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Executive Officer to the DD/S

18 January 1966

Chief, Records Administration Staff

Quarterly Report for the Records Administration Staff

There follows a summary of some of the principal activities concerned with the Agency Records Administration Program for the period 1 October - 31 December 1965.

✓ I. Correspondence Management

Made some minor revisions in the Correspondence Handbook (1959 edition) and had 200 copies reprinted because of heavy demands throughout the Agency.

✓ II. Records Disposition

1. Approved revisions in Records Control Schedules for nine operating offices, divisions and staffs. These revisions covered changes in organizational structure, functions, and modifications in retention and disposal instructions.
2. Significant changes in disposition instructions were:
 - a. OCI - 3175 cubic feet of records (55 cubic feet permanent; 2718 cubic feet temporary; 402 library material).
 - b. Office of Personnel - Retention period for MMPD applicant files reduced from 15 to 2 years.
3. Identified 297 cubic feet of memorandum copies of OSS payrolls in our Records Center for destruction.
4. Additional action was initiated to develop a disposal program for fiscal and finance records. We are now waiting for the General Counsel's Office to respond to our inquiry about the legality of destroying Confidential Funds records.

✓ III. Vital Records

Approved revisions in Vital Records Deposit Schedules for six offices, staffs or divisions.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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IV. Disposal of USIB Intelligence Materials

1. Tangible savings of \$468,187 have been realized in CIA since the disposal agreement with USIB Agencies went into effect in 1961.
2. Department of Air Force reports substantially reduced retention periods for these reference materials but could not give volume.
3. DIA reports destruction of 1500 cubic feet per year since 1961.
4. ONI reports that these materials are not accumulated in their library any longer.

✓ V. Filing Systems and Equipment

1. Approved nine requisitions originated by operating offices, staffs or divisions for special file equipment. Based on our recommendation the O/L changed one of their requirements and \$1033 was saved.
2. A File Equipment Workshop was presented to 18 NPIC employees.
3. Two Filing Systems Workshops were presented to 35 Office of Finance employees.

✓ VI. Forms Management

1. Saved \$550 by salvaging an obsolete abstract File Slip and using it in lieu of a new form requested by CI/Projects.
2. Eliminated 384,000 copies of obsolete forms which were stored in the Warehouse and in office space.
3. Completed the processing of 80 new and 53 revised forms.
4. 50X1
5. Approved 27 proofs of forms and materials and rejected one because wrong paper was furnished.
6. There were 29 requests on hand for new and revised forms on 31 December.

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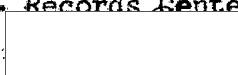
VIII. Records Center Operations

The net growth of records holdings in the Center for this period ending 31 December amounted to 1083 cubic feet. Total records in the Center now amount to 86,106 cubic feet, approximately 83% of capacity.

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Distribution:

- 1 - addressee
- 1 - Records Center
- 1 -  folder - 475-49, Hg
- 1 - RAS File (RecMgt REPORTS 1-4-3)

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DDS/RAS  fms (18 Jan 1966)

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