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SECRET

RAA received 8/21/63
Call File
File; Cable Secretariat 9/14
22 August 1963

MEMO FOR THE RECORD

On 22 August 1963 a meeting was held in the Cable Secretariat to discuss and develop a program for orderly transfer and storage of Cable Secretariat vital and ^{in active} permanent records at the Records Center.

[Redacted]

the Records Center. The following general agreements were reached.

1. The Cable Secretariat will deposit CIA cables under a Vital Material Deposit Schedule on a daily basis. Cables will be sealed in blocks of 500. Each block will be arranged in numerical sequence without regard to sensitivity or classification.

2. As an estimate of volume and bulk, 3 to 4 such blocks totalling approximately 10 to 12 cubic inches would be deposited each workday. This works out to approximately 300 cubic feet per year.

3. To avoid the necessity of duplicating this file, the Cable Secretary proposed that the vital records file serve a dual purpose: initially as a "vital" record for one year, after which it would be retired as an "inactive" record for retention for an additional 14 years. In either status, the file would be accessible only to Cable Secretariat personnel.

4. Following this meeting, at [Redacted] suggestion, he and [Redacted] discussed this proposal with [Redacted] who expressed some reservation as to whether or not retention of one year in status as a "vital record" would meet the needs of Agency units concerned with cables. [Redacted] agreed to drafting the schedule and obtaining concurrences of those concerned. Meanwhile the Cable Secretariat will begin to deposit material as described pending official approval of the proposed schedule.

Dist: [Redacted]

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GROUP 1

Excluded from automatic down-