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ANNEX III TAB I

CIA RECORDS CENTER

Production

ANNUAL REPORTING

Research disclosed that consistent fiscal year totals are not available for records retired, record holdings, and records destroyed. It was determined, however, that calendar year totals are available in part as follows:

	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>
<u>Accessions</u>				
Jobs	60	73	111	205
<u>Holdings</u>				
Cubic Feet	--	--	728 ^{1/2}	4670
<u>Disposal</u>				
Cubic Feet	--	--	72.5 ^{1/2}	194

Apparently, conversion to fiscal year reporting occurred as of 1 July 1953, as the following totals in cubic feet were found available for the current period to 1 March 1954:

<u>Accessions</u>	<u>Holdings</u>	<u>Disposal</u>
1922	5234 ^{2/3} 6751 ^{1/3}	62

MONTHLY REPORTING

Examination of report for the month of February 1954 reveals certain statistical data of interest such as accessions-339 cubic feet; destroyed-41 cubic feet; reference service-621 items furnished; shelving space - total capacity of erected shelving 18,948 cubic feet, available space remaining 6,963 cubic feet; material received for supplemental distribution comprising intelligence reports, information reports and regulatory issuances - 20,074 items; total requests for supplemental distribution-778; material furnished on supplemental distribution - 5,520 items; total reproduction service - 13,578 pages and finally material furnished on initial distribution - 25,266 items.

- 1/ 8 Months--May through December
- 2/ Records
- 3/ Distribution Material

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