, wherever possible, eliminating inactive records within the components. Realistic minimum retention periods will be shown on Records Control Schedules for material transferred to the Agency Records Center.

4. The Records Administration Officer, DD/S will provide guidance and staff assistance to Agency components in developing programs which comply with the intent and spirit of the President's directive. This is to be a continuing effort and periodic progress reports are required to be made to the President. Individuals responsible for the development and administration of Records Administration Programs in accordance with HR will furnish the Records Administration Officer by 15 April with information reflecting the results of this effort in their respective areas as of 31 March 1965. |

5. Requisitions for standard filing equipment will be held to an essential minimum and processed in accordance with HB

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
for Support

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