

MEMORANDUM FOR: Deputy Director (Support)

Subject: Disposition of Applicant Files by Office of Personnel

1. This memorandum contains a recommendation in paragraph 9 for your approval.

2. In accordance with your memorandum of 17 September 1962, I have explored the above subject with [redacted] of the Office of Personnel.

3. The first Records Control Schedule for personnel records was prepared in August of 1956 and carried the following disposition instructions for applicant files:

"Temporary. Screen annually and destroy those indicating a period of 2 years since date of last interest, except those whose qualifications have been coded or those with a suspense notation for retention due to security, medical or congressional interest factors, which will be destroyed 5 years after date of last contact unless otherwise noted."

This disposition instruction was carried forward when the Records Control Schedule was revised in April of 1958 and again when it was updated in September 1960.

4. In April 1958, [redacted] requested the transfer of some applicant files to the Records Center temporarily because of a serious space problem. They advised that they would review these files later before destroying them. This was never done and we now have 306 cubic feet of these in the Center.

5. When the Office of Personnel wanted to transfer more of these applicant files to the Center in August 1962, we suggested that they follow the provisions of the Records Control Schedule which provided for destruction at headquarters. The Office of Personnel again faced a serious space problem and we agreed to accept 24 cubic feet more of these files at the Center with the understanding that they would begin screening and destruction shortly.

6. On 19 September 1962, the Director of Personnel approved a proposal of the Chief, Transactions and Records Branch for the disposition of Applicant Files and Cards. In substance, their disposal instruction is similar to the one that has been in the Records Control Schedule since 1956.

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7. The Office of Personnel has been reluctant to follow the disposal instructions in the Records Control Schedule because the CI Staff/DDP several years ago informally expressed an interest in the retention of the applicant files. The Office of Personnel, however has no record that the CI Staff has ever used these files. [redacted] advised us that CI Staff has again expressed their interest and suggests retaining for 25 years at the Records Center of those applicant files containing a Personal History Statement for persons over age 21.

8. Based on samplings of the Applicant Files by [redacted] she estimates that only about 19% of the total volume at headquarters would have a Personal History Statement and therefore be of interest to the CI Staff. [redacted] is pursuing their interest.

9. I recommend:

a. That the Office of Personnel carry out the disposal instructions in their Records Control Schedule for those records in their office.

~~That the Office of Personnel authorize the Records Center to destroy the applicant files at the Center in accordance with disposal instructions in the Center.~~

b. That the Office of Personnel maintain the Applicant Files by categories of interest and cut them off on an annual basis.



The recommendation in paragraph 9 is approved.

abc

I. K. WHEED
Deputy Director
(Support)

RAO/DDS/[redacted] fms (3 Oct '62)