

15 November 1962

Memorandum for: Executive Assistant to DD/R
From: CIA Records Administration Officer/DDS
Subject: Status of Vital Records Program

1. A survey of the Vital Records Program throughout the Agency has just been completed by [redacted] of this Staff. The attached statement shows the status of the program in each of the components of the DD/R Area. 25X1
2. I recommend that the Records Officers be included on the Emergency Rosters for their respective components. I also propose that all personnel on the Emergency Rosters be indoctrinated in the operation at [redacted] with particular emphasis on the procedures at the Vital Records Repository. 25X1
3. A comparison of our Agency Vital Records Program with those in other Federal agencies, State and Municipal governments and in some [redacted] industries indicates to me that ours is in excellent condition. On the other hand, I believe that we should continue our efforts to improve it and I will welcome your ideas. 25X1
4. Please let me know when we can assist you in developing your Vital Records Program. 25X1

Attachment

RAO/DDS/[redacted] fms (14 Nov 1962)

25X1

SECRET