

*Rec mgmt*

SECRET

FILED: Bldg. 9 Grounds  
Records Center

REPLY TO

RECORDS SERVICES DIVISION

*Area 22*

TO: Acting Deputy Director (Administration)

SUBJECT: Records Center

1. PROBLEM:

Should the Agency Records Center be assigned organizationally to the Management Improvement Staff?

2. FACTS BEARING ON THE PROBLEM:

a. The establishment (via new construction) of an Agency Records Center at [redacted] to replace the interim facility now in operation at Rosslyn, Virginia has been approved by the Project Review Committee and by the DC (ANNEX I) 25X1

b. The establishment of a permanent Center [redacted] will, due to the location thereof, entail the retention in the capital area of certain services such as the limited storage and supplemental distribution of published intelligence reports, the storage (master copies), reproduction and mailing of supplemental copies of CIA produced intelligence information extracts and reports and the initial and supplemental distribution of agency regulations, notices, and miscellaneous issuances. 25X1

3. DISCUSSION:

a. Priority

Administrative - Staff Study, dated 22 December 1953, approved by the Acting Deputy Director (Administration) provided for the transfer to MIS of the Records Management Branch, including the Records Center. The Study, also, stated in effect that a determination should be made whether the functions of the center being operational in scope could best be performed elsewhere than in MIS.

1 - Federal Records Act - Public Law 754.

b. Intent of Public Law 754 - The intent of the Federal Records Act places on the head of each Federal Agency a definite responsibility for the control of records and, thus, tends to establish a special program, separate, in fact and in addition to other assigned responsibilities. (See ANNEX I, Paragraphs 2a and 3a)

SECRET

**SECRET****c. The Records Center**

- (1) The work of the Records Center proceeds according to the specifications cited in each disposition schedule approved for the retirement of records. Thus the disposition schedule serves as a key to confine records selected for retention and to release records authorized for disposal, i.e. according to a definite timetable. The lock the key fits is in the door of the Records Center which also houses other valuables such as savings in space and equipment costs and increased efficiency in the administration and control of records. Thus, the work of the Records Center enables the removal of inactive records from office files, tends to reclaim expensive file space and reduces finding time for both active records in file and non-current records retired for disposition. Also, the Records Center provides a definite system to curtail, on a continuous basis, the volume of records retained.
- (2) Space-wise the cost of an efficient center approximates 1/5 that of office space. Savings realized through the release of filing equipment against additional purchases thereof comprise a definite factor of economy recognized in government and industry alike.
- (3) In the past, the Records Center along with the entire records program has had an unpopular career and the work thereof has suffered from various organizational changes (See ANNEX II TAB A), lack of proper physical requirements such as a suitable building with appropriate and adequate equipment, lack of trained records analysts and area records officers to inventory and evaluate records and prepare control and disposition schedules thereon, lack of knowledge, appreciation, interest on the part of certain components of the specific intent of Public Law 754, and finally lack of sufficient and favorable internal publicity such as through formal notification of the records program, meetings with area records officers and administrative officials, invitations to visit the interim records center and the spoken word at every opportunity.
- (4) Under present administration the Records Center along with the Records Program has taken rapid strides forward. It is a going business with real accomplishments (ANNEX II TAB B). It has a master plan of objectives and methods of accomplishment (ANNEX II TAB C). It has an administrative program for the current fiscal year (ANNEX II TAB D). It has sponsored a successful training program. It has an organizational structure and definite functions with modest staffing (ANNEX III TAB E). It has known requirements (ANNEX III TAB F). It has acquired some approved equipment (ANNEX III TAB G). It has firm operating procedures (ANNEX III TAB H). Its production statistics are factual (ANNEX III TAB I). It has control records (ANNEX III TAB J). Finally, it also has a few problems (ANNEX III TAB K).

-2-

**SECRET**

**SECRET**

(5) It still lacks, however, a suitable building, increased appreciation and interest of certain components, and more internal publicity.

#### 4. CONCLUSIONS:

Logical proof of specific findings is detailed in Annex IV. A summary is provided as follows:

- a. The Records Center is operational in character, thus should not be placed organizationally in MIS which administers functions of a managerial staff nature.

