

~~SECRET~~

STAT

[Redacted]

16 December 1966

Chief, Records Administration

Records Disposal Problem

1. The attached file concerns 230,000 punched cards representing the SCIPS Master Card Deck. I authorized transfer of these cards to the Records Center in 1964 on the basis they would be retained until the SCIPS study was completed.

2. The SCIPS report has been prepared and distributed but we cannot get approval to destroy the cards even though the data in them has been put into magnetic tape. They occupy about 25 cubic feet of Records Center space.

3. I have discussed this with Chuck Briggs who promised he would try to get some action.

4. This is another instance of duplication of records based on conversion from manual to mechanical processes. May be you can get something done about this and similar situations. Good luck!

STAT

[Redacted]

Attachments

Distribution

Original - Addressee

STAT

- 1 - [Redacted]
- 1 - C/Support Services Staff/DDS
- 1 - RAB file ✓

STAT

DDS/SSS/[Redacted] (16 December 1966)

SECRET

001000180002-1

~~SECRET~~

Oct-Nov '66

File: Inspection Unit

OUTLINE FOR AUDIT OF COMPONENT RECORDS ADMINISTRATION PROGRAM

- I Has Program Been Established by Directive?
- II Scope of Program - Conformity to
- III Has Records Officers Position Been Designated By Directive?
- IV Is There a Current Position Description For R. O. Position?
- V Title and Grade of R. O.
- VI Actual Functions Performed by R. O.
- VII Training Completed By Records Officer
- VIII What Percent of R. O. Time Spent on R. M.
- IX Support Received By R. O. from Superiors
- X What Is R. O.'s Attitude Towards a Career Service Program.
- XI Are All Component Records Covered By Records Control Schedules?
- XII Is the R. C. S. Current? Does It Conform to the Existing Organization Structure of Component?
- XIII Does the R. O. Submit Regular Periodic Reports on Program Status to Superiors?
- XIV Does R. O. Call on Agency R. A. S. for Guidance and Assistance?
- XV When Was Last Time R. O. Visited Records Center?
- XVI Is the Vital Records Schedule Current?
- XVII Does R. O. Have an Inventory of Filing Equipment?
- XVIII Does R. O. Review All Requests For Filing Equipment and Filing Supplies?
- XIX Are Administrative (Support) Records Kept In Accordance With Agency
- XX Does R. O. Review All Requests For New or Revised Forms?
- XXI What Forms Files Has R. O. Established?

