

26 February 1968

PPB BRIEFING NOTES  
on the  
AGENCY RECORDS PROGRAM

Since 1951 the Agency has had a Records Management Program in accordance with the specific requirements of Public Law 754: "The Federal Records Act of 1950."

The Agency Records Program, set forth in HR 70-1, covers the Creation, Maintenance, and Disposal of Agency paperwork through these six sub-programs:

- 1. Forms
- 2. Correspondence
- 3. Reports
- 4. Equipment Procedures
- 5. Vital Records
- 6. Records Preservation and Disposal

Each component has a Records Management Officer to carry out the Program locally. We have five analysts to provide them guidance and assistance in each sub-program of the Total Program. The Chief of the Records Branch is the Agency Records Officer and provides liaison with National Archives and Records Service. He is responsible for the overall administration and standards for the Agency's decentralized Records Program.

Four of these sub-programs are large and very active Agency - wide as indicated by such statistics as the following:

1. The Cost of Printing Agency forms was \$280,000 in FY 1967. We have 2,700 official forms of which 50 million copies are printed each year.
2. The Staff has completed Records Surveys in each Directorate. The Branch continually get requests for assistance with records equipment and systems.
3. Of the Agency's Vital Records the Program has located and stored some 10,000 cubic feet at the Emergency Relocation Site.
4. Since 1951 the Agency Records Center has disposed of 105,000 cubic feet of old files but we still have another 103,000 cubic feet on hand. The annual inventories show Agency Offices that have the same problem. Since 1957 Agency components have destroyed 260,000 cubic feet of old files but last summer they still have 230,000 cubic feet of files in the Agency Offices.

Besides the Records Branch of six professionals and two clericals which serves as the Central Staff for the Records Program at Headquarters, we also have the Agency Records Center at [REDACTED] and in [REDACTED] we have an Annex at the Federal Records Center. We have 17 people servicing the records in storage. In the last Fiscal Year there were 85,000 references to these records at the Center.

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We received 17,000 boxes, disposed of 7,000 and concluded with a net gain of 10,000 cubic feet at the Center. The Center received an average of 73 boxes of inactive records for storage every work day during the year. That equals about 10 safes per day. (With 4-drawer safes selling for about \$500 that equals \$5,000 and 80 square feet of floor space per day.)

Like many others, this Branch feels it should have more personnel over the next 5 years. They submit a persuasive plea for four professionals to pursue aggressive Correspondence and Reports Management Programs and to beef up their capacity to deal increasingly with automation.

One problem they have struggled with these past five years cannot be postponed any longer. Although they have disposed of 60,000 feet of old records in the last five years and have arranged for the loan of 25,000 feet of storage space, it is urgently required that additional space be provided for the storage of agency inactive records. Many alternatives have been suggested and explored. The most efficient, economical, and practical solution is the one actively followed by the Federal Government, We must build an additional records storage capacity contiguous to the present Records Center. The National Archives and Records Service estimates a reinforced building to meet our needs with a capacity of 60,000 cubic feet will cost approximately \$750,000. In 1957 the capacity of the Records Center was increased 60,000 cubic feet at a cost of \$416,000.

The Office of Logistics should be requested to study the feasibility and cost of a similar addition to the Records Center to be completed in Fiscal Year 1970, and funds should be budgeted to proceed with the project without delay.