The functions and activities of the Records Center entail the performance of repeated routines and rendition of services such as accessioning, storage, servicing, processing and disposal of records. Thus, the Center is operational in character. The Center should not be placed organizationally in MIS because its mission is only a minor phase of the whole mission of CIA and it is the latter which occupies the primary interest of MIS.

- b. Positive advantages will accrue in placing the Records Center under the administrative jurisdiction [ ] and in placing technical jurisdiction thereof under MIS. 25X1

Advantages will accrue in placing the Center under the administrative jurisdiction [ ] because (1) [ ] is a complete entity where all facilities exist for general administration, (2) the transfer will enable the merger of the Vitals Materials Repository with the Records Center to effect potential savings and (3) the transfer will tend to solve a functional problem of jurisdiction. Similarly, advantages will accrue in placing the Center under the technical jurisdiction of MIS because a direct relationship exists between the activities of records analysts in MIS and the work of the Center. Ample precedent exists to support this finding. 25X1 25X1

- c. The Records Center should be retained with the Records Management Staff in MIS on a temporary basis until the construction of the permanent Center [ ] is completed. 25X1

The Center should be retained with Records Management Staff in MIS on a temporary basis because (1) there is no other logical place to assign it organizationally, (2) the Records Management Staff is its parent organization and (3) construction of the permanent Center [ ] should be completed within the period of a year. 25X1

- d. When it is determined to place the Records Center under the administrative jurisdiction [ ] the functions, responsibility, operations, duplicating equipment and three position slots (GS-5) pertaining to supplemental distribution should be transferred to the jurisdiction of OCD on or before completion of the physical move. 25X1

-3-

**SECRET**

**SECRET**

The end result of this finding places on OCD the responsibility of (1) making supplemental distribution of all CIA reports to IAC and non-IAC agencies on either a loan or transfer basis and (2) integrating the substance of all CIA information reports as necessary into the operating system of the microfilm project to facilitate such distribution. The responsibility of maintaining a reserve supply of finished intelligence reports in storage and of furnishing replenishments thereof as needed to OCD for supplemental distribution purposes remains with the Records Center.

- e. When it is determined to place the Records Center under the administrative jurisdiction [redacted] the function and responsibility of performing essential operating routines pertaining to initial distribution of regulatory and miscellaneous issuances should be transferred to the Reproduction Plant, Printing and Reproduction Division, Logistics Office on or before completion of the physical move. 25X1

This finding tends to place on the Reproduction Plant the responsibility of performing certain operating routines such as addressing envelopes by addressograph equipment and sorting, counting and inserting regulatory and miscellaneous issuances in the envelopes for initial distribution.

5. ACTION RECOMMENDED:

Based on the substance of this study, it is recommended that:

- a. The Records Center be placed under the administrative jurisdiction of [redacted] as soon as construction of [redacted] is completed. 25X1
- b. Technical jurisdiction over the Records Center be placed in MIS.
- c. The Records Center be retained with the Records Management Staff in MIS on a temporary basis until construction of the permanent Center [redacted] is completed. 25X1
- d. The functions, responsibility, operations, duplicating equipment and three position slots (GS-5) pertaining to supplemental distribution be transferred to the jurisdiction of OCD on or before completion of the physical move of the Records Center.
- e. The function and responsibility of performing essential operating routines pertaining to initial distribution of regulatory and miscellaneous issuances be transferred to the Reproduction Plant, Printing and Reproduction Division, Logistics Office on or before completion of the physical move of the Records Center.
- f. Further study be made to determine the feasibility of merging the Vital Materials Repository with Records Center when the latter is moved [redacted] 25X1

[redacted] 25X1  
Acting Management Officer

**SECRET**

**SECRET**

**ANNEXES:**

- Annex I - Project Data
- Annex II - Background Data
- Annex III - Current Administrative Data
- Annex IV - Finding Data

**CONCURRENCES:**

Office of Collection & Dissemination      Date

Logistics Office      Date

**ACTION BY APPROVING AUTHORITY:**

**APPROVED:**

\_\_\_\_\_  
\_\_\_\_\_  
Acting Deputy Director (Administration)

**SECRET**