

Case File *OSI*

Approved For Release 2005/08/24 : CIA-RDP70-00211R000800250003-2
CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

25X1

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2	3F-22 Headquarters		
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

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Remarks:

[Redacted]

Attached is the September issue of Systems and Procedures that we discussed on the limousine this morning.

Since you indicated interest in records management, I'm taking advantage of the opportunity to give you three publications of ours in this field.

I enjoyed chatting with you and hope that you can visit our Records Center some time soon.

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FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
[Redacted]	16/4/63

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT

CAO Copy

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17 September 1962

F-40 Hg

CIA Records Administration Officer/DDS

Revised Records Control Schedule

1. Your revised Records Control Schedule 21-62 is approved and returned for application. A copy is retained here as the Agency's permanent record and one copy is being sent to the Records Center.

2. In reviewing your schedule I was impressed that your office continues to show progress in its disposition program. This is particularly indicated by the fact that OSI reports a decrease of 1.7% in records holdings from that reported on the previous schedule submitted in 1960. The schedule also reflects an appreciation by your staff of the advantages that can be gained by prompt disposal of records after they have served their purpose.

3. Some significant accomplishments derived from reports are:



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- a. Only 4% of the total holdings (2727 cu. ft.) are permanent records, 83% are considered temporary records, and 13% are listed as library material.
- b. The destruction of records in headquarters offices continues at a consistent rate (160 cu. ft. destroyed in FY 1961 and 159.9 cu. ft. destroyed in FY 1962).
- c. A total of 270.8 cu. ft. of records was transferred to the GEL/DDS along with 36 filing cabinets and 159 sections of shelving as a result of a reorganization.

4. [Redacted] continuing efforts to maintain an up-to-date and active records management program for OSI are to be commended.

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Signature

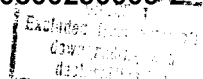


Distribution:

- Orig & 1 - addressee (w/copies of schedule - all extra)
- 1 - Records Center (w/schedule)
- 1 - Records Disposition (w/schedule)
- 1 - Office of DDS [Redacted]

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ENCLOSURE