STAT

STAT

Records Disposition
x - Rec. Ctr - 5

JAN 1966

BASIS FOR COMPUTING TANGIBLE SAVINGS FROM RECORDS ADMINISTRATION

Records Disposition

I. Records Disposition - Offices

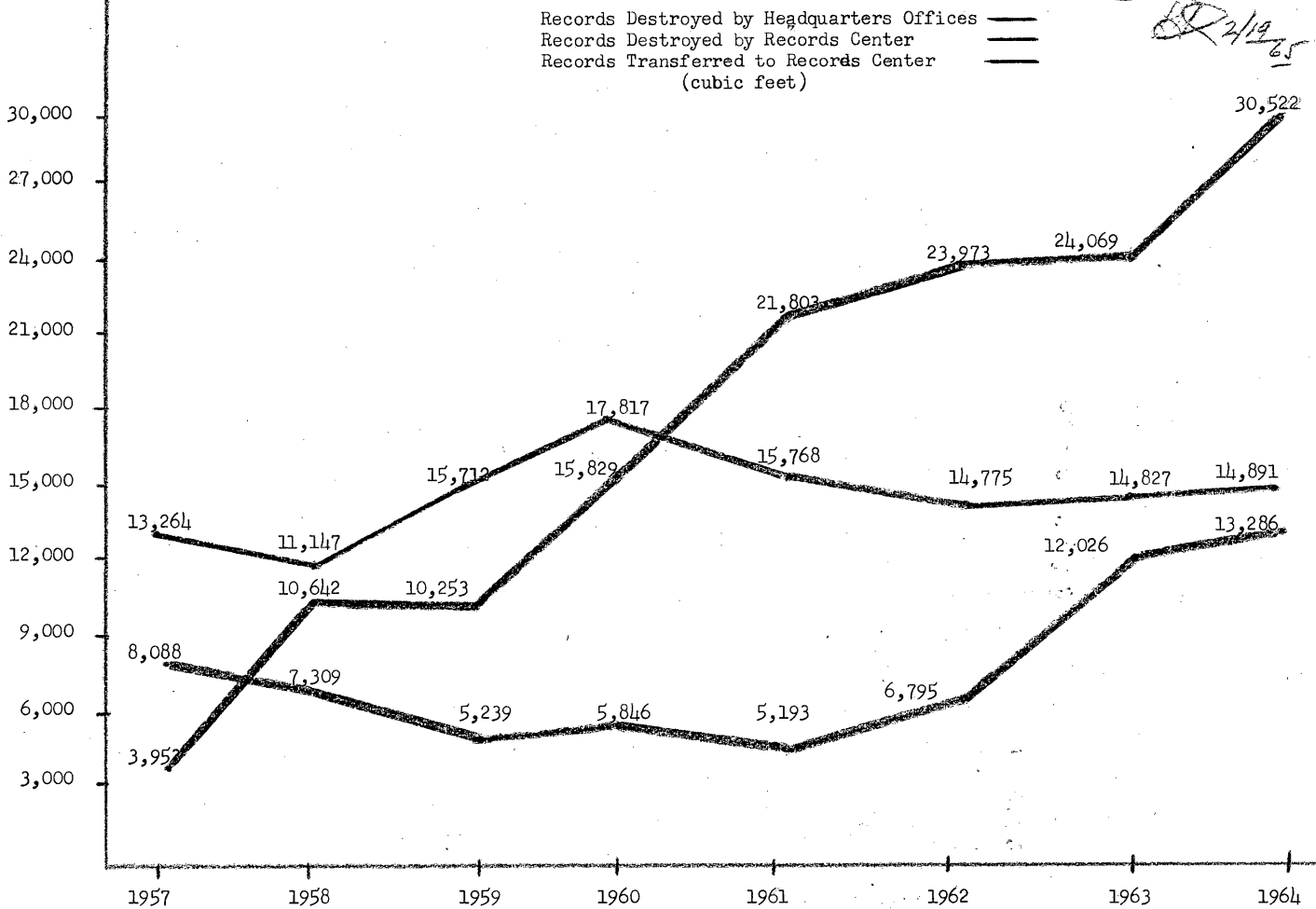
- 1. Cubic of Records Destroyed in Agency Offices _____
- 2. Cubic of Records Transferred to Records Center _____
- 3. Cubic Feet Eliminated from Office _____
(Item 1 plus Item 2)
- 4. Savings (Item 3 x \$59.15) \$ _____

II. Records Disposition - Archives and Records Center

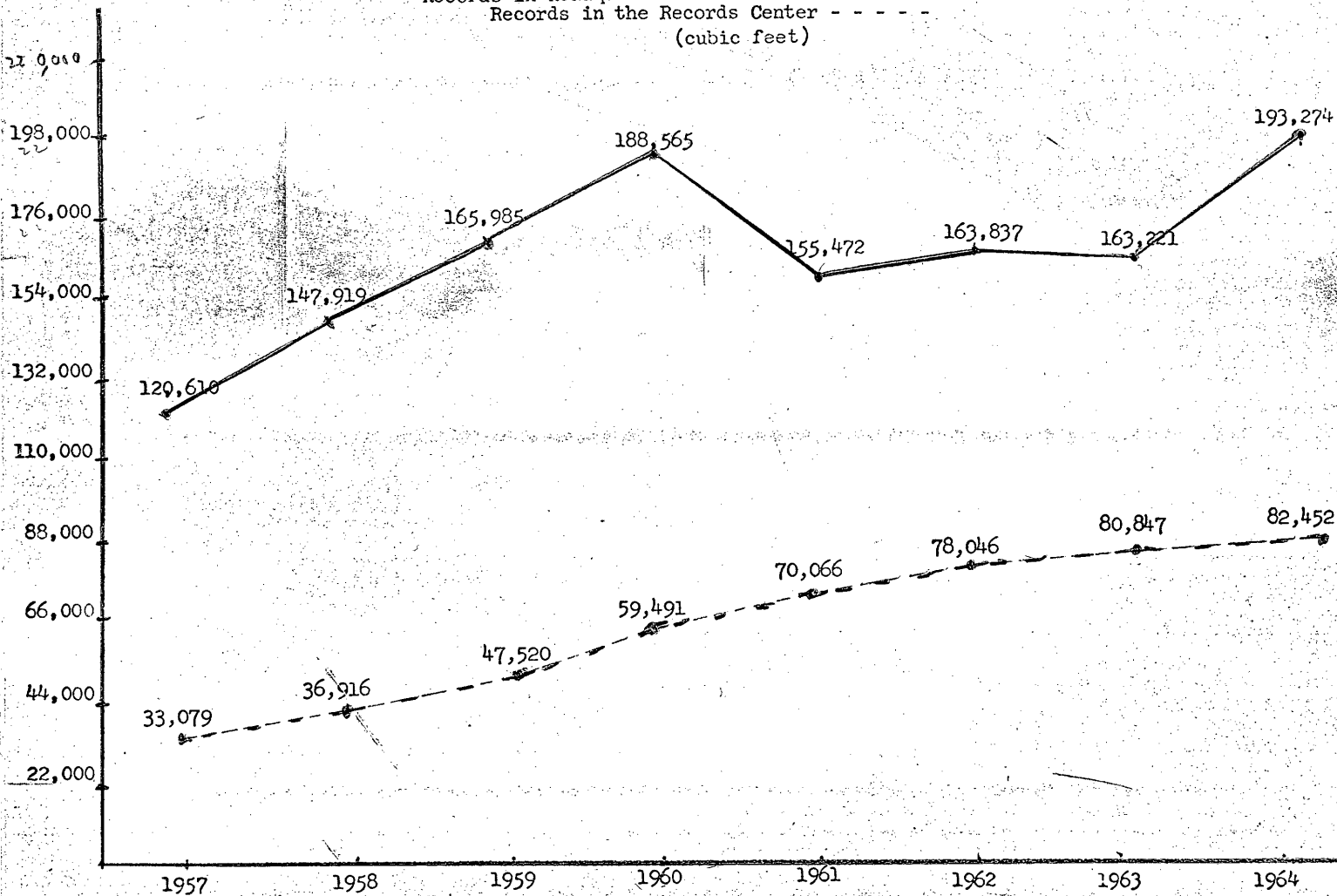
- 1. Cubic Feet of Records Destroyed _____
- 2. Cubic Feet of Records Transferred (Permanently) _____
- 3. Cubic Feet Eliminated from Archives & Records Center _____
(Item 1 plus Item 2)
- 4. Savings (Item 3 x \$1.78) \$ _____

12850100 0012850100

Records Disposition
4/19/65



Records in Headquarters Offices at end of Fiscal Year 1957-64
Records in the Records Center - - - - -
(cubic feet)



records disposition

Results of Revisions In Some Records Control Schedules 1964

| <u>COMPONENT OFFICE</u> | <u>PERMANENT</u> | <u>DESTROY IN OFFICE</u> | <u>DESTROY IN CENTER</u> | <u>RETURN FOR REVIEW</u> | <u>TEMP. DESTR. NOT AUTHOR.</u> | <u>TOTAL ITEMS</u> |
|-------------------------|------------------|--------------------------|--------------------------|--------------------------|---------------------------------|--------------------|
| OCI | 26 | 223 | 17 | 0 | 29 | 295 |
| OCR | 73 | 467 | 53 | 29 | 60 | 682 |
| OBI | 16 | 52 | 0 | 0 | 2 | 70 |
| ONE | 8 | 49 | 1 | 0 | 10 | 68 |
| Contact | 19 | 173 | 0 | 0 | 6 | 198 |
| FDD | 9 | 109 | 4 | 2 | 1 | 125 |
| FBID | 27 | 96 | 1 | 4 | 17 | 145 |
| ORR | 111 | 463 | 109 | 0 | 54 | 737 |
| DDI | 38 | 122 | 0 | 0 | 5 | 165 |
| | <u>327</u> | <u>1,754</u> | <u>185</u> | <u>35</u> | <u>184</u> | <u>2,485</u> |

101.11 REVISION OF RECORDS CONTROL SCHEDULES CHANGE IN DISPOSITION FULL PERIOD DISPOSITION

KEEP AT

| <u>COMPONENT</u> | <u>TOTAL</u> | <u>PER.</u> | <u>% PER.</u> | <u>TEMP.</u> | <u>% TEMP.</u> | <u>HEADQUARTERS</u> | <u>% HQS.</u> | <u>REC. CENTER</u> | <u>%</u> | <u>REC. CEN.</u> |
|-------------------------|--------------|-------------|---------------|--------------|----------------|---------------------|---------------|--------------------|----------|------------------|
| OSA/REG | 10 | 0 | 0 | 10 | 100 | 1 | 10 | 9 | 90 | 3 yrs. |
| OSA | 18 | 0 | 0 | 18 | 100 | 0 | 0 | 18 | 100 | 11 yrs. |
| OTR | 74 | 0 | 0 | 74 | 100 | 39 | 52 | 35 | 48 | 5 yrs. |
| OS | 6000 | 0 | 0 | 6000 | 100 | 0 | 0 | 6000 | 100 | 125 yrs.* |
| OP/SA | 65 | 0 | 0 | 7 | 11 | 50 | 77 | 8 | 12 | 12 yrs. |
| OP/CPD | 183 | 0 | 0 | 34 | 19 | 147 | 80 | 2 | 1 | 12 yrs. |
| Op/CSPD | 224 | 0 | 0 | 17 | 8 | 201 | 90 | 6 | 2 | 8 yrs. |
| OBI | 1056 | 17 | 2 | 102 | 19 | 924 | 88 | 13 | 1 | 13 yrs. |
| OCR | 301 | 0 | 0 | 301 | 100 | 0 | 0 | 301 | 100 | 3 yrs.* |
| OBPAM | 136 | 23 | 17 | 113 | 83 | 100.2 | 74 | 35.8 | 26 | Permanently |
| OP/Salary & Wage Div. | 129 | 4 | 3 | 125 | 97 | 94 | 75 | 31 | 25 | Permanent |
| Material Dir. OSA/DDS&T | 35 | 0 | 0 | 23 | 66 | 0 | 0 | 12 | 4 | Permanent |
| OP/Salary & Wage | | | | | | | | | | |
| O/Commo | 17 | 0 | 0 | 13 | 76 | 11 | 64 | 4 | 24 | Permanently |

* Previously Indefinite Disposition

Declassified in Part - Sanitized Copy Approved for Release @ 50-Yr 2013/12/13 : CIA-RDP70-00211R001000180002-1

| <u>COMPONENT</u> | <u>TOTAL</u> | <u>PER.</u> | <u>%PER.</u> | <u>TEMP.</u> | <u>%TEMP.</u> | <u>AT HQRS.</u> | <u>TRANSFER TO</u> | <u>%</u> | <u>REP AT REC. CENTER</u> |
|---|--------------|-------------|--------------|--------------|---------------|-----------------|--------------------|----------|-------------------------------|
| OSA/DDS&T Deputy for Field Activities | 8 | | | | | 22 | 12 | | |
| CGS | 254 | 102 | 40 | 152 | 60 | | | | Permanently |
| Sec. Trg. & Admin Staff | 163 | 0 | 0 | 163 | 0 | 112 | 51 | 33 | 5 Years |

Distribution of the Number and Kinds of Disposition Instructions
in the Records Control Schedules of DDI Components.

7/13/64
FIR Disposition

| <u>Component Office</u> | <u>Permanent</u> | <u>Destroy In Office</u> | <u>Destroy In Center</u> | <u>Return For Review</u> | <u>Tem. Des. Not Author.</u> | <u>Total Items</u> |
|-------------------------|------------------|--------------------------|--------------------------|--------------------------|------------------------------|--------------------|
| OCI | 26 | 223 | 17 | 0 | 29 | 295 |
| OCR | 73 | 467 | 53 | 29 | 60 | 682 |
| OBI | 16 | 52 | 0 | 0 | 2 | 70 |
| ONE | 8 | 49 | 1 | 0 | 10 | 68 |
| CONTACT | 19 | 173 | 0 | 0 | 6 | 198 |
| FDD | 9 | 109 | 4 | 2 | 1 | 125 |
| FBID | 27 | 96 | 1 | 4 | 17 | 145 |
| ORR | 111 | 463 | 109 | 0 | 54 | 737 |
| DDI | 38 | 122 | 0 | 0 | 5 | 165 |
| | <u>327</u> | <u>1754</u> | <u>185</u> | <u>35</u> | <u>184</u> | <u>2485</u> |