

FOR OFFICIAL USE ONLY

CODIB-D-75  
30 January 1961UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATIONDisposition of Inactive Intelligence Reference Collections

1. The attached staff study concerning reduction of the volume of other agency intelligence documents accumulated by CIA for reference use as well as control of future volume of such documents was approved for implementation in CIA on 18 January 1961. It is herewith transmitted to CODIB for information. An extra copy is included for release to each of your Records Management Officers for use as precedent in establishing similar disposition standards in other agencies as desired.

2. Henceforth, as agreed by the Records Management Officers of the Departments of the Air Force, Army and Navy, the Department of State, the Atomic Energy Commission, the Federal Bureau of Investigation, and the Central Intelligence Agency, CIA will, and any other agreeing agency can, dispose of other agency-produced intelligence documents five years after such documents become inactive. Further, any requests for such documents beyond this retention period will be serviced by the Agency of record.

3. This is a very productive step, reflecting good cooperation on the part of the USIB agencies' Records Management Officers. I feel that CODIB should hereby applaud this cooperative and productive spirit. Let's see now if we can develop an effective means of purging the active holdings of the various storage and retrieval systems.

Paul A. Borel  
Chairman

Attachments

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