

SECRET

m-1537

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UNITED STATES GOVERNMENT

Memorandum

TO : Records Administration Officer, DD/S

RMS M 65-042

DATE: 5 April 1965

FROM : Office of Communications, Executive Officer

SUBJECT: OC-Records Management Accomplishments

REFERENCE: HN dated 24 February 1965

25X1

1. In reply to the request contained in the referenced Notice, you are advised that during the past year, the Office of Communications has re-examined its records disposal program and rewritten many of its Records Control Schedules, Vital Document Schedules, and Records Management Directives with the primary objectives of retiring inactive records, destroying non-current, non-record material, and preserving those records of a historical or research value with a minimum retention time in the office.

2. As the result of the above efforts in the OC Records Management Program, the following accomplishments were realized:

- a. Paper destroyed: 632 cubic feet
- b. Records Archived: 79 cubic feet
- c. Safes (4-drawer) transferred within OC: 6
- d. Equipment Returned to Stock:
 - 4-drawer safes: 4
 - Card Trays (double): 37
 - IBM Card Trays: 2
 - KARDEX Safe: 1
 - Cabinet - 5-drawer: 1

OC-Executive Officer

25X1

Distribution:

- Orig. & 1 - Addressee ✓
- lcc - DD/S

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

O / Personnel

Sched to pull being reviewed

Destroy 101 conf

Transf 57.8

per



STAT

16 Apr 65

O / ODS

destroyed

Want SSA records scheduled



STAT

16 Apr