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ANNEX II TAB B

CIA RECORDS CENTER

ACCOMPLISHMENTS FOR FISCAL YEAR 1953

RECORDS RECEIVED BY THE PRESENT RECORDS CENTER REPRESENT THE EQUIVALENT OF 400 FILE CABINETS AT A COST OF \$94,000.

a. The volume of records received from the inception of the Center to date is 3,200 cu. ft. and is equivalent to 400 cabinets valued at \$94,000.

b. The Records Center received approximately 1,600 feet of records during the past year. This is equivalent to the volume of 200 legal size safe cabinets representing \$47,000 worth of equipment made available to the Agency during the past fiscal year.

c. Arrangements were made during this period to receive and store the tape recordings [redacted] Heretofore, these recordings had been transferred to the National Archives, but it appears more desirable to retain such material in our own Records Center.

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d. A total of 200 cu. ft. of records were destroyed under authority of approved disposal schedules.

e. There were 1,500 reference service requests on records in custody and 8,900 record items were furnished in response to these queries.

EXISTING AGENCY RECORDS CENTER FACILITIES ARE FILLED TO CAPACITY

a. For the past several months it has been necessary to move less active records to the [redacted] in Rosslyn in order to make space for files being currently transferred from operating units.

25X1

b. The storage of records in the [redacted] is a highly unsatisfactory expedient. More than half the records are stacked in boxes six high on the floor. Any reference to material stored in this fashion is an expensive and inefficient operation. At [redacted] it has been necessary to utilize space on top of double decked file cabinets for records storage.

25X1

25X1

THE NEED FOR ADEQUATE AGENCY RECORDS CENTER FACILITIES WAS ESTABLISHED AND PLANS FOR SETTING UP SUCH FACILITIES ARE IN PROCESS

a. A Staff study dated 29 December 1952 proposing the establishment of a Records Center was approved.

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b. There is presently in process, a Staff study recommending the authorization of either new construction or renovation in Rosslyn, Virginia, for use as a Records Center.

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IMPROVEMENTS WERE MADE IN THE STOCKING AND SERVICING OF REQUESTS FOR SUPPLEMENTAL DISTRIBUTION.

a. The volume of materials carried in stock for supplemental distribution now amounts to approximately 4,000 cu. ft. Certain activities in this operation have increased significantly in the last two quarters over that of the first half of the fiscal year. The number of information report master copies received for storage as stock has increased 76% while requests for supplemental distribution on the reports are up 51%. About 90% of these requests are serviced by furnishing reproductions made by means of an Ozalid machine or the Copy Fix process. The method used is dependent on the type of master copy in our files.

b. All requests for stock supplemental distribution items are now being processed within eight working hours. Previously, there was a time lag of several days, part of which was made necessary by having to forward used multilith mats to the Printing and Reproduction Division in order to supply copies for supplemental distribution.

c. Since 1 October 1952, servicing of reports has been improved by securing an Ozalid master for each issuance. In this manner, a complete set of information reports is being developed from which copies can be made by the most efficient method of reproduction for this type of operation. This method also permits satisfactory control over the continued expansion of information report distribution stock. This is achieved by the substitution of the Ozalid master for the multilith mat and five copies that were formerly received. Since last December, space equivalent to nine legal size cabinets has already been saved.

d. In order to expedite reference service on 300 cu. ft. of multilith copies of older reports, the physical rearrangement of the files was set up as a project and the task completed during the third quarter. This work involved putting the paper in proper numerical order and the insertion of file dividers. The reports are now filed upright in standard equipment and are searched with ease. As time permits, the same work is being done on 176 cu. ft. of oversized multilith mats that have been deteriorating due to frequent handling in undersize equipment.

e. Supplemental distribution of the finished Intelligence Reports increased by 48% during the last quarter of the year. In the same period, additional distribution of regulations increased by 20% while initial distribution rose 233%.

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