

~~SECRET~~NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR OCTOBER 19681. Accessioning

The Inactive Office Records accessioned by the A&RC during October totaled 650 cu. ft. These records were retired by:

25X1A	DDP/RTD	-	184	cu. ft.	DDS/OC	-	34	cu. ft.
	DDP/	-	26	" "	DDS/OMS	-	11	" "
	DDI/NPIC	-	194	" "	DDS/OL	-	4	" "
	DDI/CRS	-	8	" "	DDS&T/OSP	-	10	" "
	DDI/OER	-	14	" "	DDS&T/OEL	-	28	" "
	DDS/OP	-	12	" "	DDS&T/FMSAC	-	41	" "
	DDS/OF	-	30	" "	DDS&T/OSI	-	13	" "
	DDS/OS	-	37	" "	DDS&T/OSA	-	4	" "

There were 253 cu. ft. of Supplemental Distribution items accessioned. These items consisted of 87 cu. ft. of Maps, 91 cu. ft. of NIS and 75 cu. ft. of all other categories.

The NIS accessioned consisted of the following:

1. 4 NIS Reports were new - 49 cu. ft.
2. 5 NIS Reports were reruns - 6 cu. ft.
- *3. 14 NIS Reports were revisions - 36 cu. ft.

*The revisions permitted the disposal of 22 cu. ft.

The majority of the 170 cu. ft. of Vital Records accessioned were deposited by: NPIC - 68 cu. ft; Cable Secretariat - 19 cu. ft.; and OBGI - 56 cu. ft.

The total accessions of all categories amounted to 1,105 cu. ft., which is an average of 48 cu. ft. per work day.

2. Reference

There were 11,254 reference items furnished to requestors during the month; 3,279 were furnished by the [REDACTED] and 7,975 were furnished by the A&RC at [REDACTED]. It was necessary to make 5 "special deliveries" of urgently needed documents; 1 box for the DCI's Office, 1 box for DDP/SB, 1 folder for DDS&T/ORD, 1 folder for Medical and 3 folders for DDP/CCS. The reference items averaged 489 per day.

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downgrading and
declassification

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3. Disposition

Disposition action was taken on 962 cu. ft.; 310 cu. ft. were transferred back to the originating office, and 652 cu. ft. were destroyed at the Center. The majority of the disposition action was taken on Inactive Office Records (807 cu. ft.). These records were originally retired by:

	<u>OFFICE</u>	<u>DESTROYED</u>	<u>RETURNED</u>
	DCI/PA		8 cu. ft.
	DDP/RID	108 cu. ft.	50 " "
	O/DDI		10 " "
FOIAb3b	DDI/OER	2 " "	2 " "
	[REDACTED]	1 " "	9 " "
	DDI/NPIC		7 " "
	DDI/OCI	61 " "	3 " "
	DDS&T/OCS	13 " "	11 " "
	DDS&T/FMSAC	7 " "	19 " "
	DDS&T/OSI	30 " "	51 " "
	DDS&T/OSP		10 " "
	DDS&T/OSA		2 " "
	DDI/CRS	6 " "	
	DDI/OBGI		20 " "
	DDS/OP		7 " "
	DDS/OMS	30 " "	3 " "
	DDS/OF	58 " "	
	DDS/OC		50 " "
	DDS/OS	6 " "	
	*DDS/OL	223 " "	

*The bulk of the Logistic records destroyed consisted of scheduled disposal of Requisition Vouchers - 69 cu. ft., Purchase Order Files - 77 cu. ft., and Cargo Files - 52 cu. ft. The disposition activity on all categories averaged 42 cu. ft. per day.

4. Archives

A special area has been set up in the Archives to hold the documents identified by the Agency to be a part of the Kennedy and Johnson Librarys.

Worked with [REDACTED] of OCI in pulling 91 reports and reproducing 486 pages to be included in the Johnson Library.

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Worked with [REDACTED] in identifying source material for the CRS and [REDACTED] history.

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5. [REDACTED]

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There were no problems at the [REDACTED] during the month. Due to the workload at [REDACTED] the D/Chief was unable to make a trip to [REDACTED] during October. Work continues on reproducing the NIS control cards as time is available; we expect to receive authorization from OBGI to destroy several hundred cu. ft. of NIS reports as a result of this project.

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6. Total Holdings

The net increase for October was only 143 cu. ft. This is the smallest increase this fiscal year (July - 608 cu. ft., Aug - 625 cu. ft., Sept. - 496 cu. ft.).

7. Visitors

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[REDACTED] from [REDACTED] has completed the research phase of STATSPEC the [REDACTED] history. He occupied office space at the A&RC from 21 August 1967 to 3 October 1968. STATSPEC

49 visitors

2		OSR	Review VR Records
1		CRS	Research Records
1		O/DCI	Review DCI Records
1	FOIAb3b	O/DCI	Purge Records
1		IG	Records Purge Investigation
1		RAB	" " "
1		[REDACTED]	History Writing
1		[REDACTED]	" "
2		IRS	Purge Records
1		FMSAC	Discuss Records Purge
3		O/DDS&T	" " "
4		OP	Review Records
4		OF	" "
1		RID	Deposit VR
1		NPIC	Supplemental Distribution
2		OCI	Purge Records & LBJ Library
2		OC	Discuss Permanent Records
1	FOIAb3b	RAB	Visit [REDACTED]
3		[REDACTED]	Purge Records
1		IAS	Pick up Package
7		DDP/WH	Records Purge
2		OBGI	Vital Records
2		DDP/NE	Purge Records
2		OCI	LBJ Library
2		OF	Briefing

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8. General

A. There is no change in the status of the new Security Alarm System.

B. There is no change in the status of the "water problem."

C. During October 29 people representing 10 components came to the A&RC as a result of the "Records Purge".

D. The A&RC is again experiencing problems with the heating and air conditioning. A work order, along with a chart reflecting the temperatures for the past three months, was submitted to the [REDACTED] Engineering Office requesting corrective action.

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E. [REDACTED] of the A&RC Staff attended the Symposium on "Documentation of ADP Operations" conducted by NARS on 15-17 October. The general conclusions were that there is still much thought to be given to the question: "Which records are worthy of keeping to document ADP operations?"

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F. [REDACTED] of the A&RC Staff attended the Management Seminar on Reports Management conducted by AREA on 30 October. The main theme was the impact of ADP on Reports Management and Reports Control. What was Reports Control is now Information Management, or better stated: "Information for Management".

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G. Several members of the A&RC Staff assisted [REDACTED] with the Records Officer Conference at [REDACTED]. All members of the Staff attended parts of the program as the workload permitted.

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H. During the month a non-scheduled fire drill was conducted by the [REDACTED] Security Office. The A&RC got a very good report for this drill.

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