

ADMINISTRATIVE
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14 APR 1965

MEMORANDUM FOR: Each Division and Staff Chief

SUBJECT : Compliance with Headquarters [redacted]

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1. The President has directed that all agencies conduct a critical re-examination of their records disposal programs. Headquarters [redacted] dated 24 February 1965, directs that additional efforts be made to eliminate inactive records from Headquarters offices and from prolonged storage in the Agency Records Center.

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2. The Office of Security has a good record on both counts. We have deposited some 2,300 cubic feet of inactive records in the Center and have already eliminated more than 10% of those files.

3. The revision of Records Disposal Schedules for most of our components have been completed. Every component is requested to review its Records Disposal Schedule and reduce the storage period of inactive files at Headquarters and the Records Center to the minimum consistent with effective operations. Additional effort by all components should be made to implement such schedules, transfer inactive records and destroy obsolete papers in accordance approved disposal schedules.

4. Advice and guidance on this matter may be obtained from the Office of Security Records Officer, [redacted] or the Special Assistant for ADP, [redacted] on extension 6840 in Room 4E42, Headquarters.

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Howard S. [redacted]
Director of Security